

Date and Time: *Wednesday 12th September 2012 (10.00-16.00)*

Minutes: Final

Guideline Development Group Meeting 2

Place: *Boardroom, National Clinical Guideline Centre (NCGC), 180 Great Portland Street, London W1W 5QZ*

Present:

| | |
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| Campbell Cowan (Chair) (CC) | |
| Joanna Ashe (JA) | (Present for notes 6 – 9) |
| Liz Avital (LA) | (Present for notes 4 – 9) |
| John Campbell (JC) | |
| V-Lin Cheong (VC) | |
| George Chung (GC) | |
| Matthew Fay (MF) | |
| Clare Jones (CJ) | |
| Sue Latchem (SL) | (Present for notes 1 – 3) |
| Clifford Mann (CM) | (Present for notes 2 – 9) |
| Nick Mills (NM) | |
| Vicki Pollit (VP) | |
| Eileen Porter (EP) | |
| Suzannah Power (SP) | |
| Rebekah Schiff (RSf) | (Present for notes 7 – 9) |
| Richard Schilling (RSg) | |
| Sharon Swain (SS) | |
| Maggie Westby (MW) | (Present for notes 1 – 3) |
| Hati Zorba (HB) | (Present for notes 1 – 2) |

In attendance:

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|-------------|-------------------------|---------------------------|
| NICE Staff: | Clifford Middleton (CM) | (Present for notes 1 – 9) |
| | Sarah Dunsdon (SD) | (Present for notes 1 – 5) |

Observers:

| | | |
|-------------|----------------------|-------------------------|
| NCGC Staff: | Rachel O’Mahony (RO) | (Present for notes 1-3) |
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Notes

1. Welcome and apologies for absence

CC welcomed the group to the second meeting of this GDG. Apologies were received from David Fitzmaurice (DF) and Gregory Lip (GL). CC welcomed the observers to the group. The GDG accepted the minutes as an accurate record of the previous meeting.

The Chair asked all GDG members to declare any changes to their declarations of interest.

SP: Personal pecuniary interest; part time role at Heathenwood and Wexham Park Hospitals NHS Foundation Trust in market intelligence/patient involvement. I sit on the Research for Patient Benefit (South West) funding committee (honorary role). Personal family interest; family are NHS members – no interests. Personal non-pecuniary interest; I sit on the BHF council as Patient Representative.

JC: Personal pecuniary interest: honoraria from BMS prior to 2007 for fees from education. I received funding for travel and conference fees from Sanofi Aventis and Boehringer Ingelheim, but not within the last 12 months. I received education sponsorship from British Heart

Notes

Foundation for an induction course in August 2012.

MW: Non-personal pecuniary interest; my time paid for a member of the Steering group on a Medical Research Council project on economic modelling of patient pathways. Atrial Fibrillation was one of the pathways modelled. This was funded by Medical Research Council.

VC declared that he knew of no personal pecuniary, personal family, non-personal pecuniary or personal non-pecuniary interests.

RSg: Personal pecuniary interest; buffet lunch with Daichii Sankyo on 10 September 2012. Non personal pecuniary interest; continued research grants.

The remaining GDG members and NCGC technical team declared no changes.

2. **Claromentis**

The Chair introduced HZ who gave a presentation on the online document management system used by the NCGC, Claromentis. She showed how to login and view documents. HZ invited GDG members to contact her if they had any issues with Claromentis.

3. **Guidelines, decision making and GRADE**

The Chair introduced MW, Clinical Effectiveness Lead from the NCGC, who gave a presentation on guidelines, decision making and GRADE.

4. **Drafting recommendations and linking evidence to recommendations**

CJ gave a presentation on drafting recommendations in NICE guidelines and the importance of linking the evidence to recommendations.

5. **Clinical and cost effectiveness on catheter ablation**

SS and VP gave a presentation on the clinical and cost-effectiveness evidence on catheter ablation.

6. **Economic Plan**

VP discussed the economic workplan and that she intended to contact GDG sub-group members via email regarding the economic priorities before the next meeting.

7. **Clinical and cost effectiveness protocols session**

CJ gave an introductory presentation for this session highlighting the importance of finalising protocols and the need for precise definitions for population, intervention, comparisons and outcomes (PICO). The GDG finalised the clinical and cost-effectiveness protocols for ablation and atrioventricular junction ablation and pacing.

8. **Review Questions**

The GDG finalised the review questions to be included and reviewed in the guideline.

9. **Summary of the next steps and any other business**

CJ detailed that the protocols would be updated as discussed during the day and uploaded onto Claromentis. CJ confirmed that the GDG meeting on 8th January 2013 had been cancelled. There was no other business.

Date, time and venue of next meeting

Wednesday 24th October 2012, 10.00-16.00 Boardroom, NCGC offices, 180 Great Portland Street, London, W1W 5QZ.