

Shared Decision Making - Committee Meeting 11 minutes

Shared Decision Making Committee meeting 11

Date: 30th September 2020

Location: Virtual committee meeting by Zoom

Minutes: Final

Committee members present:	
Marie Burnham (MB (Chair))	Present for notes 1 – 9
Nina Barnett (NB)	Present for notes 1 – 9
Adrian Edwards	Present for notes 1 – 9
Gilli Erez (GE)	Present for notes 1 – 9
David Metcalfe (DM)	Present for notes 1 – 9
Helen Morgan (HM)	Present for notes 1 – 9
Sian Phipps (SP)	Present for notes 1 – 9
Carole Pitkeathley (CP)	Present for notes 1 – 9
Louisa Polak (LP)	Present for notes 1 – 9
Joshua Ruegger (JR)	Present for notes 1 – 9
David Shaw (DS)	Present for notes 1 – 9
Chloe Stewart (CS)	Present for notes 1 – 9
Wendy Thompson (WT)	Present for notes 1 – 9
Richard Thomson (RT)	Present for notes 1 – 9

In attendance:		
Chris Carmona (CC)	Senior Technical Analyst	Present for notes 1 – 9
Sarah Catchpole (SC)	Medical Editor	Present for notes 1 – 9
Joe Crutwell (JC)	Technical Analyst	Present for notes 1 – 9
Jackie Durkin (JD)	Administrator	Present for notes 1
Amy Finnegan (AF)	Information Specialist	Present for notes 1 – 9

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Rupert Franklin (RF)	Senior Guideline Commissioning Manager	Present for notes 1 – 9
Vonda Murray (VM)	Project Manager	Present for notes 1 – 9
Gabriel Rogers (GR)	Technical Analyst – Health Economics	Present for notes 1 – 9
Susan Spiers (SS)	Associate Director	Present for notes 1 – 9

Apologies:

Nigel Westwood	Committee member
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1. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the 11th meeting of the shared decision-making committee.

The Chair introduced VM Project Manager, who provided a recap on zoom functions. The Chair thanked VM for her presentation.

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

The Chair outlined the objectives of the meeting, which included:

- Review any new evidence
- Review all recommendations

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting.

The DOI register was made available to the Chair and committee. 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.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Carole Pitkeathley	Lay member	NICE public involvement expert panel member	Direct, non – financial personal and professional	

The Chair asked the committee if they wanted any changes made to the minutes of

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GComm9 and GComm10. The Committee then agreed that the minutes were a true and accurate account of the meeting.

2. RQ1.1 What are the most effective approaches and activities to support the following groups to engage with shared decision making:

- (a) people using healthcare services, and their families, carers and advocates?**
- (b) healthcare providers?**

R1.2 What are the barriers to, and facilitators for, engagement with shared decision making by:

- (a) people using healthcare services, and their families, carers and advocates?**
- (b) healthcare providers?**

RQ2.1 What are the most effective approaches and activities to normalise shared decision making in the healthcare system?

- **Reruns**

The Chair introduced JC, Technical Analyst, who gave a presentation on new evidence found for; most effective approaches and activities to support the following groups to engage with shared decision making, the barriers to, and facilitators for, engagement with shared decision making and what the most effective approaches and activities to normalise shared decision making in the healthcare system. The Chair thanked JC for his presentation.

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

RQ1.3c What methods of presenting information improve a patient's understanding of the risks and benefits associated with their treatment options?

- **Reruns**

The Chair introduced JC, Technical Analyst, who gave a presentation on new evidence for the core components of effective shared decision-making approaches and activities, and what methods of presenting information improve a patient's understanding of the risks and benefits associated with their treatment options The Chair thanked JC for his presentation.

4. and 5 Review of existing recommendations

The Chair facilitated a discussion of existing recommendations.

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6. Review of existing recommendations/other sections of guideline
The Chair introduced CC, Senior Technical Analyst who presented a number of questions to the committee. The Chair thanked CC for his presentation
7. Review of research recommendations
The Chair introduced CC, Senior Technical Analyst who facilitated a discussion on research recommendations. The Chair thanked CC for his presentation
8. Prioritisation of research recommendations
The committee agreed that this could be carried out via email
9. Next steps/timelines
The Chair introduced VM, Project Manager who gave a presentation on the next steps involved in developing the guideline. The Chair thanked VM for her presentation.
10. AOB
No other business
11. Summary and next steps
The Chair thanked the committee for their time and contribution to the meeting. The date and time of the next meeting was confirmed.

Date of next meeting: Thursday 25th February 2021 - 09:15 to 16:30

Location of next meeting: Virtual