

End of Life Care Guideline Committee meeting 5

Date: 11/07/2016

Location: Linacre and Sloane Room, Royal College of Physicians, 11 St Andrews Place, London, NW1 4LE

Minutes: Draft

Committee members present:		
Annette Furley (AF)		(Present for notes 1 – 4)
Elizabeth Webb (EW)		(Present for notes 1 – 4)
Emma Mason (EM)		(Present for notes 1 – 4)
Ian Setchfield (IS)		(Present for notes 1 – 4)
Jan Ablett (JA)		(Present for notes 1 – 4)
Jan Bolton (JB)		(Present for notes 1 – 4)
Mark Thomas (MT) (Chair)		(Present for notes 1 – 4)
Penny Wosahlo (PW)		(Present for notes 1 – 4)
Sam Ahmedzai (SA)		(Present for notes 1 – 4)
Sarah Fisher (SF)		(Present for notes 1 – 4)
Sinead Clarke (SC)		(Present for notes 1 – 4)
Sue Hawkett (SH)		(Present for notes 1 – 4)
Susan Dewar (SD)		(Present for notes 1 – 4)
Suzanne Kite (SK)		(Present for notes 1 – 4)
Tracey Doherty (TD)		(Present for notes 1 – 4)

In attendance:		
Caroline Keir (CK)	Guidelines Commissioning Manager , NICE	(Present for notes 1 – 4)
Elisabetta Fenu (EF)	Health Economics Lead, NGC	(Present for notes 1 – 4)
Kate Kelley (SL)	Guideline Lead/Operations Director, NGC	(Present for notes 1 – 4)
Lauren Ramjee (LR)	Health Economist, NGC	(Present for notes 1 – 4)
Lina Gulhane (LG)	Joint Head of Information Science, NGC	(Present for notes 1 – 4)

4.0.03 DOC Cmte minutes

Margherita Fanos (MF)	Research Fellow, NGC	(Present for notes 1 – 4)
Sharon Swaine (SS)	Senior Research Fellow, NGC	(Present for notes 1 – 4)
Tamara Diaz (TDi)	Project manager	(Present for notes 1 – 4)

Apologies:

Adam Firth (AFi)

Declan O’Kane (DOK)

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the fifth meeting of the End of Life Care Guideline Committee. The Committee members and attendees introduced themselves.

No members of the public asked to observe the meeting.

The Chair informed the Committee that apologies had been received. These are noted above.

The Chair outlined the objectives of the meeting.

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

SA	Appointed as committee member for NICE QS on ‘Care of dying adults in the last days of life’ – work started 3 June 2016. Expenses only.	Personal Specific non-financial	Declare and participate.
	Ran workshop for All Ireland Hospice and Palliative Care team on implementing NICE guideline NG31 on Care of the dying adult in last days of life, in Belfast, 15 June 2016. Expenses only.	Personal Specific non-financial	
	Ran workshop on research priorities for palliative and end of life care for Northern Ireland researchers, Belfast, 15 June 2016. Expenses only.	Personal specific non-financial	
	Attend British Thoracic Oncology Group steering group meeting, London 16 June 2016. Expenses only.	Personal non-specific non-financial	
	Ran workshop for NIHR / CRN / NCRI on improving research in supportive and	Personal specific non-financial	

4.0.03 DOC Cmte minutes

	<p>palliative care, psychosocial oncology and primary care cancer research, London 17 June 2016. Expenses only.</p> <p>Ran workshops for quality improvement in end of life care for RCP, following its hospital end of life audit – Birmingham 20 June 2016, Bristol 21 June 2016. Expenses and daily payment.</p> <p>Participated in Multinational Association for Supportive Care in Cancer (MASCC) annual conference in Adelaide, Australia, 23-25 June 2016. No payments.</p> <p>Spoke in Mundipharma sponsored symposium on Cancer pain management at MASCC conference, Adelaide, 24 June 2016. Travelling expenses and registration for conference, honorarium received.</p> <p>Spoke on lecture tour in Australia, 25-29 June 2016. Adelaide, Melbourne, Brisbane, Sydney. Two lectures: (1) Cancer pain management in the 21st century. (2) Progress in managing cancer pain at all stages. Received honorarium.</p> <p>Gave lecture entitled “The whole process of cancer pain management at all stages” at ‘Cross-strait cancer pain management summit’ in Taipei, Taiwan on 9 July 2016. Received travelling expenses and honorarium.</p>	<p>Personal financial non-specific</p> <p>Personal non-specific non-financial</p> <p>Personal financial non-specific</p> <p>Personal financial non-specific</p> <p>Personal financial non-specific</p>	
PW	<p>Became a member of Macmillan AHP expert advisory group – attended meeting on 14 June 2016 as part of voluntary role as Chair of College of Occupational Therapy Specialist Section HIV Oncology and Palliative Care. Not paid, expenses via COTSS HOPC.</p>	<p>Personal specific non-financial</p>	<p>Declare and Participate.</p>

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. Scope Update

The GC was updated on the draft

4.0.03 DOC Cmte minutes

4. Presentations

- 1) Elisabetta Fenu, Health Economics Lead, delivered a presentation on the conceptual model for the guideline.
- 2) Elisabetta Fenu, delivered a presentation and led discussions on the priorities for economic modelling.
- 3) Sharon Swain, delivered a presentation and led discussions on the draft review protocols for the following review questions:
 - a. What are the best service models and policies to:
 - Support the early identification of carers of (or people important to) those accessing end of life services by health and social care professionals
 - Provide support for the carers of (or people important to) those accessing end of life services
 - Record who carers of (or people important to) those accessing end of life services are
 - Involve carers of (or people important to) those accessing end of life services in planning and decision making
 - b. What are the best service models and policies to:
 - To support the identification of people who may be entering the last year of their life
 - Facilitate continuity and coordination of care
 - Avoid inappropriate/avoidable hospital admissions
 - To facilitate smooth transitions between settings
 - Facilitate appropriate discharge back to the community from other settings for example hospital
 - To support people to stay in the place of their choice

Any other business

The Committee was informed about administrative matters relating to guideline development. The committee heard that they could expect the technical team to issue a call for evidence for the guideline over the summer.

4.0.03 DOC Cmte minutes

Date of next meeting: 01 September 2017

Location of next meeting: Royal College of Physicians
Pickering Rosenheim Room