

National Institute for Health & Clinical Excellence

CS Short Clinical Guideline

Guideline Development Group (GDG) meeting one

4th & 5th February 2010

Ribble & Mersey, City Tower, Piccadilly Plaza, M1 4BD

GROUP MEMBERSHIP & ACTION LIST

In Attendance	
GDG Members	
Peter Howdle (Chair) (PH)	Julie D'Silva (JD)
Wendy Atkin (WA)	Janusz Jankowski (day 1 only) (JS)
Tracey Cole (TC)	
Bruce Fox (BF)	
Elaine Trump (ET)	
Matt Rutter (MR)	
Marco Novelli (MN)	
Carol Makin (CM)	
NICE Staff	
Mark Baker (MB)	Michael Heath (MH)
Vicky Kelly (VK)	Caroline Keir (day 2 only)(CK)
Tarang Sharma (TS)	Prashanth Kandaswamy (PK)
Jonathan Nyong (JN)	Kim Jeong (KJ)
Chris Hay (Day 1 only) (CH)	Yaminah Rajput (YR)
Louise Foster (LF)	Barbara Meredith (day 1 only) (BM)
Jennifer Field (day 1 only) (JF)	Ann Greenwood (AG)
Beth Shaw (day 2 only) (BS)	
Apologies:	
Janusz Jankowski (day 2)	

REPORT OF DISCUSSIONS AT THE MEETING

4th February 2010

1.1 Agenda item 1: Introductions & Objectives.

- a) PH opened the meeting by welcoming members to the first guideline development group (GDG) meeting and invited each member to introduce themselves and outline their special interest in the area of Colonoscopic Surveillance.

b) The chair ran through the main aims and objectives of the group during the first meeting which included an introduction to NICE and the short clinical guidelines programme, gaining an understanding of the evidence available for the initial review questions and to the basic principles of cost effectiveness.

1.2 Agenda item 2: Introduction to the online expenses system

CH was introduced to the group and gave a presentation on the NICE online expenses system. GDG members have been given a copy of the presentation with CH's contact details on. Group members were asked to contact CH if they encounter problems with the systems.

1.3 Agenda Item 3: NICE Overview, Declarations of Interest & Information Services

a) MH ran through a presentation giving an overview of NICE and the interaction the group will have with other teams internal to NICE. MH then ran through the equalities policy at NICE and also the declarations of interest policy. The chair then confirmed all GDG members had received the NICE Declaration of Interest policy and all members have been asked to declare any interests to VK in advance of the meeting.

1.4 Agenda item 4: Developing NICE Clinical Guidelines

a) MB introduced clinical guidelines to the group which included defining what a guideline is and what it is not and the components that come together to make a clinical guideline. MB then went through the short clinical guideline programme and outlined the process and gave a history of the programme and the differences between the shorts and standard programme and finally the different roles within the short clinical guidelines team.

b) YR gave a presentation introducing health economics to the group including economic evaluations and how we estimate costs.

c) BM gave a presentation outlining the role of the patient and public involvement programme (PPIP)

d) AG gave a presentation introducing the role of the editor in developing NICE clinical guidelines.

e) JF gave a presentation outlining the role of the costing analyst within the guideline process

1.5 Agenda item 5: Project Management

VK gave a presentation on GDG working and outlined some of the key principles for the GDG to take note of and some project management issues and key dates in guideline development the GDG need to be aware of.

1.6 Agenda item 6: Summary of Scope

JN ran through the scope for the guideline and the GDG discussed the inclusions and exclusions.

1.7 Agenda item 7: Presentation of the Clinical Questions

TS presented the key clinical questions which will form the basis of the guideline.

1.8 Agenda item 8: Search Strategies

LF provided an overview of the methodology used to search for the relevant literature of the guideline.

1.8 Agenda item 9: Methodology for this Guideline (GRADE)

TS introduced the GRADE methodology that will be used for this guideline.

1.9 Agenda item 10: Feedback on Questionnaire

TS gave the GDG feedback on the questionnaire members were asked to complete in advance of the meeting.

1.10 Agenda item 11: Health Economic approach to this guideline - Polyps

KJ introduced the GDG to the health economic model to be developed for this guideline. The GDG discussed this approach at length and KJ agreed to make a number of changes to the approach which will be presented at the 2nd GDG meeting.

1.12 Agenda item 13: Administration

VK confirmed that NICE will reimburse each member £15 for their evening meal and it is not necessary for members to keep receipts.

5th February 2010

2.1 Agenda item 1: Review of day 1

PH welcomed the group back to the 2nd day of this meeting and outlined the aims for the day.

2.2 Agenda item 2: Evidence Review – Question 1a: Surveillance vs. No Surveillance in Inflammatory bowel disease

TS introduced review question 1, explained the search strategy used and the specific considerations taken into account for this question. TS then went through the GRADE profiles for each of the studies, which the GDG discussed and agreed evidence statements. The GDG agreed what was to be included and the format of each evidence statement.

2.3 Agenda item 3: Q1a: Evidence statements & recommendations

The GDG went on to make a number of evidence statements and provisional recommendations based on the evidence presented for review question 1a.

2.4 Agenda item 4: Evidence Review – Q1b: Surveillance vs. No Surveillance in Polyps

JN introduced review question 2, explained the search strategy used and the specific considerations taken into account for this question. JN then went through the GRADE profiles for each of the studies included, which the GDG discussed.

2.5 Agenda item 5: Q1b: Evidence statements & recommendations

The GDG felt that after discussing the relevant literature there was not enough evidence for against the procedure so this was reflected in the evidence statements and recommendations.

2.6 Agenda item 6: Outline of Health Economic approach to this guideline – IBD

KJ introduced the GDG to the health economic model to be developed for IBD. The GDG discussed this approach at length and KJ agreed to make a number of changes to the approach which will be presented at the 2nd GDG meeting.

2.7 A.O.B.

N/A

2.8 Close of meeting

PH thanked the GDG for their hard work over the past 2 days and confirmed the date and location of the next GDG meeting as 5th March 2010 at the NICE offices in London.