

## Primary Hyperparathyroidism Committee meeting 1

**Date:** 17/07/2017

**Location:** NGC Boardroom

**Minutes:** Confirmed

| <b>Committee members present:</b> |  |                           |
|-----------------------------------|--|---------------------------|
| Jonathan Mant (Chair) (JM)        |  | (Present for notes 1 – 4) |
| Neil Gittoes (NG)                 |  | (Present for notes 1 – 4) |
| Parijat De (PD)                   |  | (Present for notes 1 – 4) |
| Joy Foster (JF)                   |  | (Present for notes 1 – 4) |
| Fausto Palazzo (FP)               |  | (Present for notes 1 – 4) |
| Anthony Skene (AS)                |  | (Present for notes 1 – 4) |
| Nicholas Thomson (NT)             |  | (Present for notes 1 – 4) |

| <b>In attendance:</b>     |  |                             |
|---------------------------|--|-----------------------------|
| Katie Broomfield (KB)     | Document Editor/Process Assistant, NGC (notes) | (Present for notes 1 – 4)   |
| Jill Cobb (JC)            | Information Specialist, NGC                    | (Present for notes 1 – 4)   |
| Margaret Constanti (MC)   | Senior Health Economist, NGC                   | (Present for notes 1 – 4)   |
| Jessica Fielding (JF)     | Public Involvement Advisor, NICE               | (Present for notes 1 – 3.4) |
| Andrew Harding (AH)       | Guidelines Commissioning Manager, NICE         | (Present for notes 1 – 4)   |
| Samantha Jones (SJ)       | Project Manager, NGC                           | (Present for notes 1 – 2)   |
| Judy McBride (JM)         | Senior Medical Editor, NICE                    | (Present for notes 1 – 4)   |
| Sharon Swain (SS)         | Operations Director/Guideline Lead, NGC        | (Present for notes 1 – 4)   |
| Emily Terrazas-Cruz (ETC) | Senior Research Fellow, NGC                    | (Present for notes 1 – 4)   |

| <b>Apologies:</b> |                     |
|-------------------|---------------------|
| Terry Aspray (TA) | Guideline Committee |
| Julie Cox (JC)    | Guideline Committee |

|                   |                     |
|-------------------|---------------------|
| Imran Jawaid (IJ) | Guideline Committee |
| Peter Selby (PS)  | Guideline Committee |

## 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on primary hyperparathyroidism. The Committee members and attendees introduced themselves.

The Chair informed the Committee that apologies had been received. These are noted above.

The Chair outlined the objectives of the meeting.

## Introductions

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

The Chair asked everyone to verbally declare any interests that have arisen since application. The following new interests were received for this committee meeting:

| <b>Committee Declarations of Interest</b>  |  |   |                         |
|--|--|---|-------------------------|
| N.B. The Chair and Committee members were recruited to this guideline using NICE DOI policy published Sept 2014. |  |   |                         |
| <b>Insert initials</b>   | <b>Declaration</b>   | <b>Classification (as per the NICE DOI policy wording*)</b> | <b>Chair's action</b>   |
| PD   | Undertakes private practice.   | Personal financial specific                                 | Declare and participate |
| NG   | Undertakes private practice.   | Personal financial specific                                 | Declare and participate |
|  | Assisting patent solicitors in case involving calcimimetic agents – advice relates to high level laboratory research, not at a clinical utility level. | Personal financial non-specific                             | Declare and participate |
| FP   | Undertakes private practice.   | Personal financial specific                                 | Declare and participate |
|  | Co-author on US/UK reoperation guidelines.   | Personal non-financial specific                             | Declare and participate |
|  | Grant for hyperparathyroidism in pregnancy received by The Hammersmith Endocrine Surgical Research Fund.   | Non-personal financial specific                             | Declare and participate |

|  |   |                                 |                         |
|--|---|---------------------------------|-------------------------|
|  | Grant for autofluorescence in thyroid and parathyroid disease received by The Hammersmith Endocrine Surgical Research Fund. | Non-personal financial specific | Declare and participate |
| <p>NICE DOI policy classifications are:</p> <ul style="list-style-type: none"> <li>• Personal financial specific</li> <li>• Personal financial non-specific</li> <li>• Personal non-financial specific</li> <li>• Personal non-financial non-specific</li> <li>• Non-personal financial specific</li> <li>• Non-personal financial non-specific</li> </ul>   |   |                                 |                         |
| <p>The DOI register was made available to the Committee chair. The chair reviewed the DOI register and deemed that none of the original DOIs were in conflict with the agenda topics and clinical questions under discussion at the meeting.</p>   |   |                                 |                         |
| <p><b>3. Presentations and discussion</b></p>  |   |                                 |                         |
| <p>3.1 SS gave a presentation on the NICE policy on declaring and dealing with conflicts of interest.</p> <p>3.2 SS gave a presentation on the NGC and working practices.</p> <p>3.3 AH gave a presentation on the role of the Guideline Commissioning Manager and working with NICE.</p> <p>3.4 JF gave a presentation on patient involvement in NICE guidelines.</p> <p>3.5 JC gave a presentation on the role of the Information Specialist.</p> <p>3.6 ETC gave a presentation on the role of the Research Fellow.</p> <p>3.7 MC gave a presentation on the role of the Health Economist.</p> <p>3.8 JM gave a presentation on the guideline scope.</p> <p>3.9 ETC led a discussion on the draft protocol for surgery.</p> <p>3.10 ETC led a discussion on the draft protocol for calcimimetics.</p> <p>3.11 ETC led a discussion on the draft protocol for bisphosphonates.</p> |   |                                 |                         |
| <p><b>4. Any other business</b></p> <p>The group discussed next steps and agreed action points.</p>  |   |                                 |                         |

**Date of next meeting:** 11/09/2017

**Location of next meeting:** Boardroom, National Guideline Centre, 180 Great  
Portland Street, London, W1W 5QZ