NICE National Institute for Health and Care Excellence

Shared Decision Making Committee meeting 2

Date: 25th June 2019

Location: NICE Offices – Bollin, Manchester

Minutes: Final

Committee members present:		
Nina Barnett	Consultant Pharmacist	Present for Items 1-3
Paul Hutton	Associate Director, (ERICCA)	Present all day
Ros Levenson	Committee Chair	Present all day
David Metcalfe	Specialty Registrar in Trauma & Orthopaedic Surgery	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 all day
David Shaw	Senior Scientist, Institute for Biomedical Ethics	Present all day
Chloe Stewart	Chartered Health Psychologist	Present all day
Wendy Thompson	NIHR Doctoral Research Fellow (School of Dentistry)	Present all day
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
Susan Spiers	Associate Director – Guideline Updates Team	Present all day
Apologies: N/A		

Shared Decision Making - Committee Meeting 2 minutes

1. Welcome and objectives for the meeting
The Chair welcomed the Committee members and attendees to the second meeting of the Shared Decision Making committee. The Committee members and attendees introduced themselves. The Chair informed the Committee that no apologies had been received. This is noted above. The Chair outlined the objectives of the meeting, which included: - Feedback about progress on RQ1.1a and b   - The core components of shared decision making including discussion: Prioritising core components of SDM   - RQ 2.1: What does it mean and how might the committee best answer it? What evidence can we use to underpin it?   - Discussion of included countries   - Mapping questions to meetings
The Chair asked all attendees to verbally declare any interests that have arisen since the last meeting. 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 GComm2 meeting. The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee agreed that the minutes were a true and accurate account of the meeting.
2. Feedback about progress on RQ1.1a and b
The Chair introduced Chris Carmona, NICE Senior Technical Analyst, who presented the progress on RQ1.1a and b. 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? The committee were given the opportunity to ask questions, discuss and advise. The Chair thanked Chris for his presentation.
3. The core components of shared decision making
The Chair introduced Joe Crutwell, Technical Analyst who gave a presentation on core components of shared decision making and asked the question:

<u>Question 1.3:</u> What are the core components of effective shared decision-making approaches and activities?

The committee then discussed the content of the presentation.

The Chair thanked Joe for his presentation.

4. The core components of shared decision making including discussion: Prioritising core components of SDM (Continued)

As above, please refer to Item 3

5. RQ 2.1: What does it mean and how might the committee best answer it? What evidence can we use to underpin it?

The Chair introduced Chris Carmona, Senior Technical Analyst who gave a presentation on RQ2.1:

2.1: What are the most effective approaches and activities to normalise shared decision making in the healthcare system?

The committee discussed the presentation and advised regarding the queries posed by the Technical Team.

The Chair thanked Chris for his presentation.

6. Discussion of included countries

The Chair introduced Chris Carmona, Senior Technical Analyst who gave a brief presentation to introduce the discussion of included countries.

The committee discussed the content of the presentation.

The Chair thanked Chris for his presentation.

7. Mapping questions to meetings

The Chair introduced Chris Carmona, Senior Technical Analyst.

The committee were given the oppotunity to ask questions and discuss.

The Chair thanked Chris for his presentation.

8 Any other business

No other business was discussed.

Shared Decision Making - Committee Meeting 2 minutes

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

Date of next meeting: Monday 5th August 2019

Location of next meeting: NICE Offices – Derwent, London