

Shared Decision Making - Committee Meeting 1 minutes



Shared Decision Making Committee meeting 1

Date: 15th May 2019

Location: NICE Offices – Derwent, London

Minutes: Final

Committee members present:		
Paul Hutton	Associate Director, (ERICCA)	Present all day
Ros Levenson	Committee Chair	Present all day
Helen Morgan	Macmillan Consultant in Palliative Medicine	Present all day
Sian Phipps	Lay Member	Present all day
Carole Pitkeathley	Lay Member	Present all day
Louisa Polak	General Practitioner	Present all day
Joshua Ruegger	Registrar (Psychiatry)	Present until Item 9
David Shaw	Senior Scientist, Institute for Biomedical Ethics	Present all day
Chloe Stewart	Supported Self-Management Lead	Present all day
Wendy Thompson	NIHR Doctoral Research Fellow (School of Dentistry)	Present for items 1-7
Richard Thomson	Professor of Epidemiology and Public Health	Present all day
Nigel Westwood	Lay Member	Present all day
Georgina Wiley	Treatment and Recovery Advisor, Specialist Advisory Department, Macmillan Cancer Support	Present all day

NICE Team present:		
Chris Carmona	Senior Technical Analyst – Guideline Updates Team	Present all day
Joe Crutwell	Technical Analyst - Guideline Updates Team	Present all day
Amy Finnegan	Information Specialist	Present all day
Rupert Franklin	Senior Guideline Commissioning Manager	Present all day
Gail Montrose	Project Manager - Guideline Updates Team	Present all day
Gabriel Rogers	Technical Adviser [Health Economics]	Present all day
Susan Spiers	Associate Director – Guideline Updates Team	Present for Items 2-9
Erin Whittingham	Public Involvement Adviser	Present via VC for item 2

Shared Decision Making - Committee Meeting 1 minutes

Apologies:	
Nina Barnett	Consultant Pharmacist
David Metcalfe	Specialty Registrar in Trauma & Orthopaedic Surgery

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on Shared Decision Making. 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, which included:

- Introductory presentations from:
 - NICE - Chair Presentation
 - NICE - Public Involvement Programme
 - NICE - Role of the Guideline Commissioning Manager
 - NICE - Role of the Project Manager, expenses & DOIs
 - NICE - Role of Information Services
 - NICE - Role of Health Economics
 - NICE - Role of the Guideline Development Team

- Presentation and discussion:
 - How we propose to address the questions in the scope
 - Clarifying the questions
 - Question order
 - Predicting gaps

- Presentation and discussion:
 - Shared Decision Making review protocols

The Chair asked everyone to verbally declare additional interests that had arisen since appointment to the committee

The Chair and a senior member of the Developer's team noted that no new interests were declared.

2. Public Involvement Programme presentation

The Chair introduced Erin Whittingham, Public Involvement Adviser who gave a presentation on the role of the Public Involvement Programme (PIP).

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

3. Role of the Guideline Commissioning Manager presentation

Shared Decision Making - Committee Meeting 1 minutes

The Chair introduced Rupert Franklin, Senior Guideline Commissioning Manager who gave a presentation on the role of the Guideline Commissioning Manager

The committee were given the opportunity to ask questions. The Chair thanked Rupert for his presentation.

4. Role of the Project Manager, expenses & DOIs presentation

The Chair introduced Gail Montrose, Project Manager who gave a presentation on the role of the Project Manager, expenses and declarations of interest (DOI)

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

5. Role of Information Services presentation

The Chair introduced Amy Finnegan, Information Specialist who gave a presentation on the role of Information Services.

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

6. Role of Health Economics presentation

The Chair introduced Gabriel Rogers, Technical Advisor (Health Economics) who gave a presentation on the role of Health Economics.

The committee were given the opportunity to ask questions. The Chair thanked Gabriel for his presentation.

7. Role of the Guideline Development Team presentation

The Chair introduced Joe Crutwell, Technical Analyst who gave a presentation on the role of the Guideline Development Team.

The committee were given the opportunity to ask questions. The Chair thanked Joe for his presentation.

8. How do we propose to answer the questions in the scope?

The Chair introduced Chris Carmona, Senior Technical Analyst who gave a presentation to clarify the following points:

- Due process
- Clarifying the questions
- Question order
- Predicting gaps

The Committee discussed each question from the scope and were given the opportunity to

Shared Decision Making - Committee Meeting 1 minutes

ask questions.

The Chair thanked Chris Carmona for his presentation.

9. Shared Decision Making review protocols

The Committee discussed the following protocols and were given the opportunity to ask questions.

RQ 1.1a: What are the most effective approaches and activities to support people using healthcare services, and their families, carers and advocates to engage with shared decision making?

RQ 1.1b: What are the most effective approaches and activities to support healthcare providers to engage with shared decision making?

RQ1.2a: What are the barriers to, and facilitators for, engagement with shared decision making by people using healthcare services, and their families, carers and advocates?

RQ1.2b: What are the barriers to, and facilitators for, engagement with shared decision making by healthcare providers?

RQ 1.3: What are the core components of effective shared decision making approaches and activities?

10 Any other business

It was agreed that the presentations would be circulated to committee members.

No other business was discussed.

Next phase key dates	
Stakeholder consultation	20/10/2020 – 01/12/2020
Publication	14/04/2020

Date of next meeting: Tuesday 25th June 2019

Location of next meeting: NICE Offices – Bollin, Manchester