

4.0.3 DOC Cmte minutes

Macular Degeneration Guideline Committee – development

Date: 04//09/2015

Location: NICE offices, London

Minutes: Final

NICE National Institute for
Health and Care Excellence

Committee members present:

Waqaar Shah (Chair)	(Present for notes 1–8)
Mary-Ann Sherratt (MAS)	(Present for notes 1–8)
Jennifer Evans (JE)	(Present for notes 1–8)
Elizabeth Wick (EW)	(Present for notes 1–8)
Cathy Yelf (CY)	(Present for notes 1-8)
Cathie Burke (CB)	(Present for notes 1-8)
Carol McCletchie (CM)	(Present for notes 1-8)
Alexander Foss (AF)	(Present for notes 1-8)
Katy Barnard (KB)	(Present for notes 1-8)
Ellen Rule (ER)	(Present for notes 1-8)
Andy Charley (AC)	(Present for notes 1-8)
Mary Freeman (MF)	(Present for notes 1-8)
Usha Chakravarthy (UC)	(Present for notes 1-8)

In attendance:

Clifford Middleton (CM)	NICE – Guideline Commissioning Manager	(Present for notes 1-8)
Stephen Duffield (SD)	ICG – Technical Analyst	(Present for notes 1-8)
Sue Spiers (SS)	ICG – Associate	(Present for notes 1-8)

4.0.3 DOC Cmte minutes

	Director	
Gabriel Rogers (GR)	ICG – Technical Advisor (HE)	(Present for notes 1-8)
Hugh McGuire (HM)	ICG – Technical Advisor	(Present for notes 1-8)
Erin Whittingham (EWit)	Public Involvement Advisor	(Present for notes 1-8)

Observers:

Rosa Domingues (RD)	ICG – Technical Analyst
Andrea Heath (AH)	NICE Information Specialist

Apologies:

Holly Irwin (HI)	ICG – Project Manager
Sarah Stephenson (SSt)	NICE – Guideline Commissioning Manager

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on age-related macular degeneration. The Committee members and attendees introduced themselves.

Apologies for the meeting were received as detailed above.

The Chair outlined the proposed objectives of the meeting, which included:

- Introductions; committee & NICE staff
- Role of chair, committee, Guideline Commissioning Manager, Public Involvement Programme and Project Manager
- Introduction to health economics
- Agreeing review questions
- Initial discussion around identifying priorities for health economic analysis
- Introduction to and agreement of review protocols

The Chair invited the committee members and NICE staff to introduce themselves to the whole committee. The Chair gave a presentation highlighting the importance and potential impact of the guideline. The wider presentation introduced the guideline committee to the role of Chair and the committee, and an overview of the process of guideline development.

2. Developing NICE clinical guidelines

The Chair introduced EWit, who gave a presentation on the Public Involvement Programme and the role and value of lay committee members. The Chair thanked EWit for her presentation.

The Chair then introduced CM, who delivered a presentation which

4.0.3 DOC Cmte minutes

outlined the role of the NICE Guideline Commissioning Manager, explaining that, for future meetings SSt, would be supporting the committee in this role. CM also provided a context for the development of clinical guidelines within NICE as a wider organisation. The Chair thanked CM for his presentation.

The Chair introduced SS, who presented an outline of the role of the project manager and also reiterated some of the key points relating to declarations of interest and claiming expenses. SS informed the committee that for future meetings HI would undertake the project manager role for this guideline. The Chair thanked SS for her presentation.

3. Declarations of interest (DOI)

The DOI register was made available to the Chair. The Chair reviewed the DOI register and declared that in relation to the previous declarations recorded in the DOI register, for this meeting, no committee members were asked to withdraw from the meeting.

New declarations of interest received for meeting include

Initials	Declaration	Classification	Chairs action
CB	Attendance at macular degeneration team building meal funded by Novartis	Specific, non-personal financial	Declare and participate
AF	Submission of patient views on macular degeneration study, for publication	Specific, non-personal financial	Declare and participate
ER	Pharmaceutical support for CCG	Non-specific, non-personal	Declare and participate

4.0.3 DOC Cmte minutes

	working	financial	
MF	Delivered Bayer masterclass on diabetic eye disease (honorarium donated to charity)	Non-specific personal non-financial	Declare and participate
UC	Member of Northern Ireland Clinical Research Network supporting pharmaceutical trials in AMD	Specific non-personal financial	Declare and participate
MAS, EW, CY, CM, KB, AC, WS, JE	Nil	N/A	N/A

The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

4. Guideline development presentations

The Chair introduced SD who presented an overview of the process of guideline development and a summary of the scope for the Macular Degeneration Guideline. GR presented NICE's rationale for the inclusion of health economics in guideline development alongside information on how the committee would be involved in this process.

5. Agreeing Review Questions

4.0.3 DOC Cmte minutes

SD introduced a draft patient pathway for macular degeneration based on the guideline scope and linked to the draft review questions. The committee considered each of the draft review questions making minor amendments, where appropriate, before agreeing the final review questions for the guideline.

6. Health economics – priority setting

Due to a lack of time this item was deferred to the next meeting.

7. Review protocol development

SD briefly introduced the committee to the process of review protocol development.

The committee considered the review question “What risk factors increase the likelihood of a person developing AMD or progressing to late AMD?” The committee agreed the objectives for the review question and the population, intervention, comparators and outcomes for the review protocol.

Volunteers were sought to support the technical team in refining review protocols prior to presentation at future meetings for agreement by the full committee.

8. Next steps

The Chair thanked the committee for their time and contribution to the meeting. The venue, date and time of the next meeting was confirmed.

Date of next meeting: Wednesday 14th October

Location of next meeting: NICE offices, Manchester