

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

TB – Service Delivery

1st Meeting of the TB subgroup

Tuesday 9th and Wednesday 10th September 2014

Red Rooms, Manchester

Final Minutes

Day 1

Attendees:	<p><i>GDG Members</i> Ibrahim Abubakar (Chair), Alistair Story, Andrew Hayward, Christine Bell, Mango Hoto (arrived at 10:15), Sudy Anraki, Uday Katkar (arrived at 10:30)</p> <p><i>NICE Team</i> Catherine Swann, Rachel Kettle, Alastair Fischer, Andrew Hoy, Claire McLeod, Lakshmi Murthy, Rupert Franklin</p> <p><i>Cooptees</i> Alan Higgins (left at 12:50), Philip Monk (arrived at 10:15)</p> <p><i>Experts</i> Debbie Crisp (arrived at 13:15, left at 14:35), Grace Smith (arrived at 13:15, left at 14:35), Kathy Elliott (arrived at 14:35, left at 15:45) Sue Ibbotson (arrived at 13:15, left at 14:35)</p> <p><i>Observers</i> Susan Ellerby (NICE), Gary Shield (NICE), Beth Shaw (NICE), Michael Heath (left at 10:30)</p>
Apologies:	<p><i>GDG Members</i> Amy McConville, Horace Reid, Marc Lipman</p> <p><i>Cooptees</i> John Hayward, Onn Min Kon, Vanya Gant</p>

Author	Project Manager
File Ref	Final minutes of TB subgroup meeting 1 9 th & 10 th September 2014
Version	Final
Audience	Group members, NICE team, members of the public

Item		Action
<p>1. Welcome and objectives for the meeting</p>	<p>The Chair welcomed the TB subgroup to the 1st meeting and asked the group to introduce themselves.</p> <p>The Chair set out the objectives for the group. He explained that the subgroup will develop service delivery recommendations that will be included in the clinical guideline for TB. This will include both new recommendations and adaptations of old recommendations from previous guidance.</p> <p>The Chair outlined the objectives of the meeting which included:</p> <ul style="list-style-type: none"> • Discussing the plan for the further meetings • Considering revisions to recommendations from the NICE clinical guideline CG117 and NICE public health guideline PH37 • Hearing and discussing expert testimony from arrange of experts on service delivery <p>The Chair informed the PHAC that apologies had been received. These are noted above.</p>	
<p>2. Declarations of Interests</p>	<p>The Chair explained that verbal declarations of interest are a standing item on every agenda and are recorded in the minutes as a matter of public record. The Chair asked everyone to verbally declare any relevant declarations of interest. None of the group had any interests to declare</p>	
<p>3. Introduction to service delivery: overview of process and outputs</p>	<p>Catherine Swann (CS) outlined the background to the work and set out how the group would operate</p>	
<p>4. NICE clinical guideline on tuberculosis: history and development update</p>	<p>Michael Heath informed the group about the history of NICE's work on the topic of TB and gave an update on the progress of the clinical guideline currently being developed.</p>	
<p>5. Developing service delivery recommendations: Methods and evidence</p>	<p>Rachel Kettle (RK) outlined the process for developing service delivery recommendations. This included a summary of the types of evidence the group are able to consider, the topic areas covered in the scope, and some key principles to consider.</p> <p>It was agreed that it would be helpful for RK's presentation and all of the subsequent presentations to be e-mailed to the group following the meeting</p> <p>ACTION: NICE team to circulate all meeting</p>	<p>NICE</p>

	<p>presentations to the group after the meeting</p> <p>Claire McLeod (CM) gave an overview of the economic approach that will be used in the development of the service delivery recommendations.</p> <p>RK set out the timeline for the work and explained the work schedule for the subsequent meetings. The group discussed this plan and made suggestions for considerations that should be taken into account during the course of development</p>	
<p>6. Incorporation and adaptation of existing recommendations</p>	<p>RK explained that the group would review a number of recommendations from PH37 in order to identify whether they should be incorporated into the new guidance and whether they should be amended. She explained NICE's processes for incorporating and adapting existing recommendations.</p> <p>The group reviewed the recommendations and identified those that they felt should be incorporated into the guideline. It was agreed that further adaptation or the recommendations would be considered on the second day.</p>	
<p>7. Expert testimony</p>	<p>Debbie Crisp, a lead TB nurse specialist in Coventry gave expert testimony about her experience of providing TB services in a rural area. Debbie spoke about the challenges of providing a rural service and explained how the configuration of services in her area had changed over time to address some of these challenges.</p> <p>The Chair thanked Debbie for her testimony.</p> <p>Sue Ibbotson, a PHE Director in the West Midlands, and Grace Smith, a Director of the West Midlands Mycobacteriology Laboratory, gave expert testimony about their experience of providing TB services in different areas. They spoke about their experience of providing services in the West Midlands and Birmingham including their approach to ensuring engagement and partnership across all of the different departments and agencies involved in TB services.</p> <p>The Chair thanked Sue and Grace for their testimony.</p> <p>Following the expert testimony, the group asked questions and discussed the presentations.</p>	
<p>8. Expert testimony</p>	<p>Kathy Elliott, the former National Lead for Prevention, Early Diagnosis and Inequalities Cancer Action Team, gave expert testimony about her experiences of work that was done in the Cancer services with a view to</p>	

	<p>identifying potential good practice that could be adopted by the TB services. Kathy highlighted approaches and techniques that had worked well and key drivers for change in the service.</p> <p>The Chair thanked Kathy for her presentation.</p> <p>Following the expert testimony, the group asked questions and discussed the presentation.</p>	
9. Plenary and drafting recommendations	<p>The group returned to the recommendations that they had agreed to incorporate (see item 6) and discussed further amendments that should be made. It was agreed that the group would conduct further work on the recommendations on day 2</p>	
10. Summary of the day and any Other Business	<p>The Chair summarised the items that had been discussed throughout the day.</p> <p>There was no other business.</p> <p>The Chair thanked the group for attending and closed the first day of the meeting.</p>	
11. Close	<p>The meeting closed at 5:30pm.</p>	

Day 2

Attendees:	<p>GDG Members Ibrahim Abubakar (Chair), Alistair Story (left at 12:00), Andrew Hayward (joined by videoconference from 12:55), Christine Bell, Mango Hoto (left at 12:00), Sudy Anraki, Uday Katkar</p> <p>NICE Team Catherine Swann, Rachel Kettle, Alastair Fischer, Andrew Hoy (left at 12:55), Claire McLeod, Lakshmi Murthy, Rupert Franklin</p> <p>Cooptees Alan Higgins, Philip Monk</p> <p>Experts Barbara Cleaver (arrived at 10:05, left at 11:30), Fran Child (arrived at 11:30, left at 12:30), Josie Mavromatis (arrived at 10:15, left at 11:30), Paddy McMaster (arrived at 11:30, left at 12:30).</p> <p>Observers Susan Ellerby (NICE), Gary Shield (NICE), Ben Doak (NICE) (left at 12:25)</p>
Apologies:	<p>GDG Members Amy McConville, Horace Reid, Marc Lipman,</p> <p>Cooptees John Hayward, Onn Min Kon, Vanya Gant</p>

Item		Action
12. Welcome and objectives for the meeting	<p>The Chair welcomed the group to the second day of the meeting. He summarised what had been discussed on the first day set out the aims for the second day of the meeting which included:</p> <ul style="list-style-type: none"> • Hearing further expert testimony • Further amending the recommendations that the group had agreed to incorporate from PH37 <p>The Chair informed the PHAC that apologies had been received. These are noted above. The Chair noted that Amy and Horace had given apologies and so would not be able to give their presentation. However, Josie was able to attend the second day and so would give her presentation instead.</p>	
13. Declarations of interest	<p>The group asked the group to verbally declare any interests relevant to the topics under discussion. CS declared that one of the invited experts, Barbara Cleaver, is her sister-in-law. It was agreed that this did not constitute a conflict of interest and no further action was required.</p>	

<p>14. Expert testimony</p>	<p>Barbara Cleaver, a Consultant in A&E at the Royal Free, gave expert testimony about her experience of how A&E services link with TB services, and the challenges and opportunities that are presented by the current set-up of services in her area.</p> <p>The Chair thanked Barbara for her testimony.</p> <p>Josie Mavromatis, a service user, gave expert testimony about her experiences of TB services. She highlighted examples of good practice that she had found beneficial as well as examples of poor practice which had acted as barriers to her care.</p> <p>The Chair thanked Josie for her testimony.</p> <p>Following the expert testimony, the group asked questions and discussed the presentations.</p>	
<p>15. Expert testimony</p>	<p>Fran Child, a Consultant Paediatrician, and Paddy McMaster, a Consultant in Paediatric Infectious Diseases gave expert testimony about the provision of TB services in the North West Region. They explained how services were coordinated in the region and also spoke about how the cohort review process is managed.</p> <p>The Chair thanked Fran and Paddy for their testimony. Following the expert testimony, the group asked questions and discussed the presentation</p>	
<p>16. Adapting recommendations</p>	<p>The group returned to the recommendations from PH37 that they were incorporating into the new guideline (see items 6 & 9). They discussed and agreed further amendments to the recommendations</p>	
<p>17. Drafting new recommendations</p>	<p>The Chair reminded the group of the expert testimony that the group had heard. The group considered each testimony in turn and then drafted potential recommendations. It was noted that the group would revisit the recommendations once further evidence had been presented at the next meeting.</p>	
<p>18. Summary and next steps</p>	<p>The Chair provided a summary of what had been discussed on both days of the meeting. It was agreed that RK would circulate a the recommendations to the group after the meeting to allow the group opportunity for further comments</p> <p>ACTIONS: RK to circulate a copy of the recommendations to the SDG SDG to submit comments on the recommendations in advance of the next meeting</p> <p>The chair reminded the group that the next meeting</p>	<p>NICE SDG</p>

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	would be on the 6 th & 7 th October.	
19. Any other business and close of meeting	There was no other business. The Chair thanked the group for attending and closed the meeting at 16:00	