

## Adrenal Insufficiency Committee meeting 1

**Date:** 25 May 2022

**Location:** Virtual meeting

**Minutes:** Final

| <b>Committee members present:</b> |  |                           |
|-----------------------------------|--|---------------------------|
| Benjamin Ellis (BE)               |  | (Present for notes 1 – 8) |
| Helen Simpson (HS)                |  | (Present for notes 1 – 8) |
| Anh Tran (AT)                     |  | (Present for notes 1 – 8) |
| Kate Owen (KO)                    |  | (Present for notes 1 – 8) |
| Chloe Mezzetti (CM)               |  | (Present for notes 1 – 8) |
| Colin Omorodion (CO)              |  | (Present for notes 1 – 8) |
| Kate Davies (KD)                  |  | (Present for notes 1 – 8) |
| Kaz Williams (KW)                 |  | (Present for notes 1 – 8) |
| Lisa Shepherd (LS)                |  | (Present for notes 1 – 8) |
| Nabil Boulos (NB)                 |  | (Present for notes 1 – 8) |
| Philip Newland Jones (PNJ)        |  | (Present for notes 1 – 8) |
| Ranna El Khairi (RK)              |  | (Present for notes 1 – 8) |
| Sally Tollerfield (ST)            |  | (Present for notes 1 – 8) |
| Simon Pearce (SP)                 |  | (Present for notes 1 – 7) |

| <b>In attendance:</b> |  |                           |
|-----------------------|--|---------------------------|
| Catrina Charlton (CC) | Guideline Commissioning Manager                          | (Present for notes 1 – 5) |
| Jessica Bailey (JB)   | Public Involvement Adviser, Public Involvement Programme | (Present for notes 1 – 8) |
| Alexandra Bonnon (AB) | Health economist   | (Present for notes 1 – 8) |
| Saoussen Ftouh (SF)   | Senior Research Fellow                                   | (Present for notes 1 – 8) |
| Sharon Swain (SS)     | Guideline Lead   | (Present for notes 1 – 8) |
| Stephen Deed (SD)     | Information Specialist                                   | (Present for notes 1 – 8) |
| Tamara Diaz (TD)      | Project Manager  | (Present for notes 1 – 8) |

| <b>Apologies:</b>   |                 |  |
|---------------------|-----------------|--|
| Maheen Qureshi (MQ) | Research Fellow |  |

1.

### 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on Adrenal Insufficiency guideline. The Committee members and attendees introduced themselves.

The Chair outlined the objectives of the meeting, which included the GC1 induction presentations and consideration of the following protocols:

- Routine pharmacological management of primary adrenal insufficiency
- Routine pharmacological management of secondary and tertiary adrenal insufficiency

### 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 pharmacological management of primary, secondary and tertiary adrenal insufficiencies.

| Name              | Job title, organisation      | Declarations of Interest, date declared  | Type of interest     | Decision taken          |
|-------------------|------------------------------|--|----------------------|-------------------------|
| Sally Tollerfield | Endocrine Nurse (Paediatric) | Dissertation recently completed on diagnostic tests.   | Non-financial Direct | Declare and participate |
| Kate Davies       | Endocrine Nurse (Paediatric) | Honorariums received from pharmaceutical industry. Unrelated to adrenal insufficiency and scope. | Financial Direct     | Declare and participate |

The Chair and a senior member of the Developer's team noted that the interests noted on the registered and declared during the day's meeting, did not prevent the attendees from fully participating in meeting discussions.

### 3. Declarations of interest

SS gave a presentation on the NICE policy for declaring and dealing with conflicts of interest.

The committee declared any new interests that arose since recruitment.

#### **4. Topic Advisor's presentation**

HS delivered a presentation on Adrenal insufficiency.

#### **5. Introductory presentations**

CC and JB delivered presentations on:

- the Role of the commissioning manager and the role of the Patient Involvement Programme.

The technical team delivered the following presentations:

- Introduction to the Centre for Guidelines (SS)
- Role of the Information Specialist (SD)
- Role of the Research Fellow (SF)
- Clinical areas covered in the Scope (SS)
- Review protocols (SF)

#### **6. Draft protocols**

SF presented the draft protocols on the following topics:

- Routine pharmacological management of primary adrenal insufficiency

The following item will be reviewed at the next committee meeting:

- Routine pharmacological management of secondary and tertiary adrenal insufficiency

#### **7. Introductory presentations (continued)**

AI delivered an introduction presentation on Health economics.

#### **8. Any other business**

None.

**Date of next meeting:** 29 06 2022

**Location of next meeting:** Virtual meeting

