

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

Confirmed 1st Meningitis in Children Guideline Development Group (GDG) Meeting Minutes
Tuesday 12th (10am – 4pm) and Wednesday 13th February (9:30am – 3:30pm) 2008; at Birkbeck College

Present:	Andrew Pollard (AP)	(Chair)
	Mathew Thompson (MT)	General Practitioner
	Philip Monk (PM)	Public Health Medicine
	Simon Kroll (SK)	Paediatric Infectious Diseases - Children
	Paul Heath (PH)	Paediatric Infectious Diseases - Neonates
	Caroline Haines (CH)	Hospital Children's Nurse
	Sheila McQueen (SM)	Hospital Children's Nurse
	Nelly Ninis (NN)	General Paediatrician
	Alistair Thomson (AT)	General Paediatrician
	Martin Richardson (MR)	General Paediatrician
	Simon Nadel (SN)	Paediatric Intensive Care
	Angela Cloke (AC)	Patient/Carer Representative
	Linda Glennie (LG)	Patient/Carer Representative
	Shannon Amoils (SA)	Research Fellow, NCC-WCH
	Jay Banerjee (JB)	Clinical Co-director in Child Health, NCC-WCH
	Paula Broughton-Palmer (PBP)	Senior Work Programme Co-ordinator, NCC-WCH
	Andrew Clegg (ACL)	Information Scientist, NCC-WCH
	Paul Jacklin (PJ)	Senior Health Economist, NCC-WCH
	Itrat Iqbal (II)	Trainee Health Economist, NCC-WCH
	Roz Ullman (RU)	Senior Research Fellow, NCC-WCH
Invited:	Caroline Keir (CK)	NICE Guidelines Commissioning Manager
	David Turner (DT)	External Advisor - Clinical Microbiologist
Apologies:	Ian Maconochie (IM)	Paediatric Emergency Medicine

Part 1 (Tuesday 12th February 2008)

1. AP introduced himself as the Chair, and welcomed the group to the meeting. Each GDG member then introduced themselves and gave a brief account of their working background. Apologies were received from IM. AP informed the group that they would be required to submit a completed declaration of interests form at Part two of the meeting.

2. JB gave a presentation on the roles and responsibilities of GDG members as part of the guideline development process.

10:25am – SK arrived at the meeting.

3. CK presented an overview of the work of the National Institute for Health and Clinical Excellence (NICE) and the work of the Centre for Clinical Practice (guidelines).

4. RU, SA, ACL and II gave a presentation on the processes used by the technical team to develop recommendations for a guideline. The group were informed that PJ would be the main Health Economist for this guideline.

11:45am – AT left the meeting (to attend another meeting) and informed the group he would be back later in the day.

5. PBP gave a presentation on guideline administration and the role of Work Programme Coordinators within the NCC-WCH and guideline development.

6. BM introduced herself to the GDG, and gave an overview of the Patient and Public Involvement Programme.

1:15pm - BM left the meeting.

7. The group discussed the scope and priority topic areas for the guideline. The members contributed suggestions and additions to a diagram of a possible care pathway.

8. The group discussed the draft questions and relevant topics which had been covered in the Feverish Illness in Children (FIC) clinical guideline.

9. The agenda item regarding agreeing clinical questions and defining the PICO was covered under the previous agenda item.

3:20pm - AT arrived back at the meeting.

10. The members formed into small groups to consider questions for each of the priority topic areas. After 30 minutes of discussion each group were asked to report back on the changes made. It was agreed that this item would be continued in Part two of the meeting.

11. AP thanked the group for attending and closed Part 1 of the meeting.

End of part 1.

Part 2 (Wednesday 13th February 2008)

12. AP welcomed the group to Part 2 of the meeting, and asked the members to submit a declaration of interests form. It was agreed that no interests declared at the meeting, warranted exclusion of any GDG members from discussions. Declarations are kept on record at the NCC-WCH and will be published in the full guideline.

9:40am – SK arrived at the meeting.

9:50am – SN arrived at the meeting

9:55am – MT arrived at the meeting.

10. The agenda item on agreeing clinical questions and deciding topic groups was continued from the previous day. The remaining topic groups reported their changes. The questions were modified where appropriate.

17. This item was moved up on the agenda. PJ gave a presentation on cost-effectiveness analysis in clinical guidelines.

16. RU outlined the steps involved for members (including the NCC-WCH technical team) when developing guidelines.

13. The group discussed the updated draft clinical questions and suggested final changes. The questions were modified where appropriate.

1:10pm – MR left the meeting.

18. ACL gave a brief demonstration on how to use the NCC-WCH website.

14. The topic groups and leaders were finalised for the clinical questions to be covered at the next meeting.

15. The item on the Care pathway was covered under agenda item 7 (from the previous day).

19. Due to time constraints the agenda item on grading the evidence was deferred until the next meeting.

20. RU gave a brief synopsis as to what GDG members could expect between this and the next GDG meeting. This agenda item was then deferred.

21. Under any other business, AP informed the group that proposed dates will be sent out to replace the cancelled August meetings.

AP thanked the participants for attending and closed the meeting.

CLOSE

Signed:..... Date:.....
Dr Jay Banerjee, Clinical Co-director, NCC-WCH

Signed:..... Date:.....
Dr Andrew Pollard, Meningitis in Children GDG Chair