



NICE: Familial Hypercholesterolemia Guideline
Guideline Development Group (GDG) Meeting Minutes

Date and Time: 11th January 2008
Place: Long Room, RCGP

Present: **GDG members**
Chair: Dr Rubin Minhas, Clinical Advisor: Professor Steve Humphries
GDG Members: DR Philip Lee, Dr Ian McDowell, Professor Andrew Neil, Dr Nadeem Qureshi, Mr Philip Rowlands, Dr Mary Seed, Ms Helen Tracey, Professor Margaret Thorogood, Ms Melanie Watson, Dawn Davis

In attendance:

NCC Staff:	Ms Elizabeth Shaw Dr Kathy De Mott Mr Leo Nherera Ms Vanessa Nunes	
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Observers:

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TIME	TOPIC	Papers	TO LEAD
9.30	<i>Coffee available</i>		All
10.00	<i>Introduction formalities</i> <ul style="list-style-type: none"> • Dr Minhas welcomed the group to the meeting of this GDG. • The Chair asked all GDG members to declare any relevant conflicts of interest. All declared that they knew of no personal specific, personal non-specific, non-personal specific or non-personal non-specific interest in the development of this guideline. 		Dr Rubin Minhas (Chairman)
10.10	<i>Meeting objectives</i> <ul style="list-style-type: none"> • The Chair ran through the overview of agenda 	A	Dr Rubin Minhas
10.20	<i>Full group work – -Minutes and action list</i> <ul style="list-style-type: none"> • GDG reviewed the actions and minutes from the last meeting 	B1, B2	All
10.30	<i>Update search results</i> <ul style="list-style-type: none"> • Dr. Kathy Demott presented the results of update searches • GDG discussed the impact on evidence and recommendations 	B3	Dr Kathy DeMott
10.40	<i>Full group work – Agreeing recommendations for ‘General treatment’ chapter</i> <ul style="list-style-type: none"> • GDG discussed recommendations and came to a consensus on the exact wording 	C	All
11.30	<i>Morning tea and coffee</i>		
11.40	<i>Full group work – Agreeing recommendations for ‘Specific treatment’ chapter</i> <ul style="list-style-type: none"> • GDG discussed recommendations and came to a consensus on the exact wording 	C	All
12.20	<i>Full group work – Agreeing recommendations for ‘Ongoing assessment and monitoring’ chapter</i> <ul style="list-style-type: none"> • GDG discussed recommendations and came to a consensus on the exact wording 	C	All
13.00	<i>Lunch</i>		
13.30	<i>Full group work – Introduction to Katie Perryman Ford (NICE Implementation Lead for FH) and agreeing KPIs</i> <ul style="list-style-type: none"> • GDG discussed results of GDG voted KPIs and came to a consensus on final KPI selection 	D	All
14.50	<i>Afternoon tea and coffee</i>		
15.00	<i>Full group work – Agreeing research recommendations</i> <ul style="list-style-type: none"> • GDG discussed research recommendations and came to a consensus final research recommendations 	E	All
15.30	<i>Full group work – Refining care pathway</i> <ul style="list-style-type: none"> • Revised care pathway was presented • Care pathway was refined 	F, G	Professor Steve Humphries
15.40	<i>Full group work- Publication plan and schedule</i> <ul style="list-style-type: none"> • GDG discussed publication plan and schedule 	H1, H2	All
15.50	<i>Summary of next steps and meeting dates</i> <ul style="list-style-type: none"> • Discussion of upcoming milestones 	I	
15.55	<i>AOB</i>		Dr Rubin Minhas
16.00	<i>Close</i>		All