

**National Collaborating Centre for
Women's and Children's Health**

1st Constipation in Children Guideline Development Group Meeting
Minutes
Thursday, 1st May 2008; 10 – 4pm at RCOG

Present:

Jenny Gordon (JG)	GDG Chair
Huw Jenkins (HJ)	Consultant Paediatric Gastroenterologist
Janet Blannin (JB)	Parent Carer and Clinical Nurse Advisor to ERIC
June Rogers (JR)	Team Director Promocon, Disabled Living
Karen Tucker (KT)	Parent/carer
Kate Blakeley (KB)	Consultant Paediatric Clinical Psychologist
Lynne Watson (LW)	Specialist Health Visitor - Special Need and Children's Continence
Nick Nelhans (NN)	Consultant Paediatrician
Sian Hooban (SH)	Team Leader, Community Children's Nurses

NCC Staff:

Monica Lakhanpaul (ML)	Co-Director (Children's Health), NCC-WCH
Roz Ullman (RU)	Senior Research Fellow, NCC-WCH
Lauren Bardisa-Ezcurra (LBE)	Research Fellow, NCC-WCH
Hannah-Rose Douglas (HRD)	Senior Health Economist, NCC-WCH
Michela Tinelli (MT)	Health Economist, NCC-WCH
Debbie Pledge (DP)	Senior Information Scientist, NCC-WCH
Rosie Crossley (RC)	Work Programme Co-ordinator, NCC-WCH

Apologies:

James Cave (JC)	General Practitioner
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- Welcome, apologies, introductions**
Declarations of interest
Housekeeping

JG welcomed everyone to the meeting. Apologies were received from JC. Each member of the technical team and GDG introduced themselves. JG explained the fire procedure and location of the toilets.

No declarations of interest were announced. Declarations of interest are kept on file at the NCC-WCH and will be published with the full guideline.

2. Claims, concerns and issues

JG handed different coloured post it notes to each person around the table and asked them to write positive statements about working on the guideline on one, worries on another and questions on the other one. These could be in relation to the process or their specific role on the GDG. Once completed, JG read the themes out, noting that many people had similar feelings, positive and negative. JG will write these notes up for future reference.

3. The NCC, why and how we deliver guidelines for NICE

ML gave a presentation on the role of the NCC-WCH.

RC gave a presentation in which she explained her role in the guideline development process and how she would assist GDG members throughout.

4. The technical team and 10 steps to guideline recommendations

The technical team gave a presentation on the series of steps leading to the formulation of recommendations.

5. NCC-WCH website

RC showed the GDG how to use the website to access meeting papers.

6. Topic Groups and how we work

This agenda item was postponed until the next meeting.

7. Patient journey development and scope

JG presented a draft algorithm which the GDG would be developing throughout the course of the guideline development.

It was agreed that the Eczema guideline would be posted up on the NCC web-site for GDG members to refer to regarding the patient journey.

8. Drafting clinical questions

The GDG went on to make a draft list of clinical questions to be covered using the scope. A document containing possible clinical questions was tabled at the meeting, which the GDG modified. The group also came up with a list of outcomes.

RU will email the final scope to the GDG once it has been signed-off.

9. AOB and tasks for next meeting

It was agreed that the first review will be on rectal examination, with the second being cow's milk protein allergy.

The team asked GDG members to volunteer to be the topic lead (primary contacts for technical team) on particular topics. Contacts would be emailed with any questions when working on the systematic review.

The GDG were asked to email LBE with their choices for topic groups by the next GDG meeting.

Signed:..... Date:.....
Monica Lakhanpaul, Clinical Co-Director (Children's Health)

Signed:..... Date:.....
Jenny Gordon, GDG Chair