

4.0.03 DOC Cmte minutes

- **Principle** – record the Committee meeting attendance, running, discussions
- **Links to include** – none
- **Attachments to include** – none
- **Info to include** – guideline title; meeting date/location; status of minutes (draft/confirmed); attendees; observers; apologies; agenda items and related discussions; declarations of interest; date of next meeting

Osteoarthritis Committee meeting

Date: 17/09/2019

Location: Censors Room, RCP

Minutes: Final

Committee members present:	
Stephen Hoole (Chair)	(Present for notes 1 – 7)
Elizabeth Cottrell (Topic advisor)	(Present for notes 1 – 7)
Emma Parry	(Present for notes 1 – 7)
Jeremy Mark Wilkinson	(Present for notes 1 – 7)
Jill Halstead-Rastrick	(Present for notes 1 – 7)
Jonathan Inglesfield	(Present for notes 1 – 7)
Jonathan Quicke	(Present for notes 1 – 7)
Nicky Wilson	(Present for notes 1 – 7)
Philip Conaghan	(Present for notes 1 – 7)
Rajat Chowdhury	(Present for notes 1 – 7)
Emily Lam	(Present for notes 1 – 7)
Philip Bell	(Present for notes 1 – 7)

In attendance:		
Carlos Sharpin	Guideline Lead	(Present for notes 1 – 7)
Rebecca Boffa	Senior Research Fellow	(Present for notes 1 – 7)
Emma Cowles	Senior Health Economist	(Present for notes 1 – 7)
Joseph Runicles	Information Specialist	(Present for notes 1 – 7)
George Wood	Systematic Reviewer	(Present for notes 1 – 7)
Amber Hernaman	Project Manager	(Present for notes 1 – 7)

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Apologies:	
Caroline Keir	Guideline Commissioning Manager

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first GC meeting on Osteoarthritis: assessment and management. The Committee members and attendees introduced themselves.

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

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

- The presentations introducing the GC to the technical team and their roles
- Introduction to the scope and review questions
- Reviewing four protocols;
 - Arthroscopic procedures
 - Oral, transdermal and topical medicines
 - Intra-articular injections
 - Devices

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

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was arthroscopic procedures, intra-articular injections, oral, transdermal and topical medicines and devices.

The Chair asked everyone to verbally declare any interests. The interests declared were logged on the DOI register (Paper A).

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. Minutes of last meeting

N/A

4. Presentations

The Chair introduced CS, Guideline lead, who gave a presentation on DOI policy

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and introduction to the NGC.

The Chair introduced JR, Information specialist, who gave a presentation on the role of the information specialist.

The Chair introduced EC, Senior health economist, who gave a presentation on the introduction to health economics.

The Chair introduced RB, Senior research fellow, who gave a presentation on the role of the research fellow.

5. Scope, review questions and introduction to protocols

The Chair introduced EC, Topic advisor, who gave a presentation on the osteoarthritis scope and overview of the review questions.

The Chair introduced RB informed the committee of the role of protocols and opened the discussion on which comparisons of treatments should be covered in the guideline.

6. Protocol discussion

The Committee discussed Protocol 7.1 Arthroscopic procedures and were given the opportunity to ask questions. Edits were made to the protocol on the day.

The Committee discussed Protocol 4.2 Intra-articular injections and were given the opportunity to ask questions. Edits were made to the protocol on the day.

Any other business

None.

Date of next meeting: 11/10/2019

Location of next meeting: NGC Boardroom, RCP