

## Shared Decision Making - Committee Meeting 3 minutes



### Shared Decision Making Committee meeting 3

**Date:** 5<sup>th</sup> August 2019

**Location:** NICE Offices – Derwent, London

**Minutes:** Final

<b>Committee members present:</b>		
Nina Barnett	Consultant Pharmacist	Present all day
Ros Levenson	Committee Chair	Present all day
David Metcalfe	Specialty Registrar in Trauma & Orthopaedic Surgery	Present all day
Sian Phipps	Lay Member	Present all day
Carole Pitkeathley	Lay Member	Present all day
Louisa Polak	General Practitioner	Present all day
David Shaw	Senior Scientist, Institute for Biomedical Ethics	Present all day
Chloe Stewart	Chartered Health Psychologist	Present all day
Richard Thomson	Professor of Epidemiology and Public Health	Present all day
Georgina Wiley	Treatment and Recovery Advisor, Specialist Advisory Department, Macmillan Cancer Support	Present all day

<b>NICE Team present:</b>		
Chris Carmona	Senior Technical Analyst – Guideline Updates Team	Present all day
Sarah Catchpole	Senior Medical Editor	Present for agenda items 1,2,3
Joe Crutwell	Technical Analyst - Guideline Updates Team	Present all day
Amy Finnegan	Information Specialist	Present all day
Rupert Franklin	Senior Guideline Commissioning Manager	Present for agenda items 5, 6, 7 & 8
Gail Montrose	Project Manager - Guideline Updates Team	Present all day
Gabriel Rogers	Technical Advisor (Health Economics)	Present all day
Susan Spiers	Associate Director – Guideline Updates Team	Present all day

<b>Apologies: N/A</b>	
Paul Hutton	Associate Director, (ERICCA)

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Helen Morgan	Macmillan Consultant in Palliative Medicine
Joshua Ruegger	Registrar (Psychiatry)
Wendy Thompson	NIHR Doctoral Research Fellow (School of Dentistry)
Nigel Westwood	Lay Member

### 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the third meeting of the Shared Decision Making committee.

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

The Chair outlined the objectives of the meeting, which included:

- RQ1.1a and b - Feedback about process and progress
- RQ1.3 Discussion paper
- RQ 2.1 Evidence review
- RQ2.1 Committee suggestions for expert witnesses

The Chair asked all attendees to verbally declare any interests that have arisen since the last meeting. 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 GComm3 meeting.

The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee agreed that the minutes were a true and accurate account of the meeting.

### 2. Editorial Presentation

The Chair introduced Sarah Catchpole, Senior Medical Editor, who delivered a presentation entitled 'The role of the editorial lead'.

The committee were given the opportunity to discuss the presentation and ask questions.

The Chair thanked Sarah for her presentation.

### 3. RQ1.1 Feedback about process and progress

**RQ1.1: What are the most effective approaches and activities to support the following groups to engage with shared decision making:**

- **People using healthcare services and their families, carers and advocates?**
- **Healthcare providers?**

The Chair introduced Chris Carmona, Senior Technical Analyst who gave a presentation entitled 'RQ1.1a & b: Clarifying the process'.

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The presentation included clarification of NICE processes, summary and update of progress to date and addressing methodological concerns raised by the committee.

The committee then discussed the content of the presentation.

The Chair thanked Chris for his presentation.

### 4. RQ 1.3: Discussion Paper

#### **RQ 1.3: What are the core components of effective shared decision making approaches and activities?**

The Chair introduced Chris Carmona, Senior Technical Analyst who invited Richard Tompson (committee member) to present 'Core components of SDM: brief discussion paper'.

The Committee agreed to defer further discussion of item 4 until evidence for RQ1.1 and RQ1.2 had been presented to committee.

The Chair thanked Chris and Richard for the presentation.

### 5. RQ 1.2: Evidence Review

#### **RQ 1.2: What are the barriers to, and facilitators for, engagement with shared decision making by:**

- **People using healthcare services, and their families, carers and advocates?**
- **Healthcare providers?**

The Chair introduced Joe Crutwell, Technical Analyst who presented the evidence review for RQ 1.2.

The committee discussed the content of the presentation.

The Chair thanked Joe for his presentation.

### 6. RQ 2.1 Suggested expert witnesses

#### **RQ 2.1: What are the most effective approaches and activities to normalise shared decision making in the healthcare system?**

The Chair introduced Chris Carmona, Senior Technical Analyst who gave a brief presentation to introduce the discussion of suggested expert witnesses.

The committee discussed the content of the presentation and advised accordingly.

The Chair thanked Chris for his presentation.

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<b>7. Any other business</b>
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No other business was discussed.
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<b>Next phase key dates</b>	
Stakeholder consultation	20/10/2020 – 01/12/2020
Publication	14/04/2021

**Date of next meeting:** Wednesday 18th September 2019

**Location of next meeting:** NICE Offices – Bollin, Manchester