

NOTES OF THE EXECUTIVE COMMITTEE MEETING

11 May 1992

Present: Dr McDougall Senior Staff: Dr Voak
 Dr Ouwehand Mr Slopecki
 Dr Williamson
 Dr Caffrey
 Mr Hawdon

Apologies: Professor Allain

Before the meeting commenced, Dr McDougall congratulated Dr Ouwehand on his recent presentation at Addenbrooke's Hospital which had been very well received.

1. Minutes of the Last Meeting

The minutes of the meeting held on 27 April 1992 were accepted as a correct record.

2. Matters Arising

a) Blood Collection - Norwich Team

Dr Caffrey gave a brief outline of discussions which had taken place with the Director since the last meeting. The Team Manager posts would play an important part in future blood collection organisation and it was essential that the best possible appointments should be made. The preference would be for somebody with a clinical background.

It was reported that Dr Caffrey would take over the responsibility for Donor Registration organisation from Mr Hawdon. This would provide a more complete sector for blood collection. The future management structure of the Sector was discussed and various views expressed. It was, however, agreed that this subject should be referred for discussion at a future meeting of the Executive when all members are present.

b) Antenatal Computerisation

Dr Ouwehand reported that the implementation of the system was going well. However, there were several alterations required which had not been provided for within the budget. Mainly the transfer of the current records which, it was estimated, would take some five working days by the Consultants. The additional costs would be submitted when known.

Dr Ouwehand said that the help in training from Robin Lambert was invaluable. However, other demands on his services prevented him from spending sufficient time on this work. Dr Ouwehand said that a high priority should be given to staff training on the new system. The subject of computer support management should be discussed at a future meeting.

c) Research Groups

Dr Ouwehand gave an outline of his discussions concerning equipment donated or purchased from University monies. Details of how the University Health and Safety requirements were applied in other establishments were discussed. Further information was needed and discussions with research units in other NHS premises would continue.

Mr Hawdon thought the main problem to be resolved was the avoidance in future of unnecessary delays. He gave details of the action being taken which provided for a more flexible approach and the need for a quick response from the visiting engineer. He would contact and discuss our requirements with the consultants. Investigation was also being undertaken into alternative ways of providing this service.

d) Research Laboratory Supervisor

This arrangement was thought to be the best solution available pending the appointment of the Assistant Director of Research. However, it was necessary for the role of the Supervisor to be clearly defined.

Dr McDougall informed the meeting that, subject to the approval of the General Board of the University, an advertisement for the Assistant Director of Research should appear in 'The Reporter' on 27 May 1992.

To be referred for discussion at the next Executive meeting.

Dr Voak and Mr Slopecki joined the meeting at this stage.

e) MLSO Posts

On the subject of employing BTS MLSO Trainees who become State Registered, it was agreed that they should compete for any appointments in open competition. The objective should always be to appoint the best possible person.

f) Storage of Records

Dr Caffrey reported on discussions with the RDO and Donor Registration staff. Staff were accepting the need to remove records to secondary storage. However, there were still difficulties in identifying the records which needed to be retained and for how long. It was suggested that reference should be made to the National Working Party. It was agreed that Dr Caffrey would discuss this with Mr Slopecki.

Dr Ouwehand said the period of records retention was secondary to the main requirement of removing records taking up space in the Centre to secondary storage.

3. Training Programme - Dr M Richards

Dr Williamson tabled a draft training programme for Dr Richards, (Registrar in Haematology at Addenbrooke's), in preparation for Part I of the MRC Path Examination to be held in October. New regulations required one month's training within the Blood Transfusion Service. The programme, subject to agreed amendments, was accepted and would be discussed with Dr Richards.

Concerning the proposal that Dr Stephen Russell, Senior Registrar, should be seconded for three months to the BTS, it was suggested that he should follow the same programme as Dr Richards.

4. Reagents Production

Dr Voak tabled a schedule of AHG Reagents supplied to hospitals within the Region. He was concerned over the increased usage for which a charge was not being raised and suggested that in future Hospitals should pay for all reagents. Mr Hawdon said that in the current year the production of these Reagents was funded by the RHA and therefore indirectly the BTS was being paid. It was proposed that with effect from 1993/94 the cost of these reagents should be devolved to Districts and in future all reagents delivered to hospitals would be recharged. It remained to be decided the level of funds to be devolved.

5. Medical Staff Duties

Dr Ouwehand reported that it had been agreed Dr Rankin should in future deputise for him and undertake responsibility for the day-to-day running of the ImmunoHaematology Sector. This would overcome the unsatisfactory situation of responsibility being split during the working week. Professor Allain would take direct management of Virology. It had yet to be decided who would cover the Virology Sector in the absence of the Director.

6. Antenatal Screening

Dr Ouwehand gave details on grouping errors which had occurred since antenatal screening had been transferred to the AG16. It was a matter of urgent concern and was being investigated. There was a need to recalibrate the AG16 to provide correct identification of antenatal samples. A considerable number of samples had already been processed through the system and it had to be decided on how best to process back checks. Sample testing had been transferred to the new system for some five months and represented a considerable workload. It was agreed that this matter should be referred to the Medical Committee for a decision.

7. Central Switchboard and Saturday Working

Mr Hawdon said that it had been raised at a Sector meeting whether Saturday working on the switchboard was necessary. The amount of traffic on a Saturday varied considerably and was difficult to determine exactly. It was, therefore, agreed to monitor calls over the next month or so.

8. Fire Drill

Mr Hawdon reported that a fire drill within the Centre was long overdue and would need to be organised shortly. He would be grateful if Sectors would consider timing which would minimise disruptions in their Departments. Mrs Hitcham would be following this up.

9. Equipment - RTC General Appearance

- a) Mr Hawdon said he was attempting to get all surplus equipment removed from the Centre as quickly as possible. He requested that Sectors should not expand into corridors; new equipment should be contained within laboratories. If equipment was surplus to requirements this should be identified for removal.
- b) Mr Hawdon asked that in the Committee Room, furniture and equipment used for training should be replaced on completion.

10. Induction Training

In response to an enquiry from Dr Williamson concerning induction training, Mr Hawdon said that this would be published this week and could commence next week. Staff who had joined over the recent past could be processed if Sectors wanted.

11. MRC Equipment Fund

Dr Ouwehand said that submissions for equipment purchases above £3,000 could be made to the University and this would need to be co-ordinated to avoid duplication.

12. Quality Assurance

- a) Mr Slopecki asked for guidance on providing for microbiology testing for the sterility of packs. The cost of 240 packs would be some £2,000. This was not a requirement of the MCA. Dr Ouwehand stated that preventative measures were preferred and, in view of the improved working arrangements, felt this was unnecessary. This was agreed.
- b) Mr Slopecki expressed concern that after working in the Blood Products Laboratory 'On-Call' staff were not cleaning up. It was agreed this matter should be referred to Mr Fletton.
- c) Mr Slopecki said that the laboratory trolleys, used for carrying laboratory materials, were rarely cleaned and felt that a programme of cleaning should be instituted. Mr Hawdon said he was concerned about the ownership of these trolleys (mostly parked untidily on the loading bay) and who should be responsible for them. They were used by several departments but no one department accepted responsibility for their cleanliness and maintenance. When the new Handyman post was filled, part of the duties would be responsibility for keeping the loading bay tidy and could include cleaning trolleys. However, a decision was needed on ownership. Dr Williamson suggested that Mr Fletton might take the responsibility.

8. Date of Next Meeting

The next meeting will be held on Monday, 18 May 1992 at 10.00 a.m.

DNH/JB
14 May 1992