

National Collaborating Centre for Women's and Children's Health

Confirmed Minutes

5th Surgical Management of Otitis Media with Effusion (OME)

Guideline Development Group Meeting

Thursday 10th January 2008, Royal College of Obstetricians and Gynaecologists

Present:

GDG members:

Helen Barrow (HB)	Patient Representative
Gareth Davies (GD)	Patient Representative
Sarita Fonseca (SF)	Consultant Paediatrician
John Hart (JH)	General Practitioner
Wanda Neary (WN)	Consultant Community Paediatrician
Kenneth Pearman (KP)	Consultant ENT surgeon
Ewa Raglan (ER)	Consultant Audiologist
Joanne Williams (JW)	Advanced Nurse Practitioner
Ian Williamson (IW)	General Practitioner

Expert Advisors:

Mark Haggard (MH)	Epidemiologist
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NCC-WCH technical team:

Rupert Franklin (RF)	Work Programme Coordinator
Itrat Iqbal (II)	Trainee Health Economist
Paul Jacklin (PJ)	Senior Health Economist
Rajesh Khanna (RK)	Research Fellow
Monica Lakharpaul (ML) (until break)	Clinical Co-Director
Andrew Welsh (AW)	Editor

In attendance:

NICE staff:

Nicole Elliott (NE)	NICE Guidelines Commissioning Manager
Scott Chambers (SC)	NICE Editor
Marian Hodges (MH)	NICE Editor

Apologies:

Eva Gautam-Aitken (EGA)	Project Manager
Peter Bull (PB)	Chair/Consultant ENT surgeon
Teresa Loxley (TL)	Audiology Service Manager
Patrick Sheehan (PS)	Consultant ENT surgeon

1. Welcome, introductions, apologies, declarations of interest and previous minutes

KP informed the group that PB was unwell and that he had been asked to chair in PB's place. He welcomed the group to the meeting. SC and MH were introduced to the group. SC and MH are editors at NICE. Apologies were received from PB, PS, TL and EGA. KP asked all GDG members to declare any relevant conflicts of interest. All declared that they knew of no personal specific, personal non-specific, non-personal specific or non-personal non-specific interest that constituted a material conflict of interest in the work of the GDG. Declarations are kept on record at the NCC-WCH and will be published in the full guideline.

Following amendments, the minutes of the previous meeting were confirmed as a true and accurate account.

2. Guideline Review Panel (GRP) comments

The comments from the GRP were presented to the group. All of the comments will be answered and acted on appropriately by the technical team.

3. Care Pathway and Research Recommendation

It was agreed to look at the Care Pathway during item 5. The group discussed the wording of two of the research recommendations. The group combined the recommendations and amended the wording accordingly.

Break

4. NICE version of the guideline

SC presented the NICE version of the guideline to the group and explained the changes which had been made in the latest version. The group worked through the document and made further amendments to it.

5. Quick Reference Guide (QRG)

SC presented the QRG to the group and explained the changes which had been made in the latest version. The group worked through the document and made further amendments to it. The group then looked at the care pathways. After discussion, the group highlighted amendments to be made.

6. Understanding NICE Guidance (UNG) version of the guideline

SC presented the UNG to the group and explained the changes which had been made in the latest version. The group worked through the document and made further amendments to it

7. AOB

NE informed the group about the next stages of work for the guideline. KP thanked the group for their hard work and closed the meeting.

Lunch & Close

Signed.....
Peter Bull, GDG Leader, OME Guideline

Date.....