

**Date and Time:** 2<sup>nd</sup> February 2011, 10:00 – 16:30

**Minutes:** Confirmed

***Patient Experience***

**Guideline Development Group Meeting**

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

**Present:**

- Sophie Staniszewska (GDG Chair), Senior Research Fellow, Patient Evaluation, Experiences and Involvement, RCN Research Institute, School of Health and Social Studies, University of Warwick
- Jo Adams, Senior Lecturer, Professional Lead for Occupational Therapy, Faculty of Health Sciences, University of Southampton
- Melanie Gager, Follow Up Sister, Critical Care, Royal Berkshire NHS Foundation Trust
- Annette Gibb, Nurse Consultant in Pain Management, Royal Berkshire NHS Trust
- Amanda Smith, Powys (teaching) Health Board, Executive Director of Therapies and Health Sciences
- Richard Thomson, Professor of Epidemiology and Public Health, Institute of Health and Society
- Chandi Vellodi, Consultant Physician in Acute Medicine and Medicine for the Elderly, Barnet and Chase Farm Hospitals NHS Trust
- Barrie White, Neurosurgeon, Nottingham University Hospital
- Miranda Dodwell, Patient member
- Christianne Forrest, Patient member
- Poonam Jain, Patient member
- David Martin, Patient member
- Tom McLoughlin-Yip, Patient member
- Alan Nye, Principal General Practice, Associate Medical Director NHS Direct, and Director of Pennine MSK Partnership Ltd
- Suzannah Power, Patient member
- Joanna Ashe, Senior Information Scientist, NCGC
- Liz Avital, Guideline Manager, NCGC
- Ian Bullock, Chief Operating Officer, NCGC
- Taryn Krause, Senior Project Manager and Research Fellow, NCGC
- Kate Lovibond, Senior Health Economist, NCGC
- Norma O'Flynn, Clinical Director, NCGC
- Silvia Rabar, Senior Project Manager and Research Fellow, NCGC
- Katrina Sparrow, Senior Research Fellow, NCGC

**In attendance:**

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NICE Staff:		
Fergus Macbeth	NICE Director, Centre for Clinical Practice	(Present for notes 1 – 11)
Tim Stokes	NICE consultant clinical advisor for the QOF (Quality and Outcomes Framework)	(Present for notes 1 – 11)
Rachel Ryle	NICE Commissioning Manager	
Barbara Meredith	Patient and public involvement manager, NICE	

**Observers:**

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Notes

1. The Chair, Sophie Staniszewska, welcomed the group to the first meeting of this GDG. Apologies were received from Eloise Carr (Deputy Dean Research & Enterprise, HSC, Bournemouth University). The Chair asked all GDG members to declare any relevant conflicts of interest. All 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.
2. The Chair introduced the NCGC Clinical Director, Norma O’Flynn, who gave a presentation on declaration of interest. The Chair thanked Norma O’Flynn for her presentation.
3. The Chair introduced the NCGC Guideline Manager, Liz Avital, who gave a presentation about the NCGC. The Chair thanked Liz Avital for her presentation.
4. The Chair introduced the consultant clinical advisor for the QOF (Quality and Outcomes Framework) at NICE, Tim Stokes, who gave presentation on NICE Quality Standards. The GDG then discussed the issues presented in relation to this guideline. The Chair thanked Tim Stokes for his presentation and contribution to the development of the guideline and Tim Stokes then left the meeting.
5. The Chair introduced Barbara Meredith, the patient and public involvement manager at NICE, who gave a presentation on patient/carer involvement in guidance development and took questions from the group. The Chair thanked Barbara Meredith for her presentation and contribution to the development of the guideline and Barbara Meredith then left the meeting.
6. The Chair presented the outline of scope to the GDG and the planned approach, and took questions from the group.
7. The Chair introduced the NCGC Clinical Director, Norma O’Flynn, who gave a presentation on the existing frameworks. The GDG then discussed the issues presented in relation to this guideline. The Chair thanked Norma O’Flynn for her presentation.
8. The Chair presented the report about the patient experience scoping study conducted by the University of Warwick, and took questions from the group.
9. The Chair introduced the NCGC Guideline Manager, Liz Avital, who gave a presentation on existing recommendations relevant to this guideline. The GDG then discussed the issues presented in relation to this guideline. The Chair thanked Liz Avital for her presentation.

## Notes

- 10 Sophie Staniszewska chaired the GDG discussion on Key issues for guidance.
- 11 The Chair closed the meeting and thanked everybody for attending.

### **Date, time and venue of the next meetings:**

1<sup>st</sup> and 2<sup>nd</sup> March 2011, 10:00-16:30, at the Royal College of Anaesthetists, Churchill House, 35 Red Lion Square, London WC1R 4SG