

SERIOUS HAZARDS OF TRANSFUSION STEERING GROUP
MINUTES OF MEETING HELD 2PM WEDNESDAY 8 MAY 1996
AT ST. MARY'S HOSPITAL, LONDON.

Present: Dr. L. Williamson (Acting Chairman)
Mr. J. Revill (Secretary), representing IBMS
Dr. J. Bennett representing Faculty of Public Health Medicine
Mr. D. Economides representing Royal College of Obstetricians and Gynaecologists
Mr. P. Gibson (Public Relations, NBS South East Zone)
Mrs. S. Scott representing Royal College of Nursing
Professor G. Smith representing Royal College of Anaesthetists
Dr. C. Taylor representing Royal College of Physicians

96.1 Apologies for Absence

Dr. H. Cohen (Chairman) representing BSH
Dr. J. Barbara representing BBTS
Professor J. Lilleyman representing Royal College of Pathologists
Dr. E. Love SHOT Executive Group
Dr. M. Gerrard representing British Paediatric Association
Dr. B. McClelland representing UK Transfusion Services
Professor J. Lumley representing Royal College of Surgeons
Dr. J. Heptonstall representing PHLS-CDSC

No response yet from Royal College of Midwives

96.2 Minutes of meeting held 12 December 1995

Mr. D. Economides had sent apologies.
Page 3 - abbreviation of CMS should be CSM.

96.3 Matters arising from the Minutes of 12 December 1995

i) SHOT scheme

- a) Revised Terms of Reference accepted with no changes.
- b) Revised report form and questionnaires - comments required asap to Dr. Williamson.

ACTION - ALL MEMBERS

It was recognised that it would be useful to determine the frequency of serious events in relation to the number of transfusion events in a given time. However, it was recognised that not all hospital computer systems would be able to log transfusion events, as opposed to the total number of units of blood transfused.

- c) Relationship to CDSC for reporting of infectious hazards.
Dr. Williamson and Dr. Heptonstall had agreed that agreed that both infectious and non-infectious reporting schemes could be brought together under the overall umbrella of SHOT, but that the schemes would run separately.
SHOT Terms of Reference had been modified to reflect this arrangement.

- d) Capturing events following autologous transfusions.
Drs. M. Thomas and L. Kay had been consulted and confirmed that no funding was available for the BBTS to operate their own scheme, therefore autologous transfusion incidents should be included in SHOT and reported on an annual basis to the BBTS SIG.
- e) It was agreed that "near miss" events should not be included in the SHOT reporting scheme at present, but all such incidents should be reported to the local Hospital Transfusion Committees for investigation. A snapshot at selected sites would be useful in the future.
- f) Involvement of NI and Eire.
Dr. W. McClelland from NI was enthusiastic and wished to be involved.
Professor McCann from Dublin had not yet responded, but Drs. Power and O'Riordan were keen to be involved. Dr. Williamson will write to Professor McCann, including copies of minutes, to clarify the position and determine who will act as the point of contact.

ACTION - DR. WILLIAMSON

ii) Steering Group and Executive Group

- a) Dr Cohen, as Chairman of the Steering Group, to be a member of the Executive. Professor Lilleyman also to be included if available.

ACTION - DR. WILLIAMSON

- b) Dr. R. Evely had joined the Executive Group.
Dr. Bennett suggested the possible involvement of the Royal College of General Practitioners. Dr. Williamson would establish contact.

ACTION - DR. WILLIAMSON

- c) Appointment of Treasurer for SHOT.
It was explained that the finances are controlled through the SHOT Office and that the nominee would have limited involvement, mainly to monitor the balance sheet and oversee spending. It was agreed to clearly define the role of the Treasurer and ask Dr. Love if she would be involved, possibly with the assistance of Dr. Taylor.

ACTION - DR. WILLIAMSON

- d) Dr. J. Bennett was welcomed as the representative of the Faculty of Public Health Medicine.
- e) All representatives were requested to report to their respective organisations and confirm willingness to support this scheme.
Dr. Williamson will write to representatives not at the meeting.
Responses to be sent to the Secretary. (see also 96.6 iv below)

ACTION - DR. WILLIAMSON/ALL MEMBERS

- f) It was agreed that St. Mary's Hospital was a suitable independent venue for future meetings.
- g) Mr Revill thought it unlikely that a DOH observer would attend these meetings, but it was probable that a copy of the Steering Group minutes would be welcomed. Dr. Williamson would contact Professor Lumley and Dr. A. Robinson to clarify the position.

96.4 Funding and Budget

- i) It was estimated that £24000 would be needed to establish and run the scheme this year. Funding had been offered from the SNBTS and the 3 zones of the NBA. So far £3000 had been contributed by the SNBTS, the other contributions were awaited.
- ii) Finance for the scheme is only guaranteed for 2 years, therefore it was agreed that a Working Group should investigate funding options and the future direction of the SHOT scheme. Possible links with a statutory training or regulatory body might be advantageous to secure continued recognition of the scheme.

It was agreed that the Working Group should comprise of Dr. Cohen, Dr. Bennett, Dr. Taylor and Professor Lilleyman. Dr Williamson will discuss the possible future role of the RCPATH with Professor Lilleyman.

ACTION - DR. WILLIAMSON/DR COHEN

96.5 Administration of scheme

i) Siting of the SHOT Office

Confirmed to be Manchester NBS.

ii) Job description for Assistant Co-ordinator.

- a) The term Registered Nurse should be used in all documents.
- b) Advertisements would be in local newspapers.
- c) Any comments re Job Description to Dr. Love as soon as possible.

ACTION - ALL MEMBERS

- d) Mr. Economides agreed to assist Dr. Love in the short listing of applicants.

ACTION - DR. LOVE/MR. ECONOMIDES

iii) IT considerations

Dr. Love had been advised by Mr. Mike Brittain on the establishment of a suitable computer data base. A "stand alone" PC was to be utilised, sited within the Manchester NBS Centre. This was a secure building, and all data entered into the PC would be anonymised to avoid possible legal implications.

96.6 Launch - Target date agreed as November 1st 1996

Mr. Gibson outlined the preferred approach to the launch, with concerns over the unavoidable delay. He will not personally be making the arrangements in Wales, Scotland, NI and Eire, but will be liaising with the specific Publicity Officers and other relevant personnel in those areas.

i) Press release

Journalists from responsible publications to be targeted to avoid misrepresentation of the scheme.

ii) Information Packages

- a) It was essential to ensure that Hospital Haematologists received their information simultaneous with Chief Executives. The latter should be notified that Haematologists have been informed, but that they should notify other relevant hospital personnel.

ACTION - MR. GIBSON

- b) Dr. Bennett will supply Dr. Williamson with some examples of frontispieces used for previous audit circulars.

ACTION - DR. BENNETT

iii) BMJ Editorial

Some minor modifications were suggested.

ACTION - DR. WILLIAMSON

iv) Other publications/newsletters

- a) It was hoped that all involved organisations would publish the scheme details at the time of launch and all representatives were requested to clarify the preferred format for publicity material.
(see also 96.3.ii.e.)

ACTION - ALL MEMBERS

- b) Mr. Gibson will provide material for publication, although some minor modifications may be required prior to acceptance for publication by some organisations.

ACTION - MR. GIBSON

It was agreed that it is essential to emphasise that the scheme is a confidential enquiry, not an audit.

96.7 Any other business

- i) Dr. Scott provided some copies of articles published in the BMJ 4 May 1996 entitled "Blood donation - altruism or profit" and "Blood money: blood donors attitudes to changes in the New Zealand blood transfusion service".
- ii) Mr. Revill agreed to circulate the updated membership lists to all representatives.

ACTION - MR. REVILL

96.8 Date of next meeting

This was agreed for either 1st. 2nd. or 3rd October 1996, to be held at St. Mary's Hospital, London.

Dr. Williamson will circulate all members to determine the preferred date.

ACTION - DR. WILLIAMSON/DR COHEN