

## **Antimicrobial stewardship - NICE medicines practice guideline**

Guideline development group (GDG) meeting 1

10am – 4pm, 3 June 2014

Prospero House, 241 Borough High Street, London, SE1 1GA

Minutes: Final and confirmed

### **Guideline development group members present:**

Chris Cefai (CC)

Esmita Charani (EC)

Lynne Craven (LC)

Martin Duerden (MD)

Heather Edmonds (HE)

Alastair Hay (AH, Chair)

Philip Howard (PH)

Tessa Lewis (TL, Vice-chair)

Kym Lowder (KL)

Clodna McNulty (CM)

Present for notes 5 – 10

John Morris (JM)

Wendy Thompson (WT)

Susan Walsh (SW)

### **Apologies:**

Sanjay Patel (SP)

### **NICE staff in attendance:**

Emma Aaron (EA, project team)

Lynda Ayiku (LA, guidance information services)

Johanna Hulme (JH, project lead)

Greg Moran (GM, project team)

Ian Pye (IP, project team)

Rebekah Robinson (RR, project team)

### **Notes**

1. AH welcomed the group to the first meeting of this GDG and introduced himself. Apologies were received from Sanjay Patel. The Chair asked all GDG members to briefly introduce themselves to each other.
2. JH gave an outline of the role of NICE, including NICE's equality duty, the NICE Medicines and prescribing centre and the aims of NICE guidelines and quality standards.
3. IP delivered a presentation to the GDG members on the NICE public involvement programme in relation to guidance development.
4. JH gave a presentation on the medicines practice guideline development process.

5. RR presented an overview and took questions from the group in relation to relevant NICE policies including:

- Declaring and dealing with conflicts of interest
- Social value judgements
- Confidentiality and media enquiries
- GDG member responsibilities
- Travel and subsistence for non-NICE staff

During this presentation GDG members were also asked to declare any interest and clarify those already declared.

6. AH presented an introduction to the context of the guideline and a summary of the guideline scope, including the review questions.

7. GM gave a presentation introducing the role of review protocols.

8. The GDG discussed review question and protocol (c) and JH and GM responded to questions. The final review question and review protocol were agreed by the GDG.

9. The GDG discussed review question and protocol (a) and JH and GM responded to questions. The final review question and review protocol were agreed by the GDG.

10. The GDG discussed review question and protocol (b) and JH and GM responded to questions. The final review question and review protocol were agreed by the GDG.

11. JH summarised the next steps of the development process.

**Date, time and venue of the next meeting:**

12. Thursday 17 July 2014, 10am – 4pm, National Institute for Health and Care Excellence, 10 Spring Gardens, London, SW1A 2BU.