

Minutes: Final

Hearing Loss Guideline Committee (GC) Meeting 1

Date and Time: Thursday 23 June 2016, 10:00-16:00

Place: Willan Room, Royal College of Physicians, 11 St Andrews Place, Regent's Park, London, NW1 4LE

Present:

Katherine Harrop-Griffiths (KHG)	Consultant Paediatric Audiovestibular Physician (Chair)
Melanie Ferguson (MF)	Consultant Clinical Scientist (Audiology)
Julia Garlick (JG)	Lay Member
Ted Leverton (TL)	GP
Kevin Munro (KM)	Professor of Audiology
Linda Parton (LP)	Lay Member
Jane Wild (JW)	Consultant Clinical Scientist (Audiology)

NGC technical team

Joanna Ashe (JA)	Information Scientist
Katie Broomfield (KB)	Document Editor/Process Assistant (notes)
Katrina Davis (KD)	Research Fellow
Saoussen Ftouh (SF)	Senior Research Fellow
Lefteris Floros (LF)	Health Economist
Rishi Mandavia (RM)	NICE Scholar & NIHR Clinical Fellow
Gill Ritchie (GR)	Associate Director/Guideline Lead

NICE

Simran Chawla (SC)	Public Involvement Advisor
Rupert Franklin (RF)	Guidelines Commissioning Manager

Apologies

Graham Easton (GE)	GP
Richard Irving (RI)	Consultant ENT Surgeon
Rudrapathy Palaniappan (RP)	Consultant Audiovestibular Physician
Martin Harker (MH)	Senior Health Economist
Natalie Pink (NP)	Project Manager

Notes

1. The Chair welcomed the group to the first meeting of this GC and introductions were made. Apologies were received from GE, RI, RP, MH and NP.

2. 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 September 2014.			
Insert initials	Declaration	Classification (as per the NICE DOI policy wording*)	Chair's action
LP	Volunteers with Action on Hearing Loss	Personal non-financial specific	Declare and participate
NICE DOI policy classifications are: <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 			

3. GR gave a presentation on the NGC guidelines programme and NICE declaration of interests policy.
4. SC gave a presentation on patient involvement in NICE guidelines.
5. JA gave a presentation on the role of the information scientist.
6. SF gave a presentation on the role of the research fellow.
7. LF gave a presentation on the role of the health economist.
8. RF gave a presentation on working with NICE.
9. KHG gave a presentation on the guideline scope.
10. SF gave a presentation on the clinical questions.
11. SF led a discussion on the protocol for 1 hearing aid versus 2.
12. SF gave a presentation on the protocol for how should ear wax be treated.
13. SF led a discussion on the protocol for information, support and advice needs of patients, carers and families.
14. AOB: the group discussed next steps and agreed action points.

Date, time and venue of the next meeting

GC2: Monday 18 July, Council Chamber, Royal College of Physicians