

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

20 September 1993

Present: Dr McDougall
Dr Ouwehand
Dr Williamson
Mr Hawdon

Apologies: Dr Caffrey

1. MINUTES of LAST MEETING

The minutes of the meeting held on Monday, 13 September 1993 were accepted as a correct record.

2. MATTERS ARISING

a) Brentwood Collaboration

It was agreed that a number of matters had been satisfactorily progressed at the meeting with the Brentwood Management. It is, however, to be seen whether or not the imbalance in diagnostic work between Centres would be redressed. Dr Ouwehand proposed that the price of Cambridge Phenotype Blood should be re-considered together with providing to Brentwood a small bank stock. It was agreed that products should be recharged but, for a further period, costs for services would remain uncharged. Mr Hawdon would discuss this with the Brentwood Business Manager.

Although in the long term the question of processing should be considered it was agreed no action should be taken at present.

Action: Mr Hawdon

b) Supplies Study

Mr Hawdon reported on his meeting with Mr Keith Mason of the NHS Supplies North East Thames Division. The report could be modified to take account of any views we may have. It was always the intention that the RTC as the customer would dictate the specification of the contract. Arrangements were being made for Mr Mason to discuss the team supply proposals with Dr Caffrey and a presentation of the proposals would be made to the BTS Executive by senior management of the NHS Supplies Authority.

Action: Dr Caffrey

c) NBA RTDs/Chief Executive Meeting

Dr McDougall gave a detailed report on the recent NBA RTDs/Chief Executive meeting. Considerable discussion had taken place on the plasma requirements over the next three-five years and the estimated demands of various plasma fractions. A number of committees had been established to undertake investigations and report into the various future responsibilities of the NBA.

The meeting had included a presentation on the introduction of a donor card system throughout the NBTS. The meeting was also attended by the Management Consultants, Bains & Co, who indicated their approach to the strategy consideration for the NBA.

3. PETTY CASH

Dr Ouwehand raised the issue of petty cash requirements within the Centre. It was reported by Mr Hawdon that the current petty cash imprest of £250 should be sufficient to cope with most situations. Under normal circumstances, all supplies to the Unit should be subject to the official ordering procedure. However, the petty cash account could be used routinely up to a maximum of £10 when it was either not appropriate or not possible for the official ordering procedure to deal with the situation. Exceptionally, sums in excess of this could be approved by the Director or Mr Hawdon. Dr Ouwehand recounted a number of occasions, particularly in respect of samples or test material being received from overseas, which would not be released from the airport without payment either by cheque or cash. It was agreed that if this was a regular occurrence, it might be appropriate for an account to be raised to overcome these difficulties. This would be investigated.

Action: Mr Hawdon

4. SUPPLIES ORDERING PROCEDURES - CHEMICALS

In response to an enquiry by Dr Ouwehand, Mr Hawdon had investigated the re-ordering procedures for chemicals. Memoranda by Dr Rankin and Miss Stubbs indicated the re-ordering procedure was the minimum that could be expected when ordering this type of material and did not appear to be over-complex. Dr Ouwehand agreed to discuss this with those concerned.

Action: Dr Ouwehand

5. ROUTINE HOSPITAL DELIVERY ROUNDS - TRANSPORT

Dr Ouwehand reported a recent incident when no blood deliveries were delivered to Bury St Edmunds. Transport did not make this call and as a result the antenatal samples waiting to be collected were overlooked. Mr Hawdon agreed to investigate.

Action: Mr Hawdon

6. HEPATITIS B ANTI CORE TESTING

It was noted that a memorandum received from the NBA Director of Finance and Administration indicated that provision within the Business Plan for 1994/95 should be made for the introduction of Hepatitis B Anti Core Testing.

7. ANTENATAL SCREENING SERVICE

Dr Ouwehand reported that the DoH initiatives for preventative medicine could apply to the Regional Antenatal Screening Service and it was agreed that Dr McDougall should raise this matter with the Director of Public Health enlisting support.

Action: Dr McDougall

IN CONFIDENCE

PART II

8. FINANCE and BUSINESS MANAGER

Mr Hawdon reported that Barry Savery had indicated his interest in the appointment of the Finance and Business Manager and it was agreed that Mr Savory should be asked to act as an outside Assessor for the appointment.

9. STAFFING MATTERS

Blood Collection Sector

a) Dr Williamson reported on the conclusions of her investigation into an incident which had resulted in the wrong product being delivered to Addenbrooke's Hospital for patient treatment. It had been difficult to determine exactly the truth from the various statements but it had been proven beyond doubt that the member of staff, Mrs M.H., had acted contrary to instructions. Taking account of all the circumstances, the Executive agreed that Mrs M.H. should be counselled concerning the seriousness of her actions and advised strongly on correct procedures.

b) Dr Williamson reported on her enquiries into an incident involving an 'on-call' MLSO, Mr R.U., resulting in major errors concerning antenatal investigations. The member of staff involved had been interviewed and acquainted with the seriousness of the incident. He had been withdrawn from the 'on-call' roster for a period of retraining. A detailed report of the interview was being prepared.

c) Immunohaematology

Dr Ouwehand reported on a request from a member of staff to vary hours of attendance. Mr Hawdon confirmed that the contractual hours of 37 hours could be varied by agreement between Sector Heads and staff. It was a decision for the Sector Head.

d) Blood Collection

At the request of Dr Caffrey, Mr Hawdon reported on the long hours which had been worked by Mrs F.F. in establishing the Blood Collection team in Norwich. It was recognised that these hours could not be properly calculated retrospectively but amounted to a considerable number in excess of her contract. The success of the outposted team could only have been achieved with this input. It was agreed that this input should be recognised. The Executive authorised that a payment should be made to Mrs F.F. calculated on a maximum of three hours overtime per week from 1st February until 31st August 1993.

10. BRITISH COUNCIL - MEDICAL TRAINING

Dr Williamson informed the Executive that an approach from the British Council had been received for a training placement for a Mauritian doctor. A copy of the cv was awaited when consideration would be given to this request.

Action: Dr Williamson

11. LOCUM MEDICAL STAFF

There had been no success so far in attracting a suitable candidate for a locum medical appointment. It was agreed that this should be pursued and at the same time the possibility of strengthening the second line management of sectors should be investigated.

12. DATE of NEXT MEETING

The next Executive Meeting will be held in the Committee Room on Monday, 27 September 1993 commencing at 10.00 a.m.

DNH/JB
24.9.93