

Date and Time: 05 December 2014 10:00 – 16:30

Minutes

Care of the dying adult: Clinical care of the dying adult in the last days of life

Guideline Development Group Meeting 3

Place: NCGC, 180 Great Portland Street, London, W1W 5QZ

Present:	Sam Ahmedzai	Chair (SA)
	Susan Latchem	Guideline lead/Operations Director (SL)
	Lina Gulhane	Joint Head of Information Science (LG)
	Elisabetta Fenu	Health Economics Lead (EF)
	Katharina Dworzynski	Senior Research Fellow (KD)
	Sarah Hodgkinson	Senior Research Fellow (SH)
	Eleanor Samarasekera	Senior Research Fellow (ES)
	Josh Ruegger	Research Fellow (JRu)
	Ella Barber	Research Fellow (EB)
	Tamara Diaz	Project Manager (TD)
	Lindsay Dytham	Document Editor/Process Assistant (LD)
	Adam Firth	General practitioner (AF)
	Adrian Blundell	Geriatrician (AB)
	Annette Furley	Lay member (AnF)
	Cheryl Young	Care home representative (CY)
	David Edwards	Palliative care nurse (DE)
	Diana Robinson	Lay member (DR)
Gwen Klepping	Specialist palliative care pharmacist (GK)	
Joy Ross	Palliative care physician (JR)	
Mike Grocott	Intensive care physician (MG)	
Susan Dewar	District community nurse (SD)	
Maureen Carruthers	Community matron/Advanced nurse (MC)	
NICE Staff:	Caroline Keir	Guidelines Commissioning Manager (CK)
Apologies:	Natalie Laine	Lay member (NL)

Notes

1. Introductions and apologies. SA welcomed the group to the 3rd meeting of this GDG. Apologies were received from NL.

2. **Declarations of Interests (DOIs)**

The Chair asked all GDG members to declare any relevant conflicts of interest.

SA declared the following non-personal non-pecuniary interest: as part of his role as Chair of the NCRI Clinical Studies Group for supportive care trials, SA met with a company (Chugai Pharma Ltd) to discuss their offering of a product to the NCRI for cancer research purposes. It is a product for cancer cachexia to help with unintentional weight loss in ambulatory cancer patients. This is not something that the CODA GDG are looking at and is at a much earlier stage than the last few days of life. He has not been personally involved in this research but met with the company in order to determine the suitability of their product for NCRI involvement and will direct them to the people who would conduct future research.

MG declared the following non-personal pecuniary interest: involved in a Translational Research Partnership – a paid study on lung injury and vascular leak, with no direct links to end of life care.

DR declared the following personal pecuniary interest: DR is joining the SCIE Co-production Network to act as a stakeholder to support user, carer and equality groups' involvement in SCIE's strategic decision making and to help to co-produce SCIE projects and programmes (from December '14). Attendance fees and expenses are received for this work.

No action was required following these declarations.

All other members declared that they knew of no personal specific, personal non-specific, non-personal specific or non-personal non-specific interest in the development of this guideline.

3. The minutes of the last meeting of this group were agreed as a true and accurate account of the meeting.
4. **Protocols:**
 - SH presented the protocol for the recognising dying review.
 - JRu presented the protocols for the pharmacological management, communication, shared decision making and anticipatory prescribing review questions.
 - The GDG reviewed, discussed and agreed each of the protocols that were presented.

Date, time and venue of the next meeting

GDG 4: Friday 16 January 2015, 10:00 – 16:00 at Royal College of Physicians, 11 St Andrews Place, Regent's Park, London. NW1 4LE.