

**Acute Kidney Injury****National Clinical Guideline Centre****Minutes**  
**12<sup>th</sup> Guideline Development Group Meeting**

**Date and Time:** 14<sup>th</sup> January 2013, 10:00 – 16:00

**Place:** NCGC Boardroom, 180 Great Portland Street, London

**GDG Present:**

Mark Thomas (Chair) (MT)	Andrew Lewington (AL)
Annette Davies (AD)	David Milford (DM)
Anne Dawnay (ADw)	Marlies Ostermann (MO)
Mark Devonald (MD)	Nicholas Palmer (NP)
Coral Hulse (CH)	Sue Shaw (SS)
Fiona Loud (FL)	

**Apologies:** Chris Laing (CL)

**NCGC Present:** Caroline Blaine (CB)  
Saoussen Ftouh (SF)  
Ralph Hughes (RH)  
Sue Latchem (SL)  
Izaba Younis (IY)

**In attendance:**

**NICE Staff:** Ben Doak (BD), Anne-Louise Clayton (ALC) and Adrian Johnston (AJ)

1. **Introductions and apologies.** MT welcomed everyone to the meeting. He introduced Adrian Johnston who is a Costing and Commissioning Analyst at NICE. Apologies were received from CL.

AD declared a personal non pecuniary interest: she has been invited to give a lecture on AKI at the annual meeting of AKI for clinical biochemistry. DM declared a personal non pecuniary interest: he received £500 travel grant from Astellas to attend African Nephrology Congress, Ghana, to give a talk on Congenital abnormalities of Kidneys and Urinary Tract. MO declared a personal pecuniary interest: she attended a post conference dinner which was paid for by Fresenius.

There were no changes to any of the other GDG members' and NCGC staff's DOIs since the last meeting. No actions were taken following these declarations and none of the GDG members withdrew during discussion.

The minutes of GDG 11 were agreed as an accurate summary of the meeting.

2. **AKI pathway of recommendations and information for public:** ALC presented the different versions of the guideline that will be produced including the information for patients (IFP) version. She gave an overview of the recommendations pathway and asked for volunteers to help refine it. She also asked for volunteers to review the IFP version. BD informed the GDG that there will be an editorial meeting 2-3 weeks after the guideline is out for consultation which the GDG volunteers will need to attend.
3. **Introduction to implementation and costing requirements:** AJ presented an overview of the roles of the costing and implementation teams at NICE. He asked for volunteers to work with them on identifying requirements for the AKI guideline and working with the team to review costing and implementation tools.
4. **Communications and press:** SL explained to the GDG how to deal with press enquiries and advised them to always direct any enquiries to the NICE press office. The GDG discussed how important the guideline is and highlighted the need for a press conference to launch it.
5. **Research recommendations – voting and results:** the GDG discussed and agreed the draft research recommendations. The group voted for their top 5 most important recommendations.
6. **Guideline write – up and LETRs:** The GDG discussed and finalised the recommendations and the Linking evidence to recommendations (LETR) sections. Each write up subgroup fed back on areas where they needed input or discussion with the whole GDG.
7. **Any other business:** SF informed the GDG of key dates including the deadline for writing up the guideline, the dates for consultation and responding to stakeholder comments. She re-emphasised the importance of writing up the LETRs. MT closed the meeting and thanked everyone for attending.

**Date, time and venue of the next meeting**

Wednesday 15<sup>th</sup> May 2013, Pickering Rosenheim Room, Main College Building, London