

## Adrenal Insufficiency Committee meeting 12

**Date:** 30 August 2023

**Location:** Virtual meeting

**Minutes:** Final

<b>Committee members present:</b>	
<b>Benjamin Ellis (BE) (Chair)</b>	Present for items 1 - 8
<b>Helen Simpson (HS) (Topic Advisor)</b>	Present for items 1 - 8
Aled Rees (AR) (Cooptee)	Present for items 1 - 8
Anh Tran (AT)	Present for items 1 - 8
Chloe Mezzetti (CM)	Present for items 1 - 8
Colin Omorodion (CO)	Present for items 1 - 8
Geraint Morris (GM)	Present for items 1 - 8
Kate Davies (KD)	Present for items 1 - 8
Kate Owen (KO)	Present for items 1 - 8
Kaz Williams (KW)	Present for items 1 - 8
Lisa Shepherd (LS)	Present for items 1 - 8
Nabil Boulos (NB)	Present for items 1 - 8
Ranna El Khairi (RK)	Present for items 1 - 8
Sally Caruthers (SC) (Cooptee)	Present for items 1 - 8
Sally Tollerfield (ST)	Present for items 1 - 8
Simon Pearce (SP)	Present for items 1 - 4

<b>In attendance:</b>		
Alexandra Bonnon (AB)	Health economist	Present for items 1 - 4
Rupert Franklin (RF)	Guideline Commissioning Manager	Present for items 1 - 8
Madeline Zucker	Technical Analyst	Present for items 1 - 8
Rebecca Boucher	Senior Editor	Present for items 1 - 8
Saoussen Ftouh (SF)	Senior Research Fellow	Present for items 1 - 8
Gill Ritchie	Guideline Lead	Present for items 1 - 8
Stephen Deed (SD)	Information Specialist	Present for items 1 - 8
Susie Panek (SP)	Resource Impact Team	Present for items 1 - 8
Tamara Diaz (TD)	Project Manager	Present for items 1 - 8

<b>Apologies:</b>	
Philip Newland-Jones (PNJ)	
Emma Beecroft (EB) (Cooptee)	
Callum Brown (CB) (Cooptee)	

## 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the eleventh meeting on the Adrenal Insufficiency guideline. Apologies are noted above.

The Chair outlined the objectives of the meeting, which included presentation of the results of the evidence reviews on the following clinical questions:

- When should Adrenal Insufficiency be suspected?
- When should Adrenal Crisis be suspected?

Additionally, the group will look at previously drafted recommendations and consider suggestions made during the editor's review.

## 2. Confirmation of matter under discussion, and declarations of interest

New declarations made by committee members on meeting day are listed below.

Name	Declaration	Classification	Action
None	None	N/A	N/A

The Chair and a senior member of the Developer's team noted that the declared interests noted on the circulated register didn't prevent committee members from fully participating in discussions on the evidence review.

## 3. Confirmation of minutes

Minutes of guideline committee meetings 11 were confirmed as accurate.

## 4. Evidence review: When should Adrenal Insufficiency be suspected?

The clinical and economic evidence for the above question was summarised and recommendations drafted by the group.

## 5. Evidence review: When should Adrenal Crisis be suspected?

The clinical and economic evidence for the above question was summarised and recommendations drafted by the group.

## 6. Draft Recommendations:

Edits to the draft recommendations by the Editor were reviewed by the committee for the following areas:

- Emergency kit contents.

- Information and support

**7. Any other business**

None. There being no further business the meeting ended at 4:00 p.m.

**8. Guideline administration**

The project timeline, remaining meeting dates, and the administration around draft guideline work was discussed.

**Date of next meeting:** GC13, 06 September 2023.

**Location of next meeting:** Virtual meeting