

## Neonatal Parenteral Nutrition Committee Meeting 1

**Date:** 14<sup>th</sup> September 2017 – Day 1

**Location** Conference Room, RCOG, London

**Minutes:** Final

<b>Committee members present:</b>	
Joe Fawke	Present for items 1 – 7
Laura de Rooy	Present for items 1 – 7
Colin Morgan	Present for items 1 – 7
Sabita Uthaya	Present for items 1 – 7
Miles Wagstaff	Present for items 1 – 7
Peter Mulholland	Present for items 1 – 7
Lynne Radbone	Present for items 1 – 7
Caroline King	Present for items 1 – 7
Theodoric Wong	Present for items 1 – 7
Louisa Darlison	Present for items 1 – 7
Doreen Crawford	Present for items 1 – 7

<b>In attendance:</b>		
Katharina Dworzynski	NGA Guideline Lead	Present for items 1 - 7
Offiong Ani	NGA Project Manager	Present for items 1 - 7
Me'leshah Brown	NGA Project Assistant	Present for items 1 - 3
Stephen Murphy	NGA Clinical Advisor	Present for items 2 - 6
Gemma Villanueva	NGA Senior Systematic Reviewer	Present for items 1, 5 – 7
Sadia Janjua	NGA Systematic Reviewer	Present for items 1 - 7
Huayi Huang	NGA Systematic Reviewer	Present for items 1 - 7
Alex Bates	NGA Senior Health Economist	Present for items 1 - 7
Timothy Reeves	NGA Information Scientist	Present for items 1 - 7
Samantha Styles	NGA Clinical Fellow	Present for items 4 - 7

<b>Observers:</b>		
Alice Biggane	NICE Secondment Student	Present for items 1 – 7

<b>Apologies:</b>	
Clifford Middleton	NICE Guideline Commissioning Manager
Catrina Charlton	NICE Guideline Commissioning Manager
Zoe Price	Professional Committee Member
Kate Lawson	Lay Committee Member

<b>1. Welcome and objectives for the meeting</b>
<p>The Chair welcomed the Committee members and attendees to the 1<sup>st</sup> of 12 meetings on Neonatal Parenteral Nutrition. The Chair highlighted the change in the guideline name from <i>Parenteral Nutrition in Neonates</i> to <i>Neonatal Parenteral Nutrition</i>.</p> <p>The Committee members and attendees introduced themselves and where they work.</p> <p>The Chair informed the Committee that apologies had been received. These are noted above.</p> <p>The Chair outlined the objectives of the meeting.</p>
<b>2. Confirmation of matter under discussion, and declarations of interest</b>
<p>The Chair gave an overview of the NICE conflict of interest policy to the group.</p> <p>The Chair asked everyone to verbally declare any interests. Some new interests were declared. DOI forms were printed and given to the Guideline Committee (GC). Those with new declarations completed and submitted to the Project Manager.</p> <p>The GC sought clarity on what refers to a conflict, what to declare and what not to. They were reminded that if they take on any new interests, these must be declared to the NGA as soon as they happen so that the necessary action can be taken. Anything that is thought to be a conflict should be declared. If in doubt, to contact the Project Manager and any conflicts of interest to be observed will be determined.</p>
<b>3. Minutes of last meeting</b>
N/A
<b>4. Morning presentations and discussions</b>
<p>The Chair introduced Katharina Dworzynski, NGA Guideline Lead, who gave a presentation on: Introduction to the NGA team and the guideline development process.</p>

Katharina also gave a presentation on: Declarations of interest.

The Chair introduced Offiong Ani, NGA Project Manager, who gave a presentation on: NGA expenses policy and claim forms. And, availability of video conferencing for future meetings.

The Chair introduced Laura de Roy, NGA Clinical Lead, who gave a presentation on: Roles and responsibilities of committee members' confidentiality.

## **5. Afternoon presentations and discussions**

The Chair gave a presentation on: Guideline scope – overview and exclusions.

The Chair introduced Huayi Huang, NGA Systematic Reviewer, who gave a presentation on: Introduction to the evidence review process.

The Chair introduced Timothy Reeves, NGA Information Scientist, who gave a presentation on: Information science in guideline development.

The Chair introduced Alex Bates, NGA Senior Health Economist, who gave a presentation on: Health economics in guideline development.

Katharina Dworzynski gave a presentation on: Topic sub-groups, based on a booklet that was previously circulated to the GC, as a guide and for their information.

The Chair introduced Sadia Janjua, NGA Systematic Reviewer, who gave a presentation on: Introduction to PICOs and review protocols.

The Chair introduced Gemma Villanueva, NGA Senior Systematic Reviewer, who took the GC through finalising the draft guideline review questions.

Sadia Janjua presented protocol for discussion:

What quantity of intravenous iron should be provided?

- Finalise review question
- Draft PICO characteristics
- Agree on sub-group

## **6. Questions and discussions**

Questions were raised about the travel policy and flexibility of travel tickets. The GC was asked to provide as much information as possible when submitting their travel/accommodation requirements, if known, in order to help plan and book a journey that is as convenient as possible.

There were concerns about the quality of connection when using NHS wifi to attend

meetings via VC.

The GC discussed and agreed new review questions for 1.1, 1.2, 2, 3.5, 3.7 and 4.

The GC reviewed and signed off on protocol 3.6 – IV iron. A topic subgroup was assigned.

**7. Any other business**

Actions and decisions log was filled in.

Preview of GC1 day 2 meeting was discussed.

**Date of next meeting:** 15<sup>th</sup> September 2017

**Location of next meeting:** RCOG, London