

Pancreatitis Committee meeting

Date: 06/10/2016

Location: Laurie Landeau Room, Academy of Medical Sciences, 41 Portland Place, London, W1B 1QH

Minutes: Draft

Committee members present:	
Richard Charnley (RC) (Chair)	(Present for notes 1 – 11)
Alex Horton (AH)	(Present for notes 1 – 11)
Amy Lucas (AL)	(Present for notes 1 – 11)
Ashraf Rasheed (AR)	(Present for notes 1 – 11)
Ganesan Baranidharan (GB)	(Present for notes 1 – 10)
Jonathan Booth (JB)	(Present for notes 1 – 11)
Louise Carr (LC)	(Present for notes 1 – 11)
Manu Nayar (MN)	(Present for notes 1 – 11)
Mary Phillips (MP)	(Present for notes 1 – 11)
Peter Hampshire (PH)	(Present for notes 1 – 11)
Robert Sutton (RS)	(Present for notes 1 – 11)
Stacey Munnely (SM)	(Present for notes 1 – 11)
Stuart Wood (SW)	(Present for notes 1 – 11)
Tassos Grammatikopoulos (TG)	(Present for notes 1 – 11)

In attendance:		
Jane Cowl (JCo)	Public Involvement Advisor, NICE	(Present for notes 1 – 7)
Kate Ashmore (KA)	Documents Editor/Process Assistant, NGC	(Present for notes 1 – 11)
Toluwa Akindele-Ajani (TAA)	Research Fellow, NGC	(Present for notes 1 – 11)
Margherita Fanos (MF)	Senior Research Fellow, NGC	(Present for notes 1 – 11)
Lefteris Floros (LF)	Health Economist, NGC	(Present for notes 1 – 11)
Martin Harker (MH)	Senior Health Economist, NGC	(Present for notes 1 – 11)
Jill Cobb (JC)	Information Specialist,	(Present for notes 1 – 11)

	NGC	
Carlos Sharpin (CS)	Guideline Lead/Associate Director, NGC	(Present for notes 1 – 11)
Tamara Diaz (TD)	Project Manager, NGC	(Present for notes 1 – 11)

Apologies:

Ben Doak (BD)	Guidelines Commissioning Manager, NICE
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1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting of the Pancreatitis Guideline Committee.

No members of the public asked to observe the meeting.

The Chair outlined the objectives of the meeting.

2. Confirmation of matter under discussion, and declarations of interest

Name	Job title	Declarations of Interest, date declared	Type of interest	Decision taken
MN	Specialist Gastroenterologist	European Group for Endoscopic Ultrasonography meeting; Edinburgh, October 2015 - 300 euros by Medtronic U.K.	Non-specific Personal Non-financial	Declare and Participate
		LEEDS Endoscopic retrograde cholangio-pancreatogram MASTERCALSS – JULY 2016 - £1500/- by Olympus U.K. Paid speaking arrangement.	Specific personal financial	Declare and Participate

The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

3. Carlos Sharpin gave a presentation on the National Guideline Centre's working

practices and the NICE policy for declaring and dealing with conflicts of interest. The GC then declared their conflicts of interest. These are noted above.

4. Jane Cowl delivered a presentation on patient/carer involvement in the guideline development process.
5. Jill Cobb delivered a presentation on the role of the Information Specialist.
6. Margherita Fanos delivered a presentation on the role of the Research Fellow.
7. Lefteris Floros delivered a presentation on health economics and the role of the Health Economist.
8. The Chair gave an introduction to the guideline scope and the Guideline Committee discussed.
9. Margherita Fanos gave a presentation on the process of drafting protocols.
10. Toluwa Akindele-Ajani presented the prophylactic antibiotics protocol and the GC discussed and made amendments.
11. Toluwa Akindele-Ajani presented the fluid resuscitation protocol and the Guideline Committee discussed and made amendments.

Any other business

The Guideline Committee were informed of administrative matters relating to this guideline.

Date of next meeting: 11/11/2016

Location of next meeting: Boardroom, NGC office, 180 Great Portland Street, London, W1W 5QZ