

Otitis Media with Effusion
Meeting 1
Date: 18th February 2022

Location: Via Zoom

Minutes: Agreed

Committee members present:	
Caroline Jones	Present for items 1 – 11
Veronica Kennedy	Present for items 1 – 11
George Wright	Present for items 1 – 11
Sunil Sharma	Present for items 1 – 11
Tamsin Brown	Present for items 1 – 11
Katy Mitchell	Present for items 1 – 11
Stuart Harris	Present for items 1 - 10
John Day	Present for items 1 – 11
Lynsey Causley	Present for items 1 – 11

In attendance:		
Maija Kallioinen	NGA Guideline Lead	Present for items 1 – 11
Aye Paing	NGA Systematic Reviewer	Present for items 1 – 11
Mia Schmidt-Hansen	NGA Head of Evidence Reviews	Present for items 1 – 11
Beverly Sullivan	NGA Project Manager	Present for items 1 – 11
Adefisayo Abba-Abba	NGA Systematic Reviewer	Present for items 1 – 11
Paul Jacklin	NGA Senior Health Economist	Present for items 1 - 11
Stephanie Arnold	NGA Information Scientist	Present for items 1 - 11
Stephen Murphy	NGA Clinical Adviser	Present for items 1 - 11
Méleshah Brown	NGA Business Administrator	Present for items 1 - 2
Clifford Middleton	NICE Commissioning Manager	Present for items 1 – 11
Simran Chawla	NICE Public Involvement Adviser	Present for items 1 – 5

<u>Apologies:</u>	
Laura Elliff-O'Shea	NGA Senior Systematic Reviewer

1. Welcome
The Chair welcomed the Committee members and attendees to the 1 st Guideline Committee meeting on Otitis Media with Effusion. The Chair outlined the etiquette and housekeeping protocols expected at the meeting.
2. Introductions of attendees and apologies
The Chair invited each of the attendees to give a short explanation of their name, job title and their experience which they will bring to the guideline. An apology was received from NGA Senior Systematic Reviewer Laura Elliff-O'Shea, noted above, however Laura joined the meeting in the beginning to introduce herself.
3. Introduction to NICE Guidelines
Clifford Middleton provided a presentation on introduction to NICE guidelines.
4. Introduction to developing the Guideline
Maija Kallioinen provided a presentation about the project team, the guideline timetable/project plan and the roles and responsibilities of the committee and the NGA project team.
5. Introduction to NICE Public Involvement Programme
Simran Chawla provided a presentation about the NICE public involvement programme.
6. Declarations of interest
Maija Kallioinen provided a presentation about the NICE policy on declaring interests. The attendees were asked to verbally declare any new interests. Two new declarations of interests were declared: One new declaration has been received from Katy Mitchell - the Ewing Foundation Education Adviser – Date arose 27.01.22 and is ongoing.
7. Guideline Scope for Otitis Media with Effusion
Veronica Kennedy gave an overview of the guideline scope.
8. Introduction to review questions and the use of protocols
Mia Schmidt-Hansen gave a presentation about types of review questions and the use of protocols. Committee were invited to ask questions about the online inductions materials.
9. Review questions
Maija Kallioinen presented the draft review questions listed in the final guideline scope. The committee discussed the review questions and made small changes to them.

10. Agreeing protocol for draft review questions

Aye Paing presented the draft protocol for review question 4.6 on hearing aids. The committee discussed and agreed the details in the protocol making various changes to the draft version. It was agreed that some further details in relation to the outcomes prioritised will be sought from the committee members after the meeting.

Adefisayo Abba-Abba presented the draft protocol for review question 6.1 on what information is valued by children with suspected or confirmed OME and their parents or carers. The committee discussed and agreed the details in the protocol making some changes to the draft version.

11. Any other Business

Maija Kallioinen reminded the committee that there are still vacancies in the committee, in particularly GP and community paediatrician.

Location of next meeting: 28 February 2022 via Zoom