Minutes
National Clinical Effectiveness Committee (NCEC)
Thursday 24th May 2018

Present
Dr. Karen Ryan (Chair)
Dr Anne Marie Brady
Mr Donal Clancy
Dr Jayne Crowe
Ms Linda Dillon
Ms Brigid Doherty
Ms Fionnuala Duffy
Prof Gerry Fitzpatrick
Dr Cathal O’Keeffe
Ms Colette Tully

Apologies
Dr Elaine Breslin
Dr Áine Carroll
Dr Mairead O’Driscoll
Dr Máirin Ryan
Ms Rosemary Smyth
Ms Mary Wynne

Secretariat: Ms. Susan Reilly
Clinical Effectiveness Unit: Dr. Kathleen Mac Lellan, Dr. Sarah Condell, Ms Pauline Dempsey, Dr. Niamh O’Rourke.

Item 1 Welcome and apologies
The Chair welcomed Dr Cathal O’Keeffe to the meeting. The Chair took the opportunity to remind the Committee that some members were coming to the end of their terms and that a review of the membership would be carried out during the Summer.

Item 2 Conflict of Interest Declarations
Dr O’Keeffe was provided with a COI form. No verbal COIs were declared. The Chair reminded members that it was best practice to advise of any COI in advance of meetings, preferably by email or direct contact with the CEU.

Item 3 Minutes 29th March 2018
The Minutes of 29th March 2018 were agreed.
All action points have been met.

Item 4 Matters Arising from Minutes
No matters arising.

Item 5 Correspondence
There was no correspondence.

Item 6 National Clinical Guidelines (NCGs)
6 (a) Quality Assurance report for CG-038 Oesophageal Cancer (circulated prior to meeting for discussion)
The Quality Assurance appraisal of CG38 (Oesophageal cancer) was presented.

**Decision:** The NCEC recommended this clinical guideline for endorsement following significant but not fundamental amendments approved by the appraisal team.

**Action 1:** GDG to be informed of decision and amendments required.

6 (b) List of NCGs and guidelines in development (for information)

A table of guidelines published and in development was provided for information. There was one new notice of intent for a guideline on “Appropriate prescribing of psychotropic medication in people with dementia” (CG-055).

6 (c) Options note on publication of guidelines

An option paper was tabled to inform discussion which ensued on the best way to publish reviews conducted to support the development of NCGs. The preferred option agreed was NCEC webpage publication of standalone reviews with embedded hyperlinks from the guideline. There was also agreement that NCEC branding should apply to the reviews. The implications, if any, for ISSN etc will be clarified.

**Decision:** The NCEC agreed with option 3 outlined in the paper.

**Action 2:** CEU to inform external providers that Option 3 is the new publication method with NCEC branding across guideline and reviews.

Item 7 National Clinical Audit

7(a) Quality Assurance report for CA-02 Radiology QI Programme (circulation prior to meeting for decision)

This is the second quality assurance report undertaken on CA-02. The May 2018 appraisal was a judgement as to whether the requested amendments were addressed, not addressed, or partially addressed.

**Decision:** The Committee agreed with the review team’s decision: Recommend clinical audit for endorsement following significant, but not fundamental, amendments approved by appraisal team.

**Action 3:** CEU to contact CA-02 Group advising them of above.

Item 8 Implementation Guide and Toolkit

The Implementation Guide and Toolkit was welcomed, and members commented that the Guide will have broad application across health services. The use of hyperlinks to navigate the document electronically was suggested.

**Decision:** Any additional feedback can be forwarded within 2 weeks after which Implementation Guide and Toolkit be prepared for publication.

Item 9 Open Disclosure in NCEC National Clinical Audit

There was a presentation on open disclosure and Part 4 of the Civil Liability (Amendment) Act 2017 and parts of the proposed Patient Safety Bill. The NCEC reiterated its commitment to clinical audit as a means to improve healthcare for those who use the Irish health service and to public involvement in clinical audit governance.

Item 10 Subgroup updates

10. (a) Clinical Guideline Methodology subgroup (CGMS)

P Dempsey advised that work is continuing and the Subgroup Chair has considered feedback on the draft Guideline Developers Manual. The manual will be on the September agenda.
10. (b) Clinical Audit subgroup
Dr. S Condell advised that the subgroup will meet on 10th July to discuss a programme of work in relation to supporting legislation and policy on clinical audit.

10. (c) Education & Training
Dr N O’Rourke provided an update on clinical effectiveness education and training. The subgroup on education and training met on May 10th. Key activities and priorities for subgroup:

- The development of a competency framework for clinical effectiveness education in Ireland has commenced, with stakeholder consultation focus groups on May 22nd, June 12th and June 26th.
- NPSO Learning Zone: Public Involvement module in development.
- Additional training/capacity building in evidence-based practice and Implementation Science.

Item 11 NCEC Events in 2018
a) Competency Framework focus groups: June 12th and June 26th
b) Meeting dates: 20th September and 25th October 2018
c) NPSO Conference dates: 17th – 18th October, in Dublin Castle.
d) Forthcoming Launches in Q2 & Q3:
   - Launch of NCG No. 17 Adult type 1 diabetes – 25th June 2018, in Hawkins House,
   - Launch of NCG No. 18 EMEWS – date TBC.
   - Launch of Implementation Guide – date TBD

Item 12 A.O.B.
Members were reminded that the National Patient Experience Survey (NPES) is taking place during the month of May.

Actions Arising

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<tr>
<th>Action</th>
<th>Description</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td>Action 1</td>
<td>CG-038 (Oesophageal cancer) GDG to be informed of decision and amendments required</td>
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<td>Action 4</td>
<td>Any final comments /suggestions on the draft Implementation Guide &amp; toolkit to be submitted by NCEC members within 2 weeks (June 7th)</td>
<td>CEU</td>
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Dr. Karen Ryan
Chair