NICE: Chest Pain/Discomfort Guideline
Guideline Development Group (GDG) Meeting Minutes

Date and Time: 12th December 2007
Place: Derwent Room, NICE

Present: GDG members
Chair: Professor A Timmis, Clinical Advisor: Dr J Skinner
GDG Members: Dr P Adams, Dr J Ashcroft, Ms E Clark Dr R Coulden, Professor H Hemingway, Ms C James, Ms H Jarman, Dr J Kendall, Mr P Lewis, Dr K Patel, Professor L Smeeth (PM), Mr J Taylor
Experts

In attendance:

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<tr>
<th>NCC Staff:</th>
<th>Ms Nancy Turnbull</th>
<th>Ms Elizabeth Shaw</th>
<th>Mr David Hill</th>
<th>Dr Angela Cooper</th>
<th>Ms Katrina Sparrow</th>
<th>Dr Neil Calvert</th>
<th>Ms Marian Cotterall</th>
<th>Mr Leo Nherera</th>
<th>Ms Barbara Meredith (AM)</th>
<th>Ms Susan Latchem (AM)</th>
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<td>9.30</td>
<td>Coffee available</td>
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| 10.00 | Introduction and welcome  
- Professor Timmis welcomed the group to the first meeting of this GDG. Apologies were received from Meeta Kathoria.  
- The Chair 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 in the development of this guideline. | Professor Adam Timmis/All |
| 10.40 | Meeting objectives  
- Overview of agenda | Professor Adam Timmis |
| 10.45 | Introduction presentations (morning tea)  
- Working with NICE  
- Patient and carer involvement in the guideline process  
- NCC-PC’s role in guideline development  
- Essential qualities of a successful GDG  
- Presentation on DOIs  
- Presentation on working arrangements | (NICE Guideline Commissioning Manager); Ms Barbara Meredith (Patient and Public Involvement Officer); Ms Elizabeth Shaw (NCC-PC Guideline Lead); Professor Adam Timmis Dr Meeta Kathoria (NCC-PC Project Manager) |
| 11.35 | Morning tea | |
| 11.45 | Health Economics process presentation  
- Presentation on health economics | Neil Calvert (NCC-PC Senior Health economist) |
| 12.15 | Remit and scope of the guideline  
- Understanding the links between the DOH remit, scope, NICE guideline and beyond  
- Presentation of the scope of the Chest Pain/Discomfort guideline | Professor Adam Timmis Dr Jane Skinner (Clinical Advisor) |
| 12.45 | Lunch | |
| 13.45 | Review of clinical question prioritisation exercise (afternoon coffee)  
- Formulating clinical questions –PICO exercise  
- Presentation of Chest Pain/Discomfort guideline key clinical questions  
- Group work to reach consensus on key clinical questions  
- Presentation of topic/meeting map timelines  
- Obtaining consensus on PICO format for initial questions | Ms Marain Cotterall (Information Scientist) Dr Angela Cooper (Senior Health Service Research Fellow) All |
| 16.55 | Summary of next steps and meeting dates, and any other business  
- Next meeting 25-01-07; 9.30-16.00; Charter House Square, Queen Mary University | Professor Adam Timmis |
| 17.00 | Close | All |