

Date and Time: *Wednesday 02 March 2016, 10:30-16:30*

Minutes: Confirmed

Venous thromboembolism Guideline Committee (GC) Meeting 1

Place: *Boardroom, National Clinical Guideline Centre, 180 Great Portland Street, London W1W 5QZ*

Present:	Gerard Stansby (GS)	Committee Chair, Professor of Vascular Surgery & Honorary Consultant Surgeon, University of Newcastle and Freeman Hospital
	Beverley Hunt (BH)	'Early' Committee Member, Professor of Thrombosis & Haemostasis, Guy's & St Thomas' NHS Foundation Trust
	Deepak Chandra (DC)	Consultant Haematologist, University Hospital of North Midlands
	Ian Donald (ID)	Consultant Physician, Elderly Care Unit, Gloucestershire Royal NHS Trust
	Xavier Griffin (XG)	Consultant Trauma Surgeon, Oxford University Hospitals NHS Foundation Trust
	Elizabeth Houghton (EH)	Lay Member
	Simon Noble (SN)	Clinical Reader in Palliative Medicine Cardiff University and Honorary Consultant in Palliative Medicine, Aneurin Bevan Health Board, Gwent
	Hazel Trender (HJT)	Senior Vascular Nurse Specialist, Northern General Hospital Sheffield
	Jen Watson (JW)	Divisional Clinical Nurse Director Cancer Services
	Martin Yates (MY)	Lay Member
	Carlos Sharpin (CS)	Joint Head of Information Science & Associate Director/ Guideline Lead
	Dalia Dawoud (DD)	Senior Health Economist
	Hannah Trippier (HT)	Senior Research Fellow
	Ashwini Sreekanta (AS)	Research Fellow
	Sedina Lewis (SL)	Research Fellow
	Jill Cobb (JC)	Information Scientist
	Katie Broomfield (KB)	Document Editor/Process Assistant
	Natalie Wood (NW)	Project Manager
	Rupert Franklin (RF)	Programmes Manager
	Juliet Kenny (JK)	Public Involvement Advisor

Apologies:

Karen Sheares (KS)	Consultant Respiratory Physician with an interest in Pulmonary Vascular Diseases, Papworth Hospital NHS Trust, Cambridge
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Notes

1. The Chair welcomed the group to the first meeting of this GC and introductions were made. Apologies were received from KS.
2. CS gave a presentation on the NICE declarations of interest policy.
3. The Chair reviewed and requested updates to the declarations of interest register. The Chair declared that in relation to previous declarations recorded in the DOI register, for this meeting, no action applies. The following new declarations of interest were received for this GC meeting:

GC Declarations of Interest			
N.B. The Chair and GC members were recruited to this guideline using NICE DOI policy published in September 2014.			
Insert initials	Declaration	Classification (as per the NICE DOI policy wording*)	Chair's action
JW	LEO Pharma has sponsored masterclasses at the Marsden hospital; no direct involvement in organising these.	Non-personal financial specific	Declare and participate
	Authored an article in the Nursing Times on VTE and thrombosis.	Personal financial specific	Declare and participate
BH and SN	Thrombosis UK now accepts payment from pharmaceutical companies	Non-personal financial specific	Declare and participate
	Both committee members have previously declared their involvement with Thrombosis UK.		
<p>NICE DOI policy classifications are:</p> <ul style="list-style-type: none"> • Personal financial specific • Personal financial non-specific • Personal non-financial specific • Personal non-financial non-specific • Non-personal financial specific • Non-personal financial non-specific 			

4. CS gave a presentation on the NCGC and working practices.
5. RF gave a presentation on the relationship with NICE.
6. JK gave a presentation on patient and carer involvement in guideline development.
7. JC gave a presentation on the role of the information scientist.
8. HT and DD gave a presentation on the role of research fellows and network meta-analysis.
9. DD gave a presentation on health economics.
10. GS led a discussion on the scope document and the areas that we are covering in the guideline.
11. HT led a discussion on the protocol for prophylaxis.
12. HT led a discussion on the protocol for risk assessment tools.
13. AOB: the group discussed next steps and agreed action points.

Date, time and venue of the next meeting

GC2: Friday 22 April 2016, Boardroom, NCGC