# NICE Collaborating Centre for Social Care

**Transition between inpatient mental health settings and community or care home settings**
**Guideline Development Group meeting 1**
20th January 2015, *10.30 – 16.15,* SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ
*Minutes and working notes*

| *Guideline Development Group Members* | |
|---|---|
| **Name** | **Role** |
| Rebecca Harrington | GDG Chair |
| Sarah Matthews | Topic Adviser |
| Sandra Bilsborrow | Service user/carer |
| Kate King  *(only attending day 2)* | Service user/carer |
| Shannon O'Neill | Service user/carer |
| Dawn Talbot | Service user/carer |
| Virginia Beacham | Mental health nurse and Trainer |
| Mary Birken | Academic and occupational therapist |
| Jane Clark | Consultant occupational therapist |
| Shawn Mitchell | Consultant Psychiatrist |
| Karen Morse | Area manager, Skills for care |
| Christina Richardson (*Apologies for both days*) | Mental health social worker |
| Anna Stratford | Director of a user led mental health peer support and training organisation |
| Michele Tynan (*Apologies for both days*) | Chief social worker for adults |
| Helen van Ristell | Residential Step Down Development manager and occupational therapist |

The NCCSC is a collaboration led by SCIE

| Other invitees | | |
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| **Name** | **Role** | **Organisation** |
| Amanda Edwards (AE) | NCCSC Director | NCCSC |
| Carolyn Denne (CD) | Senior Lead | NCCSC |
| Marjorie Edwards (ME) | Project Manager and minutes | NCCSC |
| Lisa Boardman (LB) | Senior Project Manager | NCCSC |
| Deborah Rutter (DR) | Lead Systematic Reviewer | NCCSC |
| Nadira Sharif (d*ay 2 only*) (NS) | Systematic Reviewer | NCCSC |
| Marija Trachtenberg (MT) | Economist | NCCSC (PSSRU) |
| Sarah Lester (SL) | Research Assistant | NCCSC (EPPI) |
| Claire Stansfield (*day 2 only) (*CS) | Information Specialist | NCCSC (EPPI) |
| Kim Rutter (KR) | Implementation Lead | NCCSC (SCIE) |
| Anthony Gildea (AG) | NICE Project Manager | NICE |
| John Mclean (JM) | NICE Programme Manager | NICE |
| Erin Whittingham (day 1 only) (EW) | NICE Public Involvement Advisor | NICE |
| Rita Parkinson (RP) | Project Coordinator | NICE |

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| No | Agenda Item | Minutes | Action/Owner |
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| 1. | **Welcome and aims of GDG 1 and 2** | RH welcomed members to the first Guideline Development Group meeting for this topic. RH explained that day 1 would focus on training and induction of GDG members and familiarisation with the scope whereas day 2 would focus on agreeing a set of review questions and some potential economic priority areas as well as considering an overview of current practice and emerging dissemination and adoption issues. | |
| 2. | **Introductions, apologies, ground rules and declarations of interest** | Apologies had been received from Christina Richardson (CR), Kate King (KK, who will attend second day) and Michele Tynan (MT).<br><br>Also only attending on the second day are Nadira Sharif (NS) and Claire Stansfield (CS)<br><br>Before introductions invited JM to give a short presentation about declaring interests.<br><br>RH and AE explained the importance of declaring interests at the start of each meeting and emphasised the difference between a declaration of interest (DOI) and a conflict of interest (COI).<br><br>GDG members, the NCCSC project team and attendees from NICE introduced themselves and verbally declared any interests, including those previously included on DOI forms at GDG recruitment. | **Action: GDG members to send in their biography information if they have not already done so** |
| 3. | **Developing guidance - the NICE perspective** | JM presented an overview of the work of NICE and an introduction to the role of Social Care Guidelines.<br><br>JM explained issues around confidentiality.<br>After the presentation, the group had an opportunity to ask questions.<br><br>EW from Public Involvement team (PiP) gave a presentation on service user and carer involvement in guideline development and highlighted the importance of having these members on the group. | |
| 4. | **Introduction to the NCCSC** | AE introduced the NCCSC as a collaboration led by SCIE, working with the Evidence for Policy and Practice Information and Co-ordinating Centre (EPPI), based at the Institute of Education (IoE); the Personal Social Services Research Unit (PSSRU) based at the London School of Economics; Research in Practice (RIP) and Research in Practice for Adults (RIPFA). The NCCSC covers social care guideline development as well as dissemination and adoption products and activities for guidelines and quality standards.<br><br>Confirmed key point of contact (ME) and relationship with others.<br><br>The group were then given the opportunity to ask questions. | |

| 5. | Guideline development: process and milestones | LB gave a presentation talking through the 8 phases of the guidance development project and the outline time line for the work.

It was noted that stakeholders need to register on NICE guidelines website and there are restrictions on the type of organisation that can register in order to respond to consultations.

We are now in the development phase (3) of the Guideline, to be completed by January 2016. This will include reviewing all the evidence, producing the recommendations and drafting the guidance.
Phase 4 will include public consultation and redrafting, and Phase 5 concentrates on implementation. At least 2 versions of the guideline will be produced during this phase, probably with supporting pathways and supporting implementation tools. | |
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| 6. | The scope and rationale | DR introduced the scope and talked through the original remit.

It was noted that the lead systematic reviewer in this area had originally been Jennifer Francis (JF) and a handover to DR had taken place once the scope had been confirmed.

The Guideline title is: Transition between inpatient mental health settings and community or care home settings.

DR talked through the journey from the original remit from DH, to the original scope and the final scope which is now on the NICE website. The scoping group developed the scope, and a stakeholder workshop and website consultation helped in refining it. DR explained the origin of some of the themes that came out of the scoping work.

DR then invited questions and comments from members. | **Action: Issues raised by GDG in relation to the scope to be taken into account by the project team. The scope cannot be changed, but the protocol is a working document, so can be refined.** |

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| 7. | **Introduction to systematic review work** | DR/SL presented an introduction to how evidence is identified and analysed, how review questions are developed and how systematic reviews are planned.<br><br>After the presentation, the group had an opportunity to ask questions. | **Action: DR to get screenshot of EPPI reviewer for those interested**. |
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| 8. | **Understanding outcomes** | SL went on to deliver a short presentation about outcomes.<br>Inclusion criteria for review questions would take account of PICO methods<br>• Population and setting<br>• Interventions<br>• Comparisons<br>• Outcomes<br><br>SL spoke about the difference between outputs and outcomes and outlined the outcomes that the project is interested in, as listed in the scope. Some relate to outcomes for individual users and carers, such as improved quality of life and health, and others to organisational outcomes, such as shorter and fewer stays in inpatient settings. | |
| 9. | **Introduction to economics as part of NCCSC guidance development** | MT gave a presentation about economic evaluation in social care and invited questions and comments from the GDG.<br><br>MT spoke about economic evaluation and why it was needed. There were limited resources and no welfare system could fund all possible social care interventions. In a world of limited resources you have to prioritise.<br><br>Economics Training will be taking place on 27 January. Several members of the group will be attending.<br><br>There is opportunity to ask more questions at GDG 2 | |
| 10. | **AOB** | Reflections –<br>RH asked GDG members and the project team to share thoughts and reflections on the first day<br><br>Members felt reassured – the fact that the subject matter is going to be put into context<br><br>There were also comments in relation to the nature of evidence and the fact that there was support and attentiveness in the group | |

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|     |     | Compliments were made about the amount of work put into the scope and the organisation of the meeting. |     |
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| **11.** | **Date of next GDG** | Wed 21 January 0930 - 1545<br>SCIE offices, Shared Meeting Room, 2nd Floor, 206 Marylebone Road, London NW16AQ |     |

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**Appendix A**

**Register of Interests - Guideline Development Group Meeting 1**

| Name | Declaration of interest |
|------|------------------------|
| Virginia Beacham | None |
| Sandra Bilsborrow | None |
| Mary Birken | **Specific Personal non-financial interest**: It is possible that I may author or co-author published papers or other documents that could be submitted as evidence during the period of membership of guidance development group. |
| Jane Clark | None |
| Rebecca Harrington | I am the power of attorney for my father's affairs. I own shares in a small pharmaceutical company. Feels this does not constituent a conflict of interest. |
| Catherine King | I am a member of Mind and receive treatment through Cambridge and Peterborough Trust. As far as I know, there are no conflicts of interest. |
| Sarah Matthews | None |
| Shawn Mitchell | No conflicts |
| Karen Morse | Member of staff, Skills for Care. No conflicts |
| Shannon O'Neill | Nothing to be declared |
| Christina Richardson | None |
| Helen Van Ristell | None |

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| Anna Stratford | Current Employment (paid):<br><br>**Director – Recovery Partners**<br><br>We provide a not for profit user- led peer support service for people with mental health issues across East Sussex.<br><br>**Associate Tutor – Sussex University**<br><br>I have been a part time tutor at Sussex since October 2007<br><br>**Independent Practice Educator**<br><br>From Jan – June last 2013, I had students on placement at Off the Fence, Brighton Housing Trust and Riverside English Churches Housing Group – all in Brighton and Hove, East Sussex. I currently have a student on placement with the Crisis Resolution and Home Treatment Team, Hove, Sussex Partnership NHS Foundation Trust.<br><br>**Respite Foster Carer**<br><br>Brighton and Hove City Council.<br><br>**Professional Affiliations**<br><br>Registered with the HCPC (Health and Care Professional Council) as a Social Worker Associate Fellow of the Higher Education Academy since 2012. Member of the College of Social Work.<br><br>**Off the Fence**<br><br>Involved with this organisation but does not feels it constituents a conflict. |
| Dawn Talbot | None |
| Michele Tynan | None |

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