Minutes: Confirmed

Guideline Development Group Meeting 1
Place: Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ

GDG Present: Fiona Lecky (Chair) (FL) (Present for notes 1 – 11)
             Mukul Agarwal (MA) (Present for notes 1 – 11)
             Robin Clarke (RC) (Present for notes 1 – 11)
             Barbara Green (BG) (Present for notes 1 – 11)
             Kieran Hogarth (KH) (Present for notes 1 – 11)
             Peter Hutchinson (PH) (Present for notes 1 – 11)
             Gaby Lomas (GL) (Present for notes 1 – 11)
             Mark Lyttle (ML) (Present for notes 1 – 11)
             David Menon (DM) (Present for notes 1 – 11)
             Lisa Turan (LT) (Present for notes 1 – 11)
             Paul D Wallman (PW) (Present for notes 1 – 11)

NCGC Present: Sarah Bermingham (SB) (Present for notes 1 – 11)
               Sarah Hodgkin (SD) (Present for notes 1 – 11)
               Sue Latchem (SL) (Present for notes 1 – 11)
               Carlos Sharpin (CS) (Present for notes 1 – 11)

In attendance:

NICE Staff:  Sarah Dunsdon (SD) (Present for notes 1 – 11)
             Barbara Meredith (BM) (Present for notes 1 – 6)

Observers:

NCGC Staff:  Hati Zorba (HZ) (Present for notes 1 – 2)
             Antonia Morga (AM) (Present for notes 5 - 8)

Agenda item

1. Welcome introductions and apologies
   FL welcomed the group to the first meeting of this GDG and thanked them for their time and commitment to the guideline. FL asked each member to introduce themselves. No apologies were received from the group. FL welcomes the observers to the group.

2. Working with NICE
   SD gave an overview of NICE and its commissioning relationship with the NCGC. She explained the support available to the GDG throughout guideline development and the products that are expected to be produced.

3. NCGC: Setting the scene
   SL explained the role of the NCGC and who the technical team are. She then gave details on declarations of interest (DOIs) and detailed the importance of them. The group then verbally declared their DOIs:
## Agenda item

| FL | Non-personal pecuniary: Chief investigator for HTA grant to University of Manchester to investigate a decision rule for bypass in head injury (Head Injury Transportation Straight to Neurosurgery (HITS-NS) trial). |
| MA | None declared. |
| RC | None declared. |
| BG | None declared. |
| KH | None declared. |
| PH | Personal specific non-pecuniary: DVLA neurology panel regarding return to driving. Non-personal pecuniary: Co-applicant of EU Framework 7 grant for MRI imaging in mild/moderate head injury (grant to University of Cambridge). |
| GL | None declared. |
| ML | Personal non-pecuniary: International consensus guideline development. Contributor to Paediatric Emergency Research Network Project. No personal payment. Non-pecuniary: Co-chief investigator of a multi-centre research project in Australasia which is investigating the performance accuracy of paediatric head injury clinical decision rules. An application for an Australian national grant funding has been submitted, but not yet received. Personal non-pecuniary: I have published a systematic review of paediatric head injury clinical decision rules, and will be presenting further research work on the applicability of such rules at the International Conference of Emergency Medicine in June 2012. This applicability work is also in press for publication in a peer reviewed journal. |
| DM | Personal pecuniary: Paid member of Data Monitoring Committee for Solvay Ltd; Paid consultant for GlaxoSmithKline Ltd; Brainscope Ltd; Ornim Medical; Shire Medical, and Neurovive Ltd. All non-specific. Non-personal pecuniary: Grant funding that focuses on early MR imaging and biomarkers in TBI, and putting together a future grant that covers this. As part of this, negotiations with biomarker companies will take place to obtain equipment (to obtain the best value for the grant). This research is publicly funded (currently by the EU Framework 7 grant process and by the HTA). A meeting is scheduled with Banyan Biomarkers. Personal non pecuniary: Co-Investigator in the HTA funded Risk Adjustment in Neurointensive Care (RAIN) project, which assessed the performance of prognostic schemes in TBI, and the outcome and effectiveness of TBI management in different healthcare locations. Report in the process of being submitted to the HTA. |
| LT | None declared. |
| PW | Personal non-pecuniary. Presentation/lecture on coagulation relating to NICE HI CG56 at the London Trauma Conference. Only expenses claimed. |
| NCGC | None declared. |
| NICE | None declared. |

### 4. Patient and carer involvement

BM detailed who the Patient and Public Involvement Programme are at NICE and the key role in ensuring patients'/carers' perspectives inform the work of the GDG.

### 5. Introduction to head injury: issues and scope

FL introduced the remit, population to be covered and the need for this guideline update. She detailed current practice in this area and the impact of previous iterations of the NICE Head Injury guideline. The key clinical areas were introduced and areas not covered within the scope detailed.

### 6. Evidence review process

SH and CS presented the evidence review process including all stages of systematic reviewing. SH gave an introduction to quality assessment using GRADE and also diagnostic accuracy outcomes and CS discussed how the team approach qualitative research reviewing.

### 7. Health economics process
Agenda item
SB gave an introduction to health economics in NICE guidelines and discussed cost-effectiveness, issues for the Head Injury guideline and prioritising questions for economic modelling.

8. Searching the evidence
CS presented the role of information scientists in guideline development and discussed how to developing clinical questions using the PICO framework. He explained how searches are developed using the PICO, search parameters and databases.

9. Clinical and cost effectiveness review question session
SH and CS introduced the draft protocols and explained the level of details and what information needed to be captured to allow the technical team search and review evidence to present to them at future meeting. The GDG were split into subgroups to discuss the protocols.

10. Review question session continued
The GDG fed back their subgroup discussion which the technical ream will use to refine the protocols.

11. Summary of next steps and any other business
SH updated the GDG on how the protocols will be updated and highlighted future meeting dates.

Date, time and venue of the next meeting

Wednesday 13th June 2012, 9.30 – 16.00 Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ.