

Thyroid Disease Committee meeting 2

Date: 09 March 2018

Location: NGC Boardroom, Royal College of Physicians

Minutes: Final

Committee members present:		
Anh Tran (AT)		(Present for notes 1 – 5)
Bijay Vaidya (BV)		(Present for notes 1 – 5)
Jean Munday (JM)		(Present for notes 1 – 5)
Kristien Boelaert (KrB)		(Present for notes 1 – 5)
Mary Newton (MN)		(Present for notes 1 – 5)
Philip Newland-Jones (PNJ)		(Present for notes 1 – 5)
Renee Hoenderkamp (RH)		(Present for notes 1 – 5)
Renuka Dias (RS)		(Present for notes 1 – 5)
Sarah Fishburn (SF)		(Present for notes 1 – 5)
Timothy Cheetham (TC)		(Present for notes 1 – 5)
Cooptees present:		
Glenn Flux (GF)		(Present for notes 1 – 5)
Huw Griffiths (HG)		(Present for notes 1 – 5)
Mark Ballard (MB)		(Present for notes 1 – 5)

In attendance:		
Carlos Sharpin (CS)	Associate Director/Guideline Lead	(Present for notes 1 – 5)
Tamara Diaz (TD)	Project Manager	(Present for notes 1 – 5)
Dalia Dawoud (DD)	Senior Health Economist	(Present for notes 1 – 5)
Shama Mahammed (SM)	Health Economist	(Present for notes 1 – 5)
James Gilbert (JG)	Senior Research Fellow	(Present for notes 1 – 5)
Melina Vasileiou (MV)	Research Fellow	(Present for notes 1 – 5)
Ben Doak (BD)	Guideline Commissioning Manager	(Present for notes 1 – 5)
Jill Peacock (JP) (observer)	Guideline Coordinator	(Present for notes 1 – 5)
Mark Rasburn (MR)	Patient Involvement Programme Manager	(Present for notes 1 – 5)

Apologies:

Simon Pearce (SP)

Annette Furley (AF)

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on Thyroid Disease. 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.

2. Introductions**3. 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:

Committee Declarations of Interest

N.B. The Chair and Committee members were recruited to this guideline using NICE DOI policy published Sept 2014. Currently using the NICE DOI policy published April 2018

Insert initials	Declaration	Type of interest	Decision taken
JM	Receives an honorarium for research in medical safety. Related to geriatric care.	Non specific Direct Financial	No action other than the process of open declaration
KB	Currently working on a review paper requested by the Lancet Diabetes Endocrinology. This is related to thyroid function reference ranges and is a review paper.	Specific Direct Non-Financial	No action other than the process of open declaration in this meeting. To be considered for other meetings going forward.
	Member of the Clinical Committee, on the Society for Endocrinology.	Specific Direct Non-Financial	No action other than the process of open declaration
	Member of the Research Committee for the Thyroid Association	Specific Direct Non-Financial	No action other than the process of open declaration

Declarations relevant to the day's agenda:

RH	Owns a YouTube channel where medical conditions are explained on public access videos. There are historic	Specific Direct Financial	Partial exclusion on discussions on
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	VLOGS on the topics of Hypo and Hyperthyroidism.		recommendations related to hypothyroidism.
VB	Has carried out Hypothyroidism reviews but not in the last year.	Specific Direct Non-financial	No action other than the process of open declaration.
AT	Works on E-prompt protocol project. The feasibility study investigating the effectiveness of an electronic protocol on improving the management of patients with hypothyroidism in primary care.	Non-Specific Direct Non-financial	No action other than the process of open declaration
HG	Currently delivers 6-8 hours per week in private practice.	Direct Financial Specific	Included in preliminary discussion of evidence and draft recommendations. May be excluded from future discussions on final recommendations.
KB	Member of the Working Panel for the RCOG/BTA Green Top Guideline: Thyroid Disease in Pregnancy	Direct Non-financial Non-Specific	No action other than the process of open declaration

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.

4. Draft minutes of GC1: The minutes of Committee Meeting 1, held on 23 January 2018 were agreed by the committee.

4. Presentations and discussion:

4.1 The evidence review on Non-malignant thyroid enlargement: Referral to surgery and non-surgical treatments was presented to the committee by JG. The group discussed the evidence and drafted recommendations for this area.

4.2 The evidence review on Managing Hypothyroidism was presented to the committee by MV. The group discussed the evidence and drafted recommendations for this area.

4.3 Economic Plan discussions: The group discussed the prioritisation of areas for the Thyroid Disease guideline. A presentation summarising the areas considered for prioritisation was delivered by SM.

4.4 Review protocols: JG led the committee's discussions on the development of review protocols for: Subclinical hypothyroidism and Managing thyrotoxicosis.

5. Any other business

There being no further business, the meeting ended at 1600.

Date of next meeting: 09/03/2018

Location of next meeting: Boardroom, Royal College of Physicians