

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

## **1<sup>st</sup> Feverish Illness in Children Guideline Development Group Meeting 1<sup>st</sup> December 2011, 10am – 4.30pm at RCOG Minutes**

### **Present:**

Leah Bowen (LB)	Lay member
Richard Bowker (RB)	Consultant Paediatrician
John Crimmins (JC)	General Practitioner
Penny McDougall (PMD)	Nurse
Ed Pursell (EP)	Nurse
Debra Quantrill (DQ)	Lay member
Martin Richardson (MR)	Chair
Andrew Riordan (AR)	Paediatric infectious diseases expert
Damian Roland (DR)	Emergency medicine expert

### **NCC staff:**

Zosia Beckles (ZB)	Information Scientist
Jiri Chard (JC)	Senior Research Fellow
Hannah Rose Douglas (HRD)	Senior Health Economist
Ella Fields (EF)	Research Fellow
Zipporah Iheozor-Ejiofor (ZIE)	Research Assistant
Stephen Murphy (SM)	Clinical Co-Director (Children's Health)
Nitara Prasannan (NP)	Research Assistant
Cristina Visintin (CV)	Project Manager

### **In attendance:**

Ben Doak (BD)	Guideline Commissioning Manager, NICE
Emma Chambers	Project manager, PPIP, NICE

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### **1. Welcome, housekeeping, introductions and apologies**

MR introduced himself as the GDG Chair, and welcomed the group to the meeting,

### **2. Working together (roles and responsibilities)**

MR gave a presentation on the roles and responsibilities of GDG members as part of the guideline development process. After the presentation the group had an opportunity to ask questions.

### **3. NICE processes and the NCC-WCH**

SM introduced himself explained to the GDG his and the NCC-WCH technical team role. After the presentation the group had an opportunity to ask questions.

#### **4. Declarations of interest**

CV explained the importance of declarations of interest (DOIs) and clarified the terms used in the DOI form. Each member of the group was asked to summarise their declarations of interests for the group.

It was agreed that no interests declared at the meeting or previously warranted exclusion of any GDG members from discussions of evidence or formulation of recommendations.

Declarations are kept on record at the NCC-WCH and will be published in the full guideline.

#### **5. NICE clinical guidelines**

BD presented an overview of the work of the National Institute for Health and Clinical Excellence (NICE) clinical guidelines. After the presentation the group had an opportunity to ask questions.

#### **6. Patient and Public Involvement Programme at NICE**

EC gave a presentation on the Patient and Public Involvement Programme (PPIP). After the presentation the group had an opportunity to ask questions.

### **Break**

#### **7. Reminder of scope**

MR presented a review of existing guideline and the relevant points of the guideline scope. The group had an opportunity to ask questions.

#### **8. Developing review questions and planning systematic reviews: worked example**

JC introduced the review questions and described how the systematic reviews are planned. The group had an opportunity to ask questions.

### **Lunch break**

*EP and BD left the meeting*

#### **9. Developing review questions and planning systematic reviews: worked example**

The technical team presented a worked example where they introduced how they:

- identify the evidence.
- review the evidence
- assess cost effectiveness

The group had an opportunity to ask questions.

#### **10. Refining review questions**

JC introduced and examined the review protocols. The group had an opportunity to ask questions. JC introduced the role of topic groups, and volunteers were then requested to form topic groups to assist the NCC-WCH technical team in preparing and revising evidence reviews between GDG meetings.

**11. Any other business**

The GDG discussed if, in light of the new influenza pandemic in the recent years, influenza should be included as a serious illness in this guideline. The GDG unanimously agreed that influenza should not be included in the list of conditions.

**12. Next steps**

MR thanked all the participants for attending, communicated the date of the next meeting (9<sup>th</sup> February 2012) and closed the meeting.

Signed:..... Date:.....  
Martin Richardson, GDG Chair

Signed:..... Date:.....  
Stephen Murphy, Clinical Co-Director (Children's Health)