

West Midlands Strategic Clinical Network and Clinical Senate

NICE Accreditation Meeting

Thursday 10th July 2014

Present:	
Naveed Mustafa (Chair)	UHNS, BCGP Chair
Loveday Jago	Consultant Paediatrician, Macclesfield
Simon Jenkinson	Consultant Obstetrician/SCN Maternity Clinical Lead
Stephen Parton	Clinical Effectiveness Librarian, UHNS
Julia Greensall	PiP Network Development Manager
Kate Palmer	Lead Consultant for NICU, UHNS
Helen Haley	Pharmacy Team Leader
Marian Kerr	Co-ordinator/Developer
Kay Hall	Co-ordinator/Developer
Ruth Moore	Network Manager/Lead Nurse SSBC
Andrea Read	NICE Accreditation Project Lead
Apologies:	
Kathryn Bailey	Consultant Paediatric Rheumatologist, Clinical Lead PiP
Sarah Carnwell	Network Administrator, SSBC
Lynsey Clarke	
Lesley Hines	PiP administrator
Andrew Cowley	Consultant Paediatrician, SATH
Carol Hollington	Quality and Risk Management Matron, WMH
Babu Kumararatne	Clinical Lead, SSBC
Joan Lilburn	Midwife Lead
Paddy McMaster	Consultant Paediatrician, PAT
Sarah Morris	Practice Educator Lead
Sonia Saxon	Network Manager, SWMNN
Siva Sivakumar	Consultant Neonatologist, Audit and Guideline Lead, SWBH
Helen Sullivan	Consultant Obstetrician, RWHT
Vishna Rasiah	Clinical Lead, SWMNN

NO	ITEM	OWNER
1	<p>APOLOGIES & WELCOME</p> <p>NM welcomed everyone to the meeting and explained the purpose of the meeting.</p>	
2	<p>Guideline Development Process Manual</p> <p>AR informed the group that a gap analysis had been done against the NICE accreditation criteria (25 criteria across 6 domains), and the main gaps in the development were patient/user involvement, declaration of interest and some areas of uncertainty within the rigor of development section.</p> <p>The group agreed to aim for a joint process document as there are core processes, and it would ensure consistency in the guideline development.</p> <p>The group then reviewed the draft process document answering queries regarding the process, and discussing how the gaps in the developmental process can be met.</p> <p>Main gaps identified:</p> <ol style="list-style-type: none"> 1. Patient and user involvement in development of the guidelines <p>Action: AR to work with Kate Branchett, Patient Voice and Insight Lead for the SCN, Sheryl Curson, Bliss neonatal family centred nurse, Patient Voice and Insight Lead, SWMMNN and other key people to develop a parent and user involvement strategy</p> <ol style="list-style-type: none"> 2. Some uncertainties around rigour of development <p>Action: SP to develop text around how the process of appraising primary guidance, and send 3 x examples of supporting information to AR</p>	<p>AR</p> <p>SP</p>

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	<p>Loveday requested that the supporting information is sent to the editors. It was agreed that the author update can be circulated to the editors.</p> <p>Action: AR to liaise with relevant people regarding this process</p> <p>3. Some uncertainties around declaration of interest.</p> <p>Action: AR to develop declaration of interest policy and process to meet the criteria</p> <p>JG informed the group about the funding that has been made available for paediatric care online and that they may be interested in some of the guidelines – there was a question around how they would select the specific guidelines and why.</p>	<p>AR</p> <p>AR</p>
<p>3</p> <p>4</p>	<p>Review of guidelines</p> <p>AR informed the group that 10% of guidelines need to be developed using the amended process. It was agreed that some of the obstetric guidelines could be used for this.</p> <p>Action: MK/KH to liaise with AR</p> <p>It was decided that the process for reviewing the other guidelines would be agreed after the application.</p> <p>Julia informed the group that PiP will be adopting the adoption audit currently used by SSBC and SWMMNN.</p> <p>MK stated that the list of BCGP partners was out of date, and there is now an updated list.</p> <p>Action: MK to send updated list to AR</p> <p>Next steps</p> <p>AR to liaise with appropriate people, update document and circulate for comments.</p>	<p>MK/KH</p> <p>MK</p>

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	<p data-bbox="268 241 817 280">Action: Comments to be sent to AR</p> <p data-bbox="268 315 1206 389">Next meeting to be held late August/early September – date and venue to be agreed.</p>	<p data-bbox="1235 255 1278 286">All</p>