

Notes of a Management Group Meeting

Held on Monday, 7 January 1991 at 2.00 pm

Present:- Dr McDougall (Chairman), Dr Ouwehand, Dr Williamson  
Mr Hawdon

In Attendance:- Dr Rankin

1. Blood Supplies to ABSD - Gulf Crisis

Consideration was given to correspondence from the National Directorate which outlined the additional requirements of RTCs should there be open conflict in the Middle East. The requirement of 40% blood to the ABSD represented an additional 800 units per week. Added to this figure would be the need to meet provisions for casualties which would arrive in this region up to a total of 500 arriving in stages.

Mr Hawdon gave details of the plans to increase blood collection being prepared which would involve increasing attendance at sessions already organised and the holding of further sessions on Fridays, Saturdays and if necessary Sundays. The main problem was staffing sessions which it was hoped could be met by an appeal to ex-Blood Transfusion Service staff to work one or more days per week. Arrangements were in hand to contact these people. Supplies of disposables were at present adequate and manufacturers were aware that extra materials might be required at short notice.

With regard to the additional blood product requirements to treat casualties it was anticipated that some 2,000 to 2,500 units may be needed over a period of two weeks. It was thought that this could be met by the additional collection arrangements already being made and from the cancellation of elected surgery.

Dr Ouwehand reported that the laboratory staff would be available to process all blood collected and they were prepared to work the hours necessary to meet any demand. There would, however, be a cost involved for paying on call allowances to senior staff. It was envisaged that extra communications, telephone lines, etc. would be necessary. Mr Hawdon would discuss these requirements with the Regional Telecommunications Manager.

It was agreed that Dr McDougall and Mr Campion, the Regional Health Authority Press Officer, would handle press/media matters, Mr Hawdon would be responsible for additional blood collection, and transporting blood delivered to the ABSD. Processing and decisions on products would be dealt with by Dr Williamson.

Mr Hawdon said that a special MoD expenditure code would be established and all additional expenditure resulting from this crisis would be coded under this heading.

2. Short Term Development Programme - Business Plan 1991/92

Dr Ouwehand reported that discussions had taken place with consultant staff on the memorandum from the Regional Finance Manager which provides details of the capital allocation. Because all submissions had not been funded it was necessary to arrange priorities and this was being done and would be reported at the next meeting of the Management Group.

*Put back.*

Dr McDougall stressed the need for the special allocation already provided for the year 1990/91 to be used before the end of the current financial year. Dr Ouwehand explained the difficulties being experienced as a result of a slow response from Regional Health Authority Personnel. Dr McDougall agreed to expedite matters with the Regional Health Authority and asked Dr Ouwehand for details of the staff mentioned.

Dr Ouwehand said that once arrangements had been finalised with contractors for the refurbishment of the laboratories he suggested that payments should be made in advance of the work was not completed by 31 January 1991. Mr Hawdon did not favour this approach. It was suggested better solution would be to bring forward the purchase of priority equipment from next year's list.

It was agreed that this matter would be discussed at the next meeting.

3. Blood and Blood Products Targets 1991/92

Discussions took place on the current shortfall of plasma being delivered to Elstree and the together with proposals from Dr Rankin to increase Platelet collection by Cytapheresis to enable more plasma production from SAG(M). It was agreed that this plan should be initiated as soon as possible and the results be monitored over the next three months. In the long term it was intended to maximise component separation which would follow the re-equipment of the blood products laboratory.

Dr Williamson agreed to provide for Regional Hématologists product figures of their usage for 1989/90. Included would be a rough calculation of the future costs of this material. Additional demand for platelets resulting from the Regional Bone Marrow Programme might be funded from any monies provided for a supra regional service. Dr Williamson would provide information detailing the extra demand which would be put to the Regional Health Authority for funding.

4. Budget Devolution Planning

Dr McDougall reported that no response had been received from his letter to RHAs to set up discussions with District Officers to plan arrangements for budget devolution. This he agreed to chase. This was a matter of some urgency which should be pursued as soon as possible. The appointment of the RTC Accountant would be invaluable in this work.

5. Charges to the Private Sector 1991/92

The Department of Health would not be providing national costs for blood and blood product provision to non NHS hospitals. In future RTCs would have to set their own policies. Dr Ouwehand suggested that this might be a project that Dr Caffrey could pursue.

It was agreed that no more Porcine Factor VIII would be purchased by the RTC. Hospital blood banks will in future have to make their own arrangements.

6. Ante Human Globulin Reagents (HAG) Production

The receipt of Dr Voak's costing for the production, research and development costs for ante human globulin reagents (HAG) was noted. The costings would be referred for comment to Mr Mann the RTC Management Accountant. Mr Hawdon said that an income code was being established.

7. RTC Computer Resources Group

Consideration was given to the Minutes of the Computer Resources Group meeting held on 15 November 1990.

- a) Dr Ouwehand expressed concern over the proposed purchase of the optical disk storage equipment system. He felt that an independent system such as this might not be fully utilised unless it could also be networked to provide record storage for the ante-natal laboratory. He asked Dr Rankin if she could look into this question.
- b) Mr Hawdon said that a further meeting of the Computer Consortium had been arranged for 23 January 1991 and the question of who was to represent Cambridge had not yet been settled. It was agreed that as an interim measure Mr Hawdon and Mr Lambert would attend.
- c) It was agreed that Mr Slopecki should replace Mr Madin on the Computer Resources Group.

7.8. RTC Income - Donations

Hitherto no account existed whereby donations made to the RTC could be deposited in the RTC budget. It was felt that the present system where such monies were held in the RHA Trust Funds was not satisfactory. Mr Hawdon said he would be discussing with the Regional Finance Department for all these funds to be transferred under the control of the RTC.

8.9. Medical Secretariat - Laboratory Staffing

Dr Williamson expressed the difficulties being experienced at the present time with the shortage of secretarial staff to produce Standard Operating Procedures. It was accepted that the initial production when completed would lessen demands but additional secretarial provision was a matter of some urgency. It was agreed not to increase permanent staffing levels but to extend the hours of currently employed agency staff.

9. RTC Communications

Dr Ouwehand expressed the difficulties being experienced with the shortage of pagers. Dr McDougall explained that this matter had been discussed with Mr Coppins of the RHA who would be producing proposals very shortly. Some concern was expressed at the reluctance by switchboard staff to use internal bleeps. The reasons were understood but it was important for the switchboard staff to be aware that senior staff would be available on pagers at all times.

In view of the inevitable increase of pressure from the commercial sector it was agreed that no manufacturers representatives would be seen other than on appointment. The switchboard staff should be informed of this.

10. Date of Next Meeting

It was agreed that in future the Management Group would meet every Monday, at 2.00 pm. The next meeting being Monday, 14 January 1991.