

NICE Collaborating Centre for Social Care

Transition between inpatient mental health settings and community or care home settings Guideline Committee meeting 3
 Tuesday 31st March 2015 1030 – 1700, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ

Guideline Development Group Members

Name	Role
Rebecca Harrington (RH)	GDG Chair
Sarah Matthews (SM)	Topic Adviser
Sandra Bilsborrow (SB)	Service user/carer
Kate King (KK)	Service user/carer
Shannon O'Neill (SN)	Service user/carer
Virginia Beacham (VB)	Mental health nurse and Trainer
Mary Birken (MB)	Academic and occupational therapist
Jane Clark (JC)	Consultant occupational therapist
Shawn Mitchell (SHM)	Consultant Psychiatrist
Karen Morse (KM)	Area manager, Skills for care
Christina Richardson (CR)	Mental health social worker
Anna Stratford (AS)	Director of a user led mental health peer support and training organisation
Helen van Ristell (HR)	Residential Step Down Development manager and occupational therapist

The NCCSC is a collaboration led by SCIE



Other invitees		
Name	Role	Organisation
Amanda Edwards (AE) (<i>Apologies</i>)	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 (NS)	Systematic Reviewer	NCCSC
Marija Trachtenberg (MT)	Economist	NCCSC (PSSRU)
Sarah Lester (SL)	Research Assistant	NCCSC (EPPI)
Claire Stansfield (CS)	Information Specialist	NCCSC (EPPI)
Kim Rutter (KR)	Implementation Lead	NCCSC (SCIE)
Lisa Smith (LS)	Dissemination and Adoption	NCCSC
Anthony Gildea (AG)	NICE Project Manager	NICE
Sarah Richards (SR)	NICE Economist	NICE
Sue Jelley (SJ)	Senior Editor	NICE
Kal Kler (K Kler)	Senior Digital Editor	NICE

Apologies	
Name	Organisation
Michele Tynan	Chief Social Worker for Adults, Leeds city council
Dawn Talbot	Service user and carer
Amanda Edwards	NCCSC Director

No	Agenda Item	Minutes	Action
1	Welcome, apologies, Introductions Potential conflicts of interests	<p>The Chair welcomed the attendees to the meeting and also reminded the group of the ground rules.</p> <p>RH asked the GDG and other attendees to introduce themselves and to say whether there were any changes to the register of interests and any particular conflicts of interest in relation to the agenda for the meeting.</p>	
2.	Minutes and matters arising	<p>The minutes of GDG 1 meeting held on the 20th January 2015 were agreed as an accurate record of the meeting.</p> <p>The minutes of GDG 2 meeting held on the 21st January 2015 were agreed as an accurate record of the meeting subject to one minor amendment.</p>	Action 1: DR will show EPPI software at the next meeting
3.	Sign off review protocols and search strategy and note EIA	<p>NS gave an overview of the changes that had been made and the work that had been done on the review questions and protocols since they were discussed by the group at GDG 2 and following further discussion with NICE.</p> <p>Points highlighted included:</p> <ul style="list-style-type: none"> • Linked the Equality impact assessment as appropriate • Distinction between views/experiences of people using services from that of carers (divided into 2 separate questions). • ‘Admission’ and discharge’ are separated – also distinction made between personalised and coordinated • Deletion of ‘involuntary admission’ review question • RQ 4 (on ‘assessment, care planning and support’ around admission) and: • RQ 5 (‘Interventions, components of care packages related to discharge’)– NS went through how we pay specific attention to these questions 	Action 2: SM to give presentation on the Mental Health Act Action 3: ME to circulate link to Green Paper for members

		<ul style="list-style-type: none"> • 'Effect' questions have now been changed to 'Effectiveness and Impact' questions. Terms combined allow for inclusion for both types of evidence <p>NS gave the group opportunity to ask questions</p> <p>The group agreed to sign of the research protocols and search strategy and noted the EIA.</p>	
4.	An overview of evidence	<p>DR presented an overview to members, with the proviso that the evidence process would need discussion at a later date as the review team are still going through the screening process.</p> <p>DR gave an idea of the spread of studies and topics and discussed the process of the search. DR stated the need to show that material is sufficiently relevant.</p> <p>A sample of 600 randomly selected (included/excluded) gave an idea of the material we were looking for, prioritising search outputs and putting them in order.</p> <p>All discussion points were noted.</p>	Action 4: DR to speak to JF about possible overlap issues in terms of exclusions
5.	Related NICE guidelines	<p>SL explained how the scope was shaped, ensuring that key areas were considered but avoiding duplication. There had already been various discussions about overlap in areas for different topics.</p> <p>She discussed related guidance currently under development and the expected publication dates and the published guidelines that were also relevant. SL also explained the mapping exercise that highlighted how some of the guidelines overlap with some of the review questions for this topic.</p>	Action 5: ME to send the link to the NICE guidelines website to members
6.	Economic Plan – for review and sign off	<p>MT explained how we review economic evaluations and assess available economic evaluations and effectiveness studies and choose one or two areas for further economic analysis, and this forms the economic plan. She made clear to the group the need to review and sign off.</p> <p>MT explained how we choose based on net benefit; data availability and we have to take into account a degree of uncertainty.</p> <p>She then discussed empirical evidence and how this applied to different studies.</p>	<p>Action 6: Members can email either MT or Sarah Richards regarding economic process queries</p> <p>Action 7: Chair to</p>

			sign off economic plan on behalf of members
7.	Implementation work and stock take of issues to date	KS gave an overview of the implementation work of the NCC. This was followed by LS giving an interactive stock take session with GC members looking at the challenges of levers for implementation.	Action 8: ME to send NICE stakeholder list web link to members
8.	The role of the NICE editor and writing recommendations	SJ presented writing recommendations on behalf Jaimella Esprey. SJ spoke about the type of ways we distribute recommendations such as recommendations on NICE app or in more conventional format on screen. SJ confirmed that NICE editors will support members throughout the guideline development process and towards the end of process will ask members for their input. They will aim to do this without changing the meaning of the recommendations	
9.	Introduction to NICE Pathways	K Kler presented and explained that NICE Pathways are a different way of viewing NICE guidance and all other NICE products in one place. A simple clear structure allows users to get to information quickly and will include all of the recommendations to all topics. K Kler went through an example of the screenshot to show members how to navigate.	
10	Developing recommendations	DR presented developing recommendations guidance and highlighted that recommendations focus on identifying who needs to do what, and when. DR confirmed there will be opportunity to review and revise later on. DR asks members to get into groups to look at recommendations that came out of homecare with a view to developing their own 'recommendations' based on the information made available to them. The group was then asked to feedback their learning from the exercise. In feedback, members were able to suggest recommendations emerging from the evidence statements, even though unfamiliar with the topic.	Action 9: ME to send link to Homecare guideline to GC members
11.	AOB	RH confirmed Date of next meeting which is 14 May 2015 RH informed the group that Dr Manriji Lele will be joining the group as the representative for CAMHS.	Action 10: Sarah Matthews presentation on mental health for

		Sarah Matthews presentation on mental health for next meeting – Deborah to discuss what the review team needs support and advice on before next meeting.	next meeting – Deborah to discuss review team needs before next meeting
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Appendix A

Register of Interests - Guideline Committee 3

Name	Declaration of interest
Virginia Beacham	None
Sandra Bilsborrow	None
Mary Birken	<p>Specific Personal non-financial interest:</p> <p>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.</p>
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 constitute 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
Anna Stratford	<p>Current Employment (paid):</p> <p><u>Director – Recovery Partners</u></p> <p>We provide a not for profit user- led peer support service for people with mental health issues across East Sussex.</p> <p><u>Associate Tutor – Sussex University</u></p> <p>I have been a part time tutor at Sussex since October 2007</p> <p><u>Independent Practice Educator</u></p> <p>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.</p> <p><u>Respite Foster Carer</u></p> <p>Brighton and Hove City Council.</p> <p><u>Professional Affiliations</u></p> <p>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.</p> <p><u>Off the Fence</u></p> <p>Involved with this organisation but does not feels it constituents a conflict.</p>
Dawn Talbot	None
Michele Tynan	None