

Date and Time: **16 June 2013, 1000 - 1600**

Minutes:

Guideline Development Group Meeting 1 Joint Trauma/Transfusion Training Day

Place: *Royal College of Obstetricians and Gynaecologists*

Present:

GDG

Mike Murphy	(Chair) MM
David Blackwell	Transfusion Practitioner (DB)
Graham Donald	Patient Member (GD)
Kenneth Halligan	Patient Member (KH)
Karen Madgwick	Transfusion Lab Scientist (KM)
Mary Marsden	Transfusion Nurse (MM)
Robert Morris	Surgeon (RM)
Helen New	Consultant Paediatrician (HN)
Dafydd Thomas	Consultant Anaesthetist (DT)
Susan Robinson	Consultant Haematologist (SRob)
Timothy Walsh	Anaesthetist/Intensivist (TW)

NCGC

Smita Padhi	Senior Research Fellow (SP)
Sophia Winterbourne	Health Economist (SW)
Tamara Diaz	Project Manager (TD)

Apologies:

GDG

Shubha Allard	Consultant Haematologist (SA)
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NCGC

Sharangini Rajesh	Research Fellow (SRaj)
Jennifer Hill	Guideline Lead(JH)

Presenters:

NICE Staff:	Barabara Meredith	(BM)	
	Clare Ruiz	(CR)	

NCGC Staff:	Ian Bullock	(IB)	
	Kate Kelley	(KK)	
	Alexander Allen	(AA)	
	Mark Perry	(MP)	
	Vicki Pollit	(VP)	
	Nina Balachander	(NB)	

Notes

1. Welcome: IB welcomed the group to GDG 1, the joint Trauma and Transfusion Guideline Training Day. The following presentations were delivered to the Guideline Development Group members, providing an induction to their role, the National Clinical Guideline Centre's (NCGC's) core team, the National Institute for Health and Care Excellence (NICE), and the role of Patient/Carer Representatives. The GDG was also introduced to the Health Economic, Information Science and Research methods that will be used throughout development.
 - 1.1. **Presentation 1 NCGC, overview and working practices:** IB, Chief Operating Officer, NCGC.
 - 1.2. **Presentation 2 Relationship with NICE:** CR, Guideline Commissioning Manager, NICE.
 - 1.3. **Presentation 3 Patient Involvement Programme:** BM, Patient Involvement Programme, NICE.
 - 1.4. **Presentation 4 NICE policy for declaring and dealing with conflicts of interest:** KK, Associate Director, NCGC.
 - 1.5. **Presentation 5 Guideline development process:** Literature searching for the evidence – AA, Information Scientist, NCGC.
 - 1.6. **Presentation 6 Guideline development process:** Introduction to GRADE and critical appraisal, MP, Research fellow, NCGC.
 - 1.7. **Presentation 7 Guideline development process:** Interpreting/understanding health economic evidence in guideline development, VP, Senior Health economist, NCGC.
 - 1.8. **Presentation 8 Introduction to Claromentis:** Online document management and version control system, Nina Balachander, Senior Project Manager/Research Fellow, NCGC.
2. Close of business: There being no further business the training day ended at 4:00 p.m.

Date, time and venue of the next meeting

3. Monday 29 July 2013, 1000 to 1600 at the National Clinical Guidelines Centre, 180 Great Portland Street, London, W1W 5QZ.