

**The management of venous thromboembolic diseases and the role of  
thrombophilia testing**

**Minutes:**

**Guideline Development Group Meeting 1<sup>st</sup> GDG meeting – Day 1**

**Date and Time:** **24<sup>th</sup> June 2010, 10:30 – 17.15pm**

**Place:** *National Clinical Guideline Centre, 180 Great Portland Street, London  
W1W 5QZ*

**Present:**

Gerard Stansby (Chair) (GS)	(Present for notes 1 – 12)
Roshan Agarwal (RA)	(Present for notes 1 – 12)
David Berridge (DB)	(Present for notes 1 – 12)
Christian Clark (A4)	(Present for notes 1 – 12)
Richard Day (RD)	(Present for notes 1 – 12)
Hayley Flavell (HF)	(Present for notes 1 – 12)
Scott Harrison (SH)	(Present for notes 1 – 12)
Beverley Hunt (BH)	(Present for notes 1 – 12)
David Keeling (DK)	(Present for notes 1 – 12)
Kat Noble (KN)	(Present for notes 1 – 12)
Karen Sheares (KS)	(Present for notes 1 – 12)

**NCGC Present:**

Clare Jones (CJ)	(Present for notes 1 – 12)
Jennifer Hill (JH)	(Present for notes 1 – 12)
Lee-Yee Chong (LC)	(Present for notes 1 – 12)
Elisabetta Fenu (EF)	(Present for notes 1 – 12)
Sarah Riley (SR)	(Present for notes 1 – 12)
Joanna Ashe (JA)	(Present for notes 1 – 12)

**In attendance:**

NICE Staff:		
NICE attendee 1	Sarah Dunsdon (SD)	(Present for notes 1 – 7)
NICE attendee 1	Barbara Meredith (BM)	(Present for notes 1 – 7)

**Observers:**

NCGC Project Coordinator	Abigail Jones (AJ)	(Present for notes 1 – 4)
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**Agenda Item:**

- 1. Introductions and apologies for absence:** GS welcomed the group to day 1 of the first meeting of this GDG. Apologies were received from Paul Mainwaring, Nigel Langford and Steven Moser. All members introduced themselves and their backgrounds.

## Agenda Item:

2. **Composition of the guideline Development Group:** GS gave a presentation explaining the role of GDG members in the guideline development process. GS gave a presentation on declaration of interest (DOI) and explained how important it is for transparency and credibility of the guideline. GS reminded GDG members to complete the DOI forms in their packs and hand completed forms to CJ by the end of the meeting. GS also explained that GDG members are required at each meeting to declare their interest verbally.
3. **Relationship with NICE and the Guideline Development Process:** SD gave an overview of NICE and the collaborating centres, the guideline products and launch and implementation of the guideline.
4. **NCGC, overview and working practices:** JH introduced the National Clinical Guideline Centre and the technical team who will be working on the Venous Thromboembolic Diseases guideline. She explained what is expected of the GDG members and how they will be working with the technical team during the guideline development process.
5. **Overview of guideline development process:** CJ presented an overview of the guideline development process, the work plan, key stages and dates from the 1<sup>st</sup> meeting to publication and launch of the guideline.
6. **Role of patient/carers members:** BM explained patient/carer involvement in the guideline development process including patient perspectives and additional opportunities for patient/carer input to NICE guidelines.
7. **Using health economic evidence in guideline development:** EF presented 'The role of health economics in NICE guideline development' where she outlined the use of health economics evidence in NICE guidelines and explained some of the concepts in cost-effectiveness analysis.
8. **Outline of Scope:** GS gave a presentation on the guideline scope.
9. **Introduction to review questions, outcomes and definition of terms:** SR gave a presentation on defining review question in a NICE guideline and explained the different types of questions and how to formulate a PICO question.
10. **Group discussion of Review Questions:** The GDG members were put into 3 groups to work on refining and defining the review questions.
11. **Feedback from the groups:** All GDG members discussed the review questions and issues that may arise during the evidence review.

## Date, time and venue of the next meeting

12. 1<sup>st</sup> GDG – Day 2, Friday 25<sup>th</sup> June 2010, 9.30-15.30, at National Clinical Guideline Centre, 180 Great Portland Street, London W1W 5QZ.