

Civil War

Anti-HCV Testing

NOTES OF THE MANAGEMENT GROUP MEETING

Monday, 11th March 1991

PRESENT: Dr McDougall (Chairman)
Dr Williamson
Dr Ouwehand
Mr Hawdon

IN ATTENDANCE: Dr Rankin
Mr Fletton (for item no. 8)

1. Matters Arising

a) Gulf Crisis

Dr Williamson reported on her discussions with Mr Gunson concerning the disposal of surplus blood stocks. The high cost of transport was causing difficulty in delivering to the Eastern European countries. Colonel Thomas of the ABSD was investigating and would be contacting us if the problem could be resolved.

b) Budget Devolution

i) Dr Williamson asked if Mr Mann (Management Accountant) could visit the Blood Products area to acquaint himself with the operation of the Department which would assist in his product costing work.

ii) There was some doubt expressed that hospitals fully understood the system of supply and payment which would exist from 1st April 1991. It was proposed that they should be informed of the base levels for all products upon which the RTC budget had been devolved to them. Any increase in services or supplies over this base-line would have to be paid for. This would apply to RTC blood and blood products grouping and testing reagents and BPL therapeutic products. Correspondence with Districts should be through the nominated personnel of which Mr Hawdon had the names.

iii) Dr Williamson would be writing to the National Directorate informing them that the planned level of production for 1991/92 would be on the basis of 24 tonnes.

c. Anti HCV Testing

Dr Rankin reported her discussion with suppliers of HCV kits and the equipment requirements. Some discussion took place on the possibility of joint purchasing with other Eastern divisional RTCs. If considered desirable this would be further investigated.

d. Staff Absences

Further discussions took place on action to be taken with staff who had been unable to attend work through bad weather (snow). In view of the difficulties in determining the merits of each case it was agreed that the staff involved would be granted a days leave.

2. Donor Selection - Age Limitation

Dr Rankin reported that she had now prepared documentation to implement the extension of donation for regular donors to the age of 70 years. Under normal circumstances, donors would continue to donate until the day before their 66th birthday. However, those donors who had been donating during the past twelve months could, if they so wished, continue to donate until the age of 70 years. In effect this would mean the day before their 70th birthday. Dr Rankin would be producing the appropriate letters.

3. Quality Assurance Staffing

Consideration was given to Mr Slopecki's report on the Quality Assurance Department's staffing. Some concern was expressed that if fully implemented the staffing costs would be in the order of £60-£70,000. Concern was also expressed that the second in line to the Quality Assurance Manager should not be a deputy. Both posts should stand alone. Following discussion it was agreed that the second in line post could be filled by a senior MLSO (MLSO 2) and this should be discussed with Mr Slopecki. The post could possibly be based on a two year rotation with other laboratories provided suitable staff were available. Dr Williamson and Dr Ouwehand would be discussing this proposal with Mr Slopecki.

4. Emergency Deliveries

i) Dr Rankin reported that drivers appeared to take longer to report in when on-call unless it was a blue lamp delivery. Mr Hawdon confirmed that response time should be the same irrespective of the category of the call and he would be taking this matter up with the Transport Manager.

ii) Mr Hawdon said that drivers returning with blood from morning sessions have been experiencing difficulty in finding staff from Blood Products to receive the blood. It was agreed that in future deliveries should be made to the Issues Department. (Later decided to nominate staff with a pager.)

5. Applications for Manufacturing Licences

The draft application for a manufacturing licence, prepared by Mr Slopecki, was considered and was agreed subject to minor alterations and final approval by Dr Williamson and Dr Ouwehand. The nomination of Production Manager would be further investigated.

6. Staff Training

Mr Hawdon gave further details of the application for a member of staff to undertake an Open University Certificate in Managing Services. It was agreed that two-thirds of the course fees would be paid with the proviso that the applicant remain with the BTS for two

years. Should the applicant leave the Unit before this time then a proportion of the fees would be recovered. Study leave as applied for would be granted. The applicant would be required upon completion of the course to submit to the Management Group a written report laying out the subjects covered and give an indication of their application to the management of the RTC.

7. Secretarial Staffing

- i) Mr Hawdon reported difficulty being experienced through sickness of the secretarial staff within his department and it was agreed that temporary staff could be engaged to cover.
- ii) It was considered that further training or training packages on word processors would be helpful and would, without doubt, strengthen the secretarial organisation. It was agreed that this would be referred to the Computer Resources Group.

8. Laboratory Staffing

- i) Mr Fletton expressed his concern and explained the problems which existed in the staffing of the Laboratories. He gave details of staffing ratios and absences for training, leave and sickness etc.
- ii) During the discussion which followed outline proposals were given on a revised structure for the Laboratories. Briefly, the Laboratories would be organised into three groups which could operate independently but, at the same time, would provide an integrated service. If agreed, some changes in areas of responsibility would follow. It was stressed that these plans were only proposals and were confidential. No firm decision would be made until the new Director took up his appointment.
- iii) Mr Fletton was asked to consider the proposed revised structure and give his views. He was also asked to indicate how he saw his own role within these proposals. It was suggested that equipment research and evaluation could feature within his remit.

9. Date of Next Meeting

The next meeting of the Management Group will be held on Monday, 18th March 1991 at 10 a.m.

14th March 1991

DH/JB