Date and Time:    29th January 2013, 9:30 – 16:00

Minutes:  Confirmed

Guideline Development Group Meeting 7
Place:  Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ

GDG Present:  Fiona Lecky (Chair) (FL)  (Present for notes 1 – 6)
Mukul Agarwal (MA)  (Present for notes 1 – 6)
Robin Clarke (RC)  (Present for notes 1 – 6)
Kieran Hogarth (KH)  (Present for notes 1 – 6)
Peter Hutchinson (PH)  (Present for notes 1 – 6)
Gaby Lomas (GL)  (Present for notes 1 – 6)
Mark Lyttle (ML)  (Present for notes 1 – 6)
David Menon (DM)  (Present for notes 1 – 6)
Lisa Turan (LT)  (Present for notes 1 – 6)
Paul Wallman (PW)  (Present for notes 1 – 4)

NCGC Present:  Sarah Hodgkinson (SH)  (Present for notes 1 – 6)
Sue Latchem (SL)  (Present for notes 1 – 6)
Lilian Li (LL)  (Present for notes 1 – 4)
Vicki Pollit (VP)  (Present for notes 1 – 6)
Carlos Sharpin (CS)  (Present for notes 1 – 6)

In attendance:

NICE Staff:  Ben Doak (BD)  (Present for notes 1 – 7)

Observers:  Brian Pullen (BP)  (Present for notes 4 – 7)

Agenda item

1.  Welcome introductions and apologies
   FL welcomed the group to the seventh meeting of this GDG. The GDG accepted the NICE minutes and working notes as an accurate record of the previous meeting and no changes were made.

   FL asked each member to state any changes to their declarations of interest. The GDG and NCGC technical team declared no changes. It was noted that FL had previously declared a personal specific non-pecuniary interest in relation to the agenda item related to selection of patients for specialist neuroscience care. It was agreed that FL would step down from chairing this item and answer GDG questions only.

   The GDG acknowledged apologies from Barbara Green (BG) who has now stepped down from the group due to a change in job and no longer being able to commit to the meeting dates going forward.

2.  Update on anticoagulant research recommendation
Agenda item

CS detailed the research recommendation drafted so far and the GDG discussed modifications to the question, descriptive paragraph and the supporting table.

3. **Update on health economic model: clinical prediction rules for cervical spine imaging**
   LL outlined the original decision model for cervical spine injury and detailed the review questions the model will cover. LL, in consultation with the GDG, clarified the structure of the proposed decision tree and led discussion regarding feasibility of the model given available data sources. The GDG agreed that the sources to populate the tree should be given further consideration.

4. **Update and queries on pre-hospital assessment – selection of patients for specialist neuroscience care**
   GL chaired this session as FL has DOIs in this area. The group welcomed BP as an expert advisor (paramedic) to the meeting and introduced themselves. CS summarised the studies identified and the GDG discussed potential changes to recommendations and research recommendations.

5. **Update on patient information for discharge**
   SH gave an update on the patient information and discharge question. The GDG agreed the inclusion and exclusion criteria for this question.

6. **Summary of next steps and any other business**
   SH urged the GDG to use Claromentis both for reading through documents prior to attending meetings and also for checking out documents and commenting/ adding introduction and LETRs.

   SH detailed the plan for writing up the guideline and the outstanding tasks for completion within the upcoming meetings.

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

Wednesday 6th March 2013, 9.30 – 16.00 Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ.