

Skin Cancer including Melanoma: Assessment and Management - Committee Meeting 1

Date: 27th July 2020

Location: Zoom

Minutes: Final

| Committee members present: | | |
|-----------------------------------|----------------------------|-----------------|
| Andy Molyneux | Committee Chair | Present for all |
| Christine Parkinson | Medical Oncologist | Present for all |
| Dharmisha Chauhan | Pharmacist | Present for all |
| Fiona Collier | GP | Present for all |
| Gillian Godsell | Clinical nurse specialist | Present for all |
| Guy Burkill | Radiologist | Present for all |
| Howard Peach | Plastic Surgeon | Present for all |
| Ian James | Lay member | Present for all |
| John Lear | Dermatologist (Vice Chair) | Present for all |
| Lynne Jamieson | Histopathologist | Present for all |
| Myles Smith | General Surgeon | Present for all |
| Sarah Hemington-Gorse | Plastic Surgeon | Present for all |
| Saskia Reeken | Clinical nurse specialist | Present for all |
| Stephen Keohane | Dermatologist | Present for all |
| Steve Watkins | Oncologist | Present for all |
| Susan Cheetham | Lay member | Present for all |
| Will Bolland | GP | Present for all |

| In attendance: | | |
|-----------------------|--|-----------------|
| Steph Armstrong | NICE Technical Analyst, Health Economics | Present for all |
| Jemma Deane | NICE Information Services | Present for all |
| Jeremy Dietz | NICE Technical Analyst, Health Economics | Present for all |
| Brett Doble | NICE Technical Adviser, Health Economics | Present for all |
| Rupert Franklin | NICE Guideline Commissioning Manager | Present for all |
| Anthony Gildea | NICE Project Manager | Present for all |
| Thomas Jarratt | NICE Technical Analyst | Present for all |
| Justine Karpusheff | NICE Guideline Commissioning Manager | Present for all |
| Vonda Murray | NICE Project Manager | Present for all |

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| Caroline Mulvihill | NICE Technical Adviser | Present for all |
| Erin Whittingham | NICE Public Involvement Programme | Present for all |
| Sue Spiers | NICE Associate Director | Present from 10.30 |

Apologies:

| | |
|--------------|--------------------------------------|
| Sophie Wilne | Paediatric and adolescent oncologist |
|--------------|--------------------------------------|

Item 1

- Introductions
- DOIs
- Committee working
- Guideline committee composition
- NICE team composition
- Role of the chair

Before the meeting began, AG went through some of the features of using Zoom software for virtual committees.

Andy Molyneux (The Chair) then welcomed committee members and attendees to the first committee meeting of the 'skin cancer including melanoma: assessment and management' guideline.

The Chair invited the committee members and NICE staff to introduce themselves and provide some information about their role and interest on the committee.

Committee members were then asked to provide a verbal summary of their declarations of interest. These are recorded on the declarations of interest register and will be published on the NICE website according to the NICE policy on declaring interests. No conflicts of interest were identified, and all committee members were eligible to take part in the meeting.

The Chair introduced the guideline committee to the role of the Chair, the role and responsibilities of the committee and an overview of the process of guideline development.

Item 2

- Public Involvement Programme

The Chair introduced Erin Whittingham (EW), Public Involvement Adviser who gave a presentation on the role of the Public Involvement Programme in supporting lay people on guideline committees.

The committee were given the opportunity to ask questions. The Chair thanked EW for her presentation.

Item 3 -

- Role of the Guideline Commissioning Manager

The Chair introduced Justine Karpusheff (JK), Guideline Commissioning Manager at NICE. JK gave a presentation on the role of the Guideline Commissioning Manager in the guideline development process and the broader quality assurance function of the commissioning team at NICE.

JK informed the committee she would not be in post for the development of this guideline, with Rupert Franklin (RF) taking over these responsibilities. RF introduced himself to the committee.

The committee were given the opportunity to ask questions. The Chair thanked JK and RF.

Item 4

- Information Services

The Chair introduced Jemma Deane, Information Specialist who gave a presentation on the role of Information Services and the literature search strategy for this guideline, informed by the review protocols.

The committee were given the opportunity to ask questions. The Chair thanked Jemma for her presentation.

Item 5

- Guideline development

The Chair introduced Caroline Mulvihill (CM), Technical Adviser, who presented on the process of guideline development including systematic reviewing, presenting evidence, and making recommendations. The committee were given the opportunity to ask questions. The Chair thanked CM for her presentation.

The Chair introduced Jeremy Dietz (JD), Technical Analyst who presented on the process and consideration for health economics during guideline development. The committee were given the opportunity to ask questions. The Chair thanked JD for his presentation.

Item 6

- Scope summary and clinical leads

CM presented a summary of the published scope including which guidelines would be updated, the reason for the guideline update and the key review areas and research questions covered by the update. The committee were given the opportunity to ask questions.

A discussion took place on the constituency of the guideline committee. It was agreed a clinical nurse specialist working directly in oncology/melanoma should be recruited. No further constituents were identified.

The committee were notified of the process for recruiting clinical leads for each of the review questions outlined in the scope. Members of the committee volunteered and were assigned as clinical leads.

The Chair thanked CM for her presentation and the committee for their contribution.

Item 7

- Health economic prioritisation

The Chair introduced Brett Doble (BD), Technical Adviser and Steph Armstrong (SA), Technical Analyst who talked through the review questions as set out in the scope and asked the committee for their opinion on which areas would benefit from health economic analysis and modelling.

The committee discussed this and provided feedback to the health economics team on how to proceed.

Due to time constraints, it was agreed review question 6 would be discussed with the committee at the next meeting.

The Chair thanked BD, SA and the committee for their contribution.

Item 8

- Review protocols

The Chair introduced Thomas Jarrett (TJ), Technical Analyst who presented the components of the review protocol for review question 1.1 on genetic testing in early stage Melanoma.

The committee provided feedback on this and it was agreed a revised version would be drafted and sent to the committee following the meeting for comments.

It was agreed the protocol for review question 2.1 would be reviewed at the following committee meeting.

The Chair thanked TJ and the committee for their contribution.

Item 9

- Summary and next steps

The Chair thanked the committee and the NICE team for their contribution to the first committee meeting and provided a summary of the next steps, including when the committee would receive the draft protocol for comment, when the next meeting would be and what would be covered.

There was no other business, so the Chair brought the meeting to a close.

Date of next meeting: 7th and 8th September 2020

Location of next meeting: Zoom