

National Institute for Health & Clinical Excellence**Falls****First Guideline Development Group (GDG) meeting**Thursday 12th & Friday 13th January 2012

Level 1A, City Tower, Piccadilly Plaza, Manchester, M1 4BD

GROUP MEMBERSHIP

In Attendance	
GDG Members	
Damien Longson (DL) (Chair)	Cameron Swift (Day 2)
Harry Allen	Opinder Sahota (Day 2)
Julie Windsor	Frances Healey
Ray Jankowski	Harm Gordijn
Caroline Brown	John Taylor
Rosemary Leaf	Senel Arkut
NICE Staff	
Kathryn Chamberlain (KC)	Sheryl Warttig (SW)
Jenny Kendrick (JK)	Erin Whittingham (EW)
Emma Banks (EB)	Steven Ward (SW ^{ard})
Gabriel Rogers (GR)	Lyn Knott (LK) (Day 2)
Dylan Jones (DJ)	Mark Baker (MB) (day 1)
Michael Heath (MH) (Day 2)	Carl Prescott (CP)
Rachel Ryle (RR)	
Apologies:	
Opinder Sahota (Day 1)	Cameron Swift (Day 1)
JoAnne Panitzke	Lindsay Smith

MINUTES OF THE MEETINGTuesday 12th January 2012**1.1 Agenda item 1: Introductions & GDG working**

DL introduced himself and welcomed the group and all GDG members and NICE staff introduced themselves and described their interest in this guideline. Apologies for were received from Opinder Sahota and Cameron Swift (Day 1), Lindsay Smith and JoAnne Panitzke, who had only been appointed to the group that morning.

DL gave a presentation of GDG working including his role as the chair of the group.

1.2 Agenda item 2:

- **Literature searching:** JK gave a presentation on literature searching.
- **PIIP:** EW gave the presentation on the patient and public involvement programme.

- **Process of guideline development:** SW gave a presentation on clinical guidelines and process development, indicating how the process with work for this guideline.
- **Role of the Guidelines Commissioning Manager (GCM):** RR discussed the role of the GCM and explained NICE's commitment to equalities. .
- **Role of the Project Manager:** KC gave her presentation on the role of the Project Manager, the timelines for this guideline and an overview of the declarations of interest policy. Following this DL asked all GDG members and NICE staff if they had any additional Dol's.
- **Health Economics:** GR gave a presentation on health economics. Further information about the health economics specific to this guideline will be discussed at a later stage in the meeting.

1.3 Agenda item 3 & 4: Context of the guideline/ Summary of the scope

MB discussed the reason for updating the guideline and then presented a summary of the scope.

1.4 Agenda item 5: Review Protocol

SW presented the draft pathway and gained GDG opinion on what happens in current practice. Some amendments were suggested to the pathway. SW also discussed the service delivery part of the guideline and explained that currently there appears to be a gap in what services say they provide and what audit reveals in terms of care that is provided. SW gave an overview of the RCP FallSafe Project. SW presented the review protocol and the GDG discussed the clinical questions.

1.5 Agenda item 7: Summary of Day

DL closed the meeting.

Friday 13th January 2012

1.6 Agenda item 1: Review of Day 1

DL opened the meeting with a brief summary of the previous day's discussions, and discussed the plan for the day. There were some new attendees at the meeting who were introduced.

1.7 Agenda Item 2: Role of the Editor

LK gave a presentation on the role of the editor, the different versions of the guideline and a demonstration of the NICE pathway.

1.8 Agenda Item 3: Update on searches and patient pathway

JK discussed the search terms that could be included in the search strategy. The GDG assisted by offering terms and phrases associated with this topic. SW then presented an updated patient pathway, based on the conversation the previous day.

1.9 Agenda Item 4: An introduction to GRADE

DJ gave a presentation on GRADE. Explaining to the group what GRADE is and how it will be used for the evidence in this guideline.

1.10 Agenda item 5: Health Economics

GR discussed the health economics with specific reference to this guideline and the group considered the health economics to be included in the guideline. He asked the group questions in the areas he needed more information, and will give an update at the next GDG meeting.

1.11 Agenda item 6 & 7: Evidence presented & Discussion of evidence – Q4a (Barriers to implementing falls strategies)

SW presented the evidence for question 4a, the GDG went on to discuss the evidence for these questions. The group discussed the evidence statements, and then continued to draft recommendations.

The GDG did not make recommendations for this question as further searches for evidence will be undertaken and this question will be revisited at a later meeting.

1.12 Agenda item 8: Discussion of Q4b – How the barriers to implementation can be overcome.

The group had a discussion on what systems can be put in place to help overcome the barriers to implementation. This question will be revisited at a later GDG meeting.

1.13 Agenda Item 9: Research recommendations – Discussion/generate ideas

DJ gave a presentation on the format and formulation of research questions. The GDG were asked to consider areas where there is a lack of evidence to generate ideas for possible research recommendations.

1.14 Agenda Item 10: Any other business

The Date and venue of next meeting: 27th & 28th March 2012 (NICE Manchester office).
DL closed the meeting.