

End of Life Care Guideline Committee meeting 4

Date: 27/05/2016

Location: Pickering Rosenheim Room, Royal College of Physicians, 11 St Andrews Place, London, NW1 4LE

Minutes: Draft

Committee members present:		
Adam Firth (AFi)		(Present for notes 1 – 4)
Annette Furley (AF)		(Present for notes 1 – 4)
Declan O’Kane (DOK)		(Present for notes 1 – 4)
Elizabeth Webb (EW)		(Present for notes 1 – 4)
Ian Setchfield (IS)		(Present for notes 1 – 4)
Jan Ablett (JA)		(Present for notes 1 – 4)
Jan Bolton (JB)		(Present for notes 1 – 4)
Mark Thomas (MT) (Chair)		(Present for notes 1 – 4)
Penny Wosahlo (PW)		(Present for notes 1 – 4)
Sam Ahmedzai (SA)		(Present for notes 1 – 4)
Sarah Fisher (SF)		(Present for notes 1 – 4)
Sinead Clarke (SC)		(Present for notes 1 – 4)
Sue Hawlett (SH)		(Present for notes 1 – 4)
Susan Dewar (SD)		(Present for section 4 only)
Suzanne Kite (SK)		(Present for notes 1 – 4)
Tracey Doherty (TD)		(Present for notes 1 – 4)

In attendance:		
Susan Latchem (SL)	Guideline Lead/Operations Director, NGC	(Present for notes 1 – 4)
Elisabetta Fenu (EF)	Health Economics Lead, NGC	(Present for notes 1 – 4)
Lauren Ramjee (LR)	Health Economist, NGC	(Present for notes 1 – 4)
Lina Gulhane (LG)	Joint Head of Information Science, NGC	(Present for notes 1 – 4)
Kate Ashmore (KA)	Documents	(Present for notes 1 – 4)

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	Editor/Process Assistant, NGC	
Sarah Hodgkinson (SH)	Senior Research Fellow, NGC	(Present for notes 1 – 4)

Apologies:

Caroline Keir (CK)	Guidelines Commissioning Manager , NICE
Emma Mason (EM)	Acute Care Physician
Margherita Fanos (MF)	Research Fellow, NGC

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the fourth meeting of the End of Life Care Guideline Committee. The Committee members and attendees introduced themselves.

No members of the public asked to observe the meeting.

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

The Chair outlined the objectives of the meeting.

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

Name	Declarations of Interest	Type of interest	Decision taken
AFi	No longer a member of EAPC Steering Group to develop the work of the EAPC Primary Palliative Care Taskforce which produced an advocacy resource to promote primary palliative care	Non-specific personal non-financial	Declare and participate
SH	Non-executive director, Weldmar Hospice Care Trust Marie Curie Community Ambassador (local town) Member of Palliative Care for People with Learning Disabilities Forum Retired Associate Royal Society of Medicine Trustee People's Health Trust	Specific personal non-financial Personal non-financial specific Personal non-financial specific Personal non-financial specific Personal non-financial non-specific	Declare and participate
SA	At the British Pain Society Annual Scientific Meeting in Harrogate on 10-12 May; met with representatives from the following companies to discuss potential research	Non-pecuniary, non-specific	Declare and participate

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	collaborations between their companies and the NCRI Supportive and palliative Care Clinical Studies Group: <ul style="list-style-type: none">• Neria (makers of subcutaneous infusion needles)• Galen (makers of Pentrox pain control inhalation device)• PAR Laboratories Europe (makers of once daily Tramadol tablets)• The medicines Company (makers of Ionsys transdermal fentanyl PCA delivery device)• Astellas (makers of Qutenza tropical 8% capsaicin patch)• Grunenthal (makers of sulfentanil handheld inhalation pain control device)		
<p>The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.</p>			
4. Presentations			
<ol style="list-style-type: none">1) Susan Latchem, Guideline Lead/Operations Director (NCC), who gave an update on the development of the scope.2) Sam Ahmedzai gave a presentation on the conceptual model. The Committee then discussed the issues presented in relation to this guideline.3) Sam Ahmedzai gave a presentation on case studies (population groups) as an introduction to the breakout sessions. The Committee then discussed the issues presented in relation to this guideline.4) Elisabetta Fenu, Health Economics Lead (NGC) gave a presentation on how to define the key questions to cover the scope area on the best models for planning and delivering services.5) The guideline committee split into two sub-groups to discuss the population groups and the key areas in the pathway in regards to the person in the last year of life.6) The guideline committee split into two sub-groups to discuss the population groups and the key areas in the pathway in regards to the carer in the last year of life.			
Any other business			
<p>The Committee was informed about administrative matters relating to guideline development.</p>			

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Date of next meeting: 11/07/2016

Location of next meeting: Linacre and Sloane Room, Royal College of Physicians, 11 St Andrews Place, London, NW1 4LE.