

NICE Collaborating Centre for Social Care

**Transition between inpatient hospital settings and community or care settings for adults with social care needs
Guideline Development Group meeting 2
2nd April 2014, 0930 - 1415, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ
*Minutes***

Guideline Development Group Members	
Name	Role
Gerry Bennison(GB)	Service user and carer
Eileen Burns (EB)	Community geriatrician
Paul Cooper (PC)	Occupational therapist
Olivier Gaillemain (OG)	Geriatrician
Deborah Greig (DG)	Integrated health and social care trust manager
Robert Henderson (RH)	GP
Rachel Karn (RK)	Local authority senior manager and commissioner
Margaret Lally (ML)	Voluntary sector
Sandy Marks (SM)	Service user and carer
Manoj Mistry (MM)	Carer
Rebecca Pritchard (RP)	Voluntary sector and housing
Jill Scarisbrick (JS)	Physiotherapist
Kath Sutherland-Cash (KSC)	Service user
Kathryn Smith (KS)	GDG Chair
Geoff Watson (GW)	Social care provider

The NCCSC is a collaboration led by SCIE



Other invitees		
Name	Role	Organisation
Amanda Edwards (AE)	NCCSC Director	NCCSC (SCIE)
Carolyn Denne (CD)	Senior Lead	NCCSC (SCIE)
Lisa Boardman (LB)	Project Manager	NCCSC (SCIE)
Jennifer Francis (JF)	Lead Systematic Reviewer	NCCSC (SCIE)
Carol Vigurs (CV)	Systematic Reviewer	NCCSC (EPPI)
Jane Greenstock (JG)	Research Assistant	NCCSC (SCIE)
Annette Bauer (AB)	Economist	NCCSC (PSSRU)
Naila Dracup (ND)	Information Specialist	NCCSC (SCIE)
Lisa Smith (LS)	Dissemination and Adoption Support	NCCSC (RIP/RIPFA)
Peter O'Neill (PO)	Technical Advisor	NICE
Hannah Roscoe (HR)	Observing	NCCSC (SCIE)

Apologies	
Name	Organisation
Jose-Luis Fernandez (JLF)	NCCSC (PSSRU)
David Gough (DG)	NCCSC (EPPI)

No	Agenda Item	Minutes	Action/Owner
1.	Welcome and apologies	KS welcomed members to the second Guideline Development Group meeting for this topic Apologies had been received from Jose-Luis Fernandez (JLF) and David Gough (DG). Margaret Lally (ML) would arrive at the meeting later in the morning.	
2.	An overview of current practice	Lisa Smith (LS) gave an overview of current practice around transition between inpatient hospital settings and community or care home settings for adults with social care needs. LS talked about <ul style="list-style-type: none"> • Transition and the different contexts we were referring to • Some of the issues around poor transitions and delays regarding transfer of care from acute care settings • Reasons for delay • The effects of poor transitions e.g. having to give info multiple times or the effects of early discharge • The costs of delayed discharge from hospital <p>LS asked the GDG to get into small groups and discuss: <i>Which groups are particularly affected by poor transitions?</i> <i>How do we want to describe these groups?</i> Members discussed the questions for 15 minutes and then fed back in a plenary session</p>	ACTION 1: LS to check whether there was data available about the most common delays regarding transfer ACTION 2: LB to send a link to all about the Kings Fund report “Making our health and care systems fit for an aging population”
3.	Discuss and agree review questions and draft review protocols	JF introduced the draft review questions and draft review protocols. The review questions would be used to guide the systematic review work, which in turn would guide the GDG in the development of recommendations. The GDG discussed each question in depth and suggested and agreed amendments. KS thanked the GDG for their contribution in refining the review questions. JF would now work on a revised set and these would be circulated to the GDG and agreed with NICE within the next 2 weeks.	ACTION 3: JF will liaise directly with PO’N after the GDG to work on draft wording for question(s) and will then circulate drafts to the GDG.
4.	Dissemination and adoption issues	CD reminded the GDG that the project would be logging issues relating to dissemination and adoption of the guidance as the work progressed.	ACTION 4: LB to send members a link to the NICE website that will include

		The GDG would need to consider the issues and challenges that face those who will be trying to implement the guideline and consider who these key audiences are.	guidance on dealing with lobbyists and media enquiries
5.	Economic plan and potential priority areas	<p>AB introduced her presentation about the economic plan and the sorts of economic analysis that could be done as part of the project.</p> <p>The GDG has a number of comments and suggestions in relation to the economic work.</p> <p>LB reminded the group that the draft economic plan would come back to the GDG at the next meeting.</p>	
6.	Reflections from GDG members and AOB	<p>KS asked GDG members and the project team to share thoughts and reflections on the last two days.</p> <p>KS thanked everybody for a very informative and productive two days and closed the meeting.</p>	
7	Date of GDG 3	Tuesday 24 th June 2014, 11.30am – 5.00pm, SCIE offices, Shared Meeting Room, 2 nd Floor, 206 Marylebone Road, London NW16AQ	

Appendix A

Register of Interests - Guideline Development Group Meeting 2

Name	Personal pecuniary interest	Personal family interest	Non-personal pecuniary interest	Personal non-pecuniary interest
Kathryn Smith	None	None	None	None
Gerry Bennison	None	None	None	None
Manoj Mistry	None	None	None	None
Sandy Marks	None	None	None	None
Kathleen Sunderland-Cash	None	Unsure. My husband is employed regularly by an agency as a Locum Counselling Psychologist for NHS mental health services	None	Unsure. My work has involved challenging statutory authorities (NHS, DWP and local councils) to ensure that disabled people's needs are met appropriately and policies and procedures are being correctly applied. I have therefore been involved in supporting many disabled people to make formal complaints about appropriate health/social care practice and decisions.
Eileen Burns	None	None	None	None
Geoff Watson	None	None	None	None
Rebecca Pritchard	None	None	None	None
Jill Scarisbrick	None	None	None	None
Paul Cooper	None	None	None	None
Rachel Karn	None	None	None	None

Deborah Grieg	Employed full time by Gloucestershire County Council to undertake the role of Head of Adult Social Care in Gloucestershire Care Services NHS Trust for which I receive an annual salary. I am not a Director of either organisation	My husband is employed full time in Gloucestershire Hospitals NHS Trust for which he receives a salary, he is not a Director	None	None
Olivier Gaillemin	None	None	None	None
Robert Henderson	None	None	None	None
Margaret Lally	None	None	None	Whilst at the British Red Cross I have contributed to documents on the need to improve transitional arrangements.