

**Date and Time:** **16<sup>th</sup> June 2013 10:00 – 16:00**

**Place:** *Royal College of Obstetricians and Gynaecologists*

**Present:** Spinal Injuries GDG

1. Brian Gardner	BG
2. Neil Chiverton	NC
3. Anthony Hudson	AH
4. Craig Morris	CM
5. Paul Harrison	PH
6. Judith Foster (co-optee)	JF
7. Madeleine Sampson (co-optee)	MS
8. Deborah Hill	DH
9. Julie Buckley	JB
10. Nick Todd	NT
11. Cherylene Camps	CC
12. Daniel Burden	DB
13. Jennifer Bostock	JB
14. Kevin Morris	KM
15. Steve Smallwood	SS

Fractures and Complex Fractures GDG

1. Bob Handley	BH
2. Iain McFadyen	IM
3. Philip Henman	PH
4. Jagdeep Nanchchal	JN
5. Garry Swann	GS
6. Aiden Slowie	AS
7. Lucy Silvester	LS
8. Michael Jackson	MJ
9. Angela Thornhill	AT
10. Elizabeth Houghton	EH
11. Selvadurai Nayagam (co-optee)	SN
12. Lynda Brown	LB

Major Trauma GDG

1. Chris Fitzsimmons	CF
2. David Skinner	DS
3. Graham Stiff	GS
4. Heather Jarman	HJ
5. John Borthwick	JB
6. Mark Grumbridge	MG
7. Nick Welch	NW
8. Richard Lee	RL
9. Simon Hughes	SH

NCGC Technical team

10. Ian Bullock	IB
11. Kate Kelley	KK

**Minutes: Confirmed**

**Trauma GDG 1**

12. Alexander Allen	AA
13. Mark Perry	MP
14. Vicki Pollit	VP
15. Nina Balachander	NB

NICE:

1. Barbara Meredith	BM
2. Claire Ruiz	CR

Apologies

1. Karim Brohi (MT)	KB
2. Paul Wallman (MT)	PW
3. Matthew Costa (F)	MC
4. Simon McPherson (F)	SM
5. Kathleen Berry (F)	KB
6. Fiona Lecky (F)	FL

**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.

## Notes

- 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

Spinal Injuries – 16<sup>th</sup> July 2013, 1000 to 1600 at the National Clinical Guidelines Centre, 180 Great Portland Street, London, W1W 5QZ.

Major trauma- 21<sup>st</sup> November 2013, 1000 to 1600 at the National Clinical Guidelines Centre, 180 Great Portland Street, London, W1W 5QZ.

Fractures – 16<sup>th</sup> January 2013, 1000 to 1600 at the National Clinical Guidelines Centre, 180 Great Portland Street, London, W1W 5QZ.

Complex fractures – 17<sup>th</sup> January 2013, 1000 to 1600 at the National Clinical Guidelines Centre, 180 Great Portland Street, London, W1W 5QZ.