

4.0.03 DOC Cmte minutes

RRT Committee meeting

Date: 26/07/17

Location: National Guideline Centre, 180 Great Portland Street

Minutes: Confirmed

Committee members present:		
Jan Dudley (Chair) (JD)		(Present for notes 1 – 9)
Andrew Mooney (AM)		(Present for notes 1 – 9)
Virginia Aylett (VA)		(Present for notes 1 – 9)
Caryl Bryant (CB)		(Present for notes 1 – 9)
Bimbi Fernando (BF)		(Present for notes 4 – 9)
Hugh Gallagher (HG)		(Present for notes 1 – 9)
Fiona Loud (FL)		(Present for notes 4 – 9)
Catherine O’Leary (COL)		(Present for notes 1 – 9)
Nii Plange (NP)		(Present for notes 1 – 9)
Mark Prentice (MP)		(Present for notes 1 – 9)
Raj Thuraisingham (RT)		(Present for notes 1 – 9)

In attendance:		
Nick Staples (NS)	Guideline Commissioning Manager	(Present for notes 1-9)
Sharon Swain (SS)	Associate Director/Guideline Lead	(Present for notes 1 – 9)
James Gilbert (JG)	Senior Research Fellow	(Present for notes 1 – 9)
Rafina Yarde (RY)	Research Fellow	(Present for notes 1 – 9)
Kate Lovibond (KL)	Health Economics Lead	(Present for notes 1 – 9)
Katie Broomfield (KB)	Document Editor/Process Assistant	(Present for notes 1 – 9)

Apologies:		
Ruth Crowther-Wood, Guideline Committee Member		
Anne-Louise Clayton, Senior Medical Editor, NICE		
Martin Drage, Guideline Committee Member		

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Ian Mather, Business Analyst, NICE
Rajib Pal, Guideline Committee Member
Lynne Russon, Guideline Committee Member
Rukshana Shroff, Guideline Committee Member
Nicola Thomas, Guideline Committee Member
Giulia Zuodar, Project Manager, NGC

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the eighth meeting of this committee.

Apologies were received from RCW, ALC, MD, IM, RP, LR, RS, NT and GZ.

2. Confirmation of matter under discussion, and declarations of interest

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting. The following new interests were declared:

GC Declarations of Interest			
N.B. The Chair and GC members were recruited to this guideline using NICE DOI policy published September 2014.			
Insert initials	Declaration	Classification (as per the NICE DOI policy wording*)	Chair's action
AM	Gave a talk for Yorkshire Health Practitioners Association. No guideline topics were covered. Small honorarium received.	Personal financial non-specific	Declare and participate

NICE DOI policy classifications are:

- Personal financial specific
- Personal financial non-specific
- Personal non-financial specific
- Personal non-financial non-specific
- Non-personal financial specific
- Non-personal financial non-specific

The Chair and a senior member of the Developer's team noted that in relation to the previous declarations recorded in the DOI register, for this meeting, no actions apply.

3. Minutes and notes from GC6 and GC7

3.1 The minutes and notes from GC6 and GC7 were agreed to be an accurate record of the meeting.

4. Evidence review: Indicators for transferring or discontinuing RRT

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4.1 The committee discussed the evidence report and made draft recommendations.
5. Evidence review: How frequently should people be reviewed
5.2 The committee discussed the evidence report and made draft recommendations.
6. Protocol: Models of care
6.1 JG led a discussion of the draft protocol for models of care.
7. Protocol: Symptom recognition
JG led a discussion on the draft protocol for symptom recognition.
8. Review of draft recommendations
JG and SS led a review of the draft recommendations for initiation and planning access formation.
9. Any other business
Updates were given, next steps agreed and action points assigned.

Date of next meeting: 06/09/2017

Location of next meeting: Boardroom, NGC