

Scottish Intercollegiate Guidelines Network (SIGN) Council meeting

Wednesday 13 September, Teams (2.00 – 3.30pm)

APPROVED MINUTES

| | |
|-------------------------------|---|
| Present | |
| Professor Angela Timoney (AT) | SIGN Chair |
| Professor Lesley Colvin (LC) | Royal College of Anaesthetists – SIGN Vice-Chair |
| Professor Gregory Lip (GL) | Royal College of Physicians of Edinburgh– SIGN Vice-Chair |
| Dr Anthony Byrne (AB) | Royal College of Physicians of Edinburgh |
| Ms Arlene Coulson (AC) | Royal Pharmaceutical Society |
| Dr Issmael Fergague (IF) | Royal College of General Practitioners |
| Ms Amanda Gotch (AG) | Royal College of Midwives (job share) |
| Ms Maureen Huggins (MH) | Patient Representative |
| Dr Nauman Jadoon (NJ) | Early Career Professional |
| Dr Roberta James (RJ) | SIGN Programme Lead |
| Mr Georgios Kontorinis (GK) | Royal College of Physicians and Surgeons of Glasgow |
| Dr Alan MacDonald (AMac) | Royal College of Physicians and Surgeons of Glasgow |
| Wendy Maltinsky (WM) | British Psychological Society |
| Mr Steve Mannion (SMa) | Royal College of Physicians and Surgeons of Glasgow |
| Mr Kenneth McLean (KM) | Patient Representative |
| Dr James Morton (JMo) | Royal College of General Practitioners |
| Dr Christopher Pell (CP) | Royal College of Psychiatrists |
| Ms Debbie Provan (DP) | Allied Health Professional, Dietetics |
| Dr Safia Qureshi (SQ) | Director of Evidence and Digital, Healthcare Improvement Scotland |
| Dr Colin Rae (CR) | Royal College of Anaesthetists |
| Ms Caroline Rapu | Royal College of Nursing (job share) |
| Dr Matthias Rohe (MR) | Early Career Professional |
| Mr Duncan Service (DS) | Evidence Manager, SIGN |
| Mr Matthew Smith-Lilley (MSL) | British Association for Counselling and Psychotherapy |
| Dr Sreebala Sripada (SS) | Royal College of Obstetrics and Gynaecology |
| Dr Jan Stanier (JSt) | Allied Health Professional, Speech and Language Therapy |
| Ms Ruth Stark (RS) | Scottish Association of Social Workers |
| Dr David Stephens (DSt) | Royal College of General Practitioners |
| Dr Antonia Torgersen (ATo) | Royal College of Pathologists |
| Ms Sheeba Zahir (SZ) | Royal Pharmaceutical Society |
| In attendance | |
| Mrs Kirsty Littleallan (KL) | Executive Secretary to SIGN Council |
| Observers | |
| Mr Alex McEwan (AMc) | Scottish Government |

| | |
|-----------------------------------|---|
| Mr Yann Maidment (YM) | College of General Dentistry |
| Ms Elonna Obak (EO) | Programme Manager, SIGN |
| Apologies | |
| Mr Mohammed Asif (MA) | Royal College of Surgeons of Edinburgh |
| Dr Emilia Crighton (EC) | Faculty of Public Health Medicine |
| Ms Halima Durrani (HD) | Patient Representative |
| Dr Shridevi Gopi-Firth (SGF) | Royal College of Psychiatrists |
| Katie Hislop (KH) | Scottish Government |
| Dr Sara Davies (SD) | Scottish Government |
| Mrs Ann Gow (AGo) | Director of Nursing and System Improvement Directorate Healthcare Improvement Scotland |
| Mrs Karen Graham (KG) | Patient Involvement Officer, SIGN |
| Mr Steve Mulligan (SMu) | British Association for Counselling and Psychotherapy |
| Professor Phyo Kyaw Myint (PM) | Royal College of Physicians of London |
| Ann Pullar (AP) | Scottish Government |
| Mr Martin Robertson (MRo) | Patient Representative |
| Ms Jacqueline Thompson (JT) | Royal College of Nursing (job share) |
| Professor Steve Turner (ST) | Academy of Colleges |
| Dr Simon Watson (SW) | Director of Medical and Safety, Healthcare Improvement Scotland |

| | | |
|-----------|--|------------|
| 1. | WELCOME AND APOLOGIES | |
| | <p>AT welcomed everyone to the virtual meeting of SIGN Council. The meeting has been scheduled ahead of the SIGN@30 celebration on 19 September and the G-I-N conference the same week. The new representatives to SIGN Council are;</p> <p>Amanda Gotch, Royal College of Midwives.</p> <p>Wendy Maltinsky, deputy for the British Psychological Society.</p> <p>Issmael Fergague, deputy for the Royal College of General Practitioners.</p> <p>Caroline Rapu, who returns as a representative for the Royal College of Nursing.</p> <p>Elona Obak, SIGN Programme Manager is welcomed as an observer of the meeting.</p> <p>AT thanked Alan Ogg, who finished his term on SIGN Council as a representative the Royal College of Radiology, Faculty of Clinical Radiology.</p> | |
| 2. | DECLARATION OF INTERESTS | |
| | <p>Members of Council were thanked for completing their declarations of interests. Most of the declarations of interest are up to date but around one quarter are now out of date.</p> <p>Action: members of Council with out of date declarations of interests are to send their declarations to KL.</p> | ALL |
| 3. | SIGN COUNCIL BUSINESS | |
| | <p><u>SIGN@30 celebration</u></p> <p>The SIGN@30 conference on Tuesday 19 September is fully booked. Funding for places was secured through Healthcare Improvement Scotland, and Scottish Government to fund 200 places at the event. The Royal College of Physicians of Edinburgh indicated names can be put forward to take the place of those who may drop out. There are three simultaneous workshops, two of which delegates can attend at the event, the importance and impact of guidelines as well as a debate for the final session.</p> | |
| 4. | PATIENT INVOLVEMENT | |
| | <p><u>Patient and Public Involvement highlight report</u></p> <p>On agreement by the by the Public Involvement Advisory Group the introduction to SIGN training for lived experience representatives and Public Partners is to be reinstated to help prepare people for their role. The first training course should take place in October.</p> | |

| | | |
|-----------|---|--|
| | <p>The plain language version of the dementia guideline is in its final stages of development. An easy read version of this will be produced in collaboration with Disability Equality Scotland. The request for an audio format is also being considered.</p> <p>The expansion of the PPI network continues. The network receives a digital newsletter three times per year.</p> | |
| 5. | UPDATE FROM HIS EVIDENCE | |
| | <p>The three ihub portfolios have been realigned with other directorates to create three new directorates within HIS. These are:</p> <ul style="list-style-type: none"> • Nursing and System Improvement Directorate, led by Ann Gow • Medical and Safety Directorate, led by Simon Watson • Community Engagement and System Redesign Directorate, led by Clare Morrison <p>The concerns raised over the new name for the NMAHP directorate from the midwifery and AHP representatives on Council have been noted.</p> <p>The Evidence Directorate has not got anything new from the closing of the ihub. Improvement work will now be embedded across the whole of the organisation. There have been two formal organisational changes which have affected staff in the Quality Assurance Directorate and Community Engagement Directorate.</p> <p>As there are continued NHS financial constraints, teams across the organisation have been asked to measure the value for money of their work. A short life working group is being set up in the Evidence Directorate to manage this ask. SIGN has done this and given proof of the value for money of the team. There is a drive across the organisation for the embedding of antiracism into all work produced.</p> <p>Heather Gray (HG) is the new interim Associate Director of Evidence and Head of the Research Information Service while the post is recruited to permanently.</p> | |
| 6. | SIGN EXECUTIVE BUSINESS | |
| | <p><u>Update on the guideline development programme</u></p> <p>Council were made aware of the two guidelines which have published since the June meeting. These are updates to the Care of Deteriorating Patients and Cutaneous Melanoma guidelines. A SIGN PM has been supporting the Scottish Cancer Network on dose-dense chemotherapy to help them create recommendations for this. The dementia guideline is to be launched at the November Focus on Dementia (FoD) event. The</p> | |

| | | |
|-----------|---|---|
| | <p>FoD team is part of HIS. Perinatal Mental Health Conditions and Diabetes in Pregnancy are scheduled to be published in November. Type 1 diabetes is using a rapid methodology, which group members have found the timescales of difficult to manage. This guideline will be in the Right Decision Service format only and is scheduled to publish in December 2023. An update to the Chronic Pain guideline is underway and there will be collaboration with Early Career Researchers at the evidence review stage. SIGN 104 Antibiotic prophylaxis is to be updated in collaboration with the Scottish Antimicrobial Prescribing Group (SAPG) in HIS. There has been a call out for notes of interest for a chair for this guideline group.</p> <p>Background work takes place to allow the team to confirm which pieces of work are to be done and whether it is to be a collaboration or not. Policy areas are looked at to ensure SIGN is doing the work needed. SIGN still has editorial independence in any collaborations it's involved in.</p> | |
| 7. | PRESENTATION | |
| | <p><u>G-I-N and sustainability short life working group update</u></p> <p>James Morton (JMo) gave a presentation to Council on the draft sustainability framework, which has been created by the sustainability short life working group (SLWG). Feedback was requested from Council on the presentation content as this is being used at both the SIGN@30 celebration and G-I-N conference.</p> <p>SIGN is the first guideline organisation to actively consider sustainability in its guidelines.</p> <ul style="list-style-type: none"> • healthcare causes 5 % of global emissions • there is pharmaceutical pollution • personal travel by the workforce and service users <p>The SLWG first found out what matters, sought expert testimony, created a draft framework and found there was a clear consensus ask to create single, plain English guidance for both public and clinician use. The framework is to be presented at G-I-N and the RCPE SIGN@30 event. It will then be formally peer reviewed before being tested, then published. It considers definitions including what sustainable healthcare is, principles and the practicalities of including sustainability in guideline work. What evidence there is available has been considered throughout the work of the SLWG.</p> <p>The sustainability work was well received by members of Council. The aims of the SLWG are wide and ambitious, which is welcomed by Council members. But the challenges faced in implementing the work are recognised. There is a need to raise</p> | <p>The slides are to be shared with Council on completion of</p> |

| | | |
|-----------|---|--|
| | <p>awareness of the issues the SLWG have found, and begin to test new models of how we approach healthcare. There is a mutual responsibility for sustainability in healthcare, it isn't just down to healthcare professionals to enact.</p> <p>The Evidence topic referral form is being redrafted to include questions around sustainability that the proposer must complete. This is sitting with RJ and the SLWG tasked with sustainability in the Evidence Directorate. It was suggested that the antibiotic prophylaxis update could be used to trial enacting sustainability in a guideline.</p> <p>SQ gave the suggestion of approaching other guideline developers at the G-I-N conference to check if there is interest in a wider collaboration on sustainability in guidelines. SIGN would help drive the work. Council members were made aware of work already in progress by the WHO, which the SLWG should link in with.</p> | <p>the peer review of the draft framework.</p> <p>RJ</p> |
| 8 | METHODOLOGY | |
| | <p><u>Recommendations from SIGN Senior Management Team on the direction of SIGN methodology for discussion and approval</u></p> <p>The recommendations in the paper have been reordered to allow them to read better:</p> <ol style="list-style-type: none"> 1. Recommendations from NICE guidelines that are over 3 years old may be used due to the similarities in methodology and in the context in Scotland and England in relation to population and health care systems. An older guideline from NICE may be more relevant than a more recent guideline from outwith the UK. 2. Recommendations from other guideline producers can only be used from guidelines that are less than 3 years old. (This is to limit the risk that recommendation is out of date). 3. If recommendations from multiple guidelines are included in a SIGN guideline the rational for why one recommendation has been selected in favour of another needs to be clearly documented. 4. A process for keeping adapted guidelines up to date should be developed. <p>Once the abbreviated guideline methodology has had further implementation and evaluation, Moray Nairn and Ailsa Stein will report back to Council with their findings.</p> | <p>MN/AS</p> |
| 9. | MINUTES | |
| | <u>Check for accuracy and approve minutes from 21 June</u> | KL |

| | | |
|------------|---|--|
| | <p>Kevin McLean to be amended to Kenneth McLean on p.1. Clear expectations of SIGN Council to be changed to volunteers and group members on p.5. MR to be changed to MRo on p.6. The minutes are otherwise accepted and approved as accurate pending changes. The approved minutes are to be uploaded to the SIGN website.</p> <p><u>Review progress of actions agreed at last meeting</u> The action register wasn't discussed at the meeting.</p> | |
| 10. | AGREE KEY POINTS OF MEETING | |
| | <ol style="list-style-type: none"> 1. Sustainability SLWG. SIGN Council recognise the good work of the group and they are to continue this. 2. SIGN Council accepted the methodology paper. 3. SIGN Council recognises the progress that has been made around collaborations. | |
| 11. | DATES AND FORMAT OF FUTURE MEETINGS | |
| | <p>Tuesday 19 September–SIGN@30 RCPE conference Wednesday 13 December 2023 – hybrid, Gyle Square or Delta House</p> | |