

4.0.03 DOC Cmte minutes

9th End of Life Care in Infants, Children and Young People Guideline Committee meeting – Day 1

Date: 02/03/2016

Location: Royal College of Obstetricians and Gynaecologists

Minutes:

Committee members present:		
David Vickers (Chair)		(Present for notes 1 – 7)
Bobbie Farsides		(Present for notes 1 – 7)
Peter Barry		(Present for notes 1 – 7)
Amy Volans		(Present for notes 1 – 7)
Lucy Coombes		(Present for notes 1 – 7)
Claire Wensley		(Present for notes 1 – 7)
Emily Harrop		(Present for notes 1 – 7)
Fauzia Paize		(Present for notes 1 – 7)
Stacey Curzon		(Present for notes 1 – 7)

In attendance:		
Kate Coles	Project Manager	(Present for notes 1 – 7)
Katharina Dworzynski	Guideline Lead	(Present for notes 1 – 7)
Yelan Guo	Senior Research Fellow	(Present for notes 1 – 7)
Gemma Villanueva	Interim Senior Research Fellow	(Present for notes 1 – 7)
Tim Reeves	Information Scientist	(Present for notes 1 – 7)
Paul Jacklin	Health Economist	(Present for notes 1 – 7)
Stephen Murphy	Clinical Director	(Present for notes 1 – 7)
David Hamilton	Expert Advisor	(Present for notes 1 – 7)
Susan Lee	Expert Advisor	(Present for notes 1 – 7)

Observers:

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Apologies:	
Zoe Picton-Howell	Committee member
Karen Brombley	Committee member
Satbir Jassal (Topic adviser)	Committee member
Paul Nash	Committee member
Jane Green	Committee member

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 9th meeting on End of Life Care in Infants, Children and Young People. The Committee members and attendees introduced themselves.

No members of the public asked to observe the meeting.

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

The Chair outlined the objectives of the meeting, which included: Young People's Focus Group update, recommendation workshop, discussion and agreement of recommendations

Introductions

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 the review of drafted guideline recommendations.

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

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Emily Harrop	Consultant, Paediatric Palliative Care, Helen & Douglas House Hospices	Abstract written to submit to 3rd International Paediatric Palliative Medicine conference in Rome (Nov 2016) on antenatal PPM	Personal non-financial non-specific interest	Declare and participate

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Emily Harrop	Consultant, Paediatric Palliative Care, Helen & Douglas House Hospices	Teaching session delivered on antenatal PPM and advance care planning to SpRs training in PPM (National study day)	Personal non-financial specific interest	Declare and participate
Emily Harrop	Consultant, Paediatric Palliative Care, Helen & Douglas House Hospices	Co applicant on NIHR RfPB application with Prof Ian Wong (London School of Pharmacy) 'Bridging the gap in pharmacological treatment for paediatric palliative care (PPC). A multicenter observational study' Work to begin, if funded, in 2017	Non-personal specific financial	Declare and participate
Lucy Coombes	Clinical Nurse Specialist, Children and Young People's Outreach	Oral presentation accepted at the EAPC conference in Dublin in June 2016 with the title of 'the use of the 'surprise' question in paediatric palliative care. Aim to assess the sensitivity and specificity of the question 'would you be supposed if this patient dies within the next 12 months?'	Personal non-financial non-specific interest	Declare and participate
Lucy Coombes	Clinical Nurse Specialist, Children and Young People's Outreach	Poster accepted on audit of resuscitation plans by ICPCN for conference in May 2016 in Argentina. Not attending meeting in person so no expenses.	Personal non-financial non-specific interest	Declare and participate
Lucy Coombes	Clinical Nurse Specialist, Children and	Teaching at national study day on excess respiratory secretions	Personal non-financial specific	Declare and participate

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	Young People's Outreach	in March 2016.	interest	
Paul Jacklin	Health Economist, NCC-WCH	Paid an honorarium to be on an eczema expert panel for Dr Tracey Sach's NIHR Career Development Fellowship.	personal financial non-specific	Declare and participate
<p>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.</p>				
<p>3. Minutes of last meeting</p>				
<p>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.</p>				
<p>4. Presentations</p>				
<p>The Chair introduced Katharina Dworzynski, Guideline Lead, who gave a presentation on the Young People's Focus Group.</p> <p>Katharina Dworzynski took questions from the group.</p> <p>The Committee thanked Katharina Dworzynski for their presentation and contribution to the development of the guideline.</p>				
<p>5. Group work, questions and discussion</p>				
<p>The Committee discussed previous recommendations in subgroups and then together as a committee. All attendees were given the opportunity to ask questions and raise queries.</p>				
<p>7. Meeting adjourned</p>				
<p>The chair thanked attendees and adjourned the meeting</p>				

Date of next meeting: 03/03/2016

Location of next meeting: Royal College of Obstetricians and Gynaecologists