

Management Group Meeting to be held at 2.00 pm

on Wednesday, 10 October 1990

A G E N D A

1. Notes of a meeting held on 25 September 1990.
2. Matters Arising
 - a) RTC equipment requirements and laboratory refurbishments
 - b) Budget devolution - letter from the Regional General Manager dated 1 October 1990
 - ✓ c) Computer staffing - revised job description for Computer Co-Ordinator
- 3) Regional Tissue Bank - Dr B Pegg's draft proposals
- 4) Blood Donors - Age of Retirement
- 5) RTC requirements for manufacturing licence - Alan Slopecki's memorandum dated 26 September 1990
- 6) RTC Maintenance
 - a) Plasmapheresis cooling - Roughton Design proposals dated 26 September 1990
 - b) Electrical power supply - Roughton Design's Report dated 26 September 1990.
7. RTC Consultants Job Plans
8. Personnel Matters
 - a) MLSO "On-Call" Travelling Expenses
 - b) RHA Christmas Arrangements - RHA Up-Date Publication dated 26 September 1990
 - c) Quality Assurance Appointment
9. BTS Computer Consortium Representatives
10. WHO Study Leave - Letter from Dr D Zoysa dated 27 September 1990.
11. Any Other Business
12. Date of Next Meeting

8 October 1990

Notes of a Management Group Meeting

Held on Wednesday, 10 October 1990

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

In Attendance:- Dr D Pegg for Item 3, Mr A Slopecki for Item 5

1. Matters Arising

a) RTC Equipment and Laboratory Refurbishment

- i) Discussion took place on the need to prepare and submit short term development proposals to the Regional Health Authority by the end of October. Particular mention was made to the requirement for access to a flow-cytometer and the proposal to share with the Haematology Department at Addenbrooke's. This matter would be discussed with the Acting Regional Scientific Officer.
- ii) The costs arising from the possible introduction of testing for Hepatitis C in 1991/92 was discussed with particular reference to the need to establish a counselling service. Dr Alain suggested caution and would not recommend the introduction of counselling until a confirmation system of results was firmly established.
- iii) A submission from the Computer Resources Group for a desk top publishing package at a cost of some £5,100 was received and it was agreed that the cost of this should be met from Trust Funds. JH

b) Budget Devolution

A letter addressed to District General Managers from the Regional General Manager indicating budgetary devolution arrangements for 1991/92 was noted. It was proposed that initially this would be done on the basis of block contracts with hospitals and the RTC which would provide time to enable a more refined costing system to be established from April 1992 onwards. Some concern was expressed at the lack of information provided to Hospital Consultant Haematologists and it was agreed that a copy of Mr Liddell's letter should be sent to them. JH

c) Computer Staffing

The revised job description for the Computer Co-Ordinator's post which was at present out to advert was received and agreed. JH

2. Regional Tissue Bank

Dr Pegg presented his draft discussion paper on the establishment of a cryo-preservation human tissue bank within the RTC. He explained there was a ready market for some items, particularly heart valves which would enable the unit to be cost effective. He also gave details of human bone tissue preservation which, although he was very interested in it, would require a much larger operation than he was proposing at the moment. Dr Pegg was asked to prepare a business plan covering a 4/5 year span.

Details of space requirements and conversion costs to be included. It was also necessary to obtain in writing a commitment from hospitals in the region for use of the services. Submission for funding would need to be made to the Regional Health Authority.

3. Blood Donors - Age of Retirement

Dr McDougall said that he had received a number of letters from long serving blood donors complaining that in East Anglia they were no longer able to give blood after the age of 65. This policy was at odds with the "1989 Guidelines for the Blood Transfusion Services" and the practices of other regions. It was agreed that Dr Blagdon's opinion on donors donating after the age of 65 would continue to be recognised while he was responsible for blood donors. However, a change in policy would be considered in the New Year which would be more closely in line with the "1989 Guidelines" provided donors had been regularly donating up to their 65th birthday. *JK - rev'd*

4. Requirements for a Manufacturing Licence

Mr Slopecki in speaking to his memorandum dated 26 September 1990 explained that the situation had changed recently. He understood that as a result of discussions within the EEC a product licence would not be required for blood and blood products and also uncertainty still existed in respect of manufacturing licences. No firm information had yet been received as to whether RTCs would be covered by a single licence held centrally by the National Blood Transfusion Service Directorate or whether each unit would act on their own initiative. However, it was agreed that whatever course was followed the standards required for licensing should be observed within the Centre and, therefore, operating procedures within the Centre should aim to meet the requirements of licensing as soon as possible. The Management Group gave support to Mr Slopecki in introducing these procedures and he was asked to submit his memorandum (revised) to Dr Gunson for information. *KS*

5. RTC Maintenance

a) Plasmapheresis Cooling

Mr Hawdon gave estimated costs for introducing cooling to the plasmapheresis suite which had been requested by Dr Rankin. Two options costing £5,400 and £4,400 respectively were submitted. It was accepted that during the previous summer the temperatures experienced were abnormal and it was doubtful whether the cost was justified. The hire of similar equipment for a short term might be a better solution. The proposal was deferred. *JK*

b) Electrical Power Supply

For information Mr Hawdon gave details of the difficulties being experienced with the mains and standby electrical power supply and reference was made to the report received from Roughton Design. A meeting of all interested parties had been arranged and a full report on the outcome would be made. *JK*

6. RTC Consultants Job Plans

It was agreed that job plans for RTC Consultants would be personally drafted and submitted to Professor Carrell for agreement.

7. Personnel Matters

a) MLSO "On-Call" Travelling Expenses

A memorandum from Mr Fletton concerning "on-call" staff travelling expenses was considered. The present system had been in operation since 1972. Taking account of the present staff removal of any limit would result in an additional cost of some £2,500 per annum. The difficulties experienced by staff was recognised and it was agreed that the return mileage limit should be revised from 20 miles to 30 miles. ✓

b) RHA Christmas Arrangements

The decision by the Regional Health Authority that staff employed at Headquarters would not be required to work on Monday, 24 December 1990 was noted. Unfortunately, this could not apply to the staff of the Blood Transfusion Service whose work in collecting and processing of blood on Christmas Eve was vital for the support of patients over the holiday period. ✓

c) Quality Assurance Appointment

It was reported that a Quality Assurance Officer had been appointed and would be taking up post very shortly. This would initially be for a fixed term appointment on Scale A during which time the appointee would be gaining experience and upgrading to Scale B would be decided on competence. ✓

8. BTS Consortium Representatives

Mr Hawdon said that due to the retirements of Dr Blagdon and Mr Madin new representatives of the Computer Consortium from Cambridge should be considered. Also it was Cambridge's turn to undertake the Secretary post for the next two years and he had been asked to take this on. However, he felt this post would be more appropriate for someone closely involved with the computer operation at the Centre. This was agreed. In the interim Mr Hawdon and Mr Madin would attend the next meeting and it was suggested to ensure some continuity that Mr Lambert went as a supernumerary. ✓

9. WHO Study Leave

A request from Dr Zoysa was considered and a response from Dr Voak was awaited.

10. Addenbrooke's Developments

Dr McDougall gave details of service developments on the Addenbrooke's site which included provision for a new Paediatric Hospital entailing new building work. The demand from this unit on the Blood Transfusion Service should be investigated.

11. Date of Next Meeting

The next meeting of the Management Group will be held on Tuesday,
23 October 1990 at 2.00 pm.