

Shared Decision Making - Committee Meeting 4 minutes



Shared Decision Making Committee meeting 4

Date: 18th September 2019

Location: NICE Offices – Dee 2, Manchester

Minutes: Final

Committee members present:		
Ros Levenson	Committee Chair	Present all day
David Metcalfe	Specialty Registrar in Emergency 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 Reuggar	Registrar (Psychiatry)	Present all day
David Shaw	Senior Scientist, Institute for Biomedical Ethics	Present all day
Chloe Stewart	Chartered Health Psychologist	Present all day
Helen Morgan	MacMillan Consultant in Palliative Medicine	Present all day
Wendy Thompson	NIHR Doctorial Research Fellow (School of dentistry)	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
Edgar Masanga	Business Analyst – Resource Impact Assessment	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	
Richard Thomson	Professor of Epidemiology and Public Health
Nina Barnett	Consultant Pharmacist
Nigel Westwood	Lay Member

Shared Decision Making - Committee Meeting 4 minutes

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the fourth meeting of the Shared Decision Making committee.

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

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

- Resource Impact Presentation
- RQ 1.1 Evidence Review
- RQ 1.1 Recommendations
- Research recommendations and committee discussion
- RQ 1.3 Review options / core components

The Chair asked all attendees to verbally declare any interests that have arisen since the last meeting. No additional declarations were made by the committee members.

The committee discussed Richard Thomson's declaration regarding being a member of the Cochrane collaboration on interventions for increasing the use of shared decision making by healthcare professionals. Which informed RQ 1.1 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? The committee were satisfied that the declaration did not represent a conflict, and that the loss of Richard's expertise on the topic would be detrimental to the work of the committee. Therefore, the committee agreed that open declaration would be sufficient and that Richard could participate in the committee discussion and recommendation drafting.

The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee then agreed that the minutes were a true and accurate account of the meeting.

2. Resource Impact Presentation

The Chair introduced Edgar Masanga, Senior Medical Editor, Business Analyst – Resource Impact Assessment who delivered a presentation entitled 'Resource Impact Assessment'.

The committee were given the opportunity to discuss the presentation and ask questions. The Chair thanked Edgar for his presentation.

3. RQ 1.1 Evidence Review

4. RQ 1.1 continued

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

- **People using healthcare services and their families, carers and advocates?**

Shared Decision Making - Committee Meeting 4 minutes

○ Healthcare providers?

The Chair introduced Joseph Crutwell, Technical Analyst who gave a presentation entitled 'Effectiveness of approaches and activities to support shared decision making'. The presentation included: Quantitative methods review, methods – Cochrane review update, results, included studies overview, outcomes overview, primary outcomes and secondary outcomes with effect.

The committee then discussed the content of the presentation. The Chair thanked Joe for his presentation.

5. RQ 1.1 Recommendations

6. RQ 1.1 Research recommendations and committee discussion

The committee discussed the presentation and drafted recommendations.

7. RQ 1.3 Review options and make a final decision on core components

The Chair introduced Chis Carmona, Senior Technical Advisor, who delivered a presentation entitled 'Components of effective shared decision making'.

The committee were given the opportunity to discuss the content of the presentation and ask questions. The Chair thanked Chris for his presentation.

8. Any other business

The committee were informed that committee member Paul Hutton, had resigned from his role on the committee. A replacement academic committee member was being sought.

Next phase key dates	
Stakeholder consultation	20/10/2020 – 01/12/2020
Publication	14/04/2021

Date of next meeting: ~~Wednesday 30th October 2019~~

Wednesday 11th December 2019

Location of next meeting: NICE Offices – Bollin, Manchester