

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

5 July 1993

Present: Dr McDougall
Dr Ouwehand
Dr Williamson
Dr Caffrey
Mr Hawdon

In attendance: Dr Voak (for Item No. 3)

1. Minutes of Last Meeting

The minutes of the meeting held on Monday, 28 June 1993, were accepted as a correct record subject to the following addition:

Minute 13 - Sterilisation - Dr Williamson reported on a letter from Mr Cutts, Regional Steriliser Engineer Consultant. The present equipment does not fulfill the requirements for "dirty" waste. It was, therefore, necessary to consider revised arrangements for dealing with the disposal of blood and material from the research laboratories. It was agreed that Mr Fletton should be asked to investigate the options available for dealing with this matter and provide recommendations."

Action: Dr Williamson

2. Matters Arising

a) Blood Deliveries

Dr Williamson said that in discussions with colleagues at Newcastle it was discovered that when the missing blood eventually arrived it was immediately unpacked. This did not provide an opportunity for the condition of the blood (temperature) to be recorded. This incident had revealed the need to have an SOP to cover such eventualities.

Mr Hawdon said British Railways (Red Star) had accepted responsibility for the financial loss. He had written expressing his concern over the appalling service which resulted in the loss of the 100 units of blood. Alternative means of transporting blood to other Centres would be investigated.

Action: Mr Hawdon
Dr Williamson

b) BTS Social and Welfare Committee

It was reported that the meeting held on 1st July 1993 had decided to ask the last elected Committee members to formulate proposals for the continued operation of the Committee. Future funding was considered, bearing in mind that donations from RHA Trust Funds would no longer be available. Dr Ouwehand suggested the possibility of providing a contribution from within the RTC resources.

c) Session MOs

Dr Caffrey reported on a very successful meeting with session MOs when the proposals for improving donors reception and the introduction of a revised questionnaire were in general welcomed.

d) Immunohaematology

It was confirmed that the handover of the refurbished laboratories would be made p.m. 5 July 1993.

3. Capital Submissions

Consideration was given to the capital submissions received from all Sectors and amendments and phasing were agreed in accordance with the attached schedule.

Action: Mr Hawdon

4. Donor Session - Huntingdon

Dr Caffrey reported on a strongly worded letter received from a donor giving blood at the recent Huntingdon session. A copy of the letter had been sent to the Prime Minister.

5. Laboratory Electrical Equipment and Safety Testing

Consideration was given to a memorandum from Mr Fletton dated 1 July 1993 concerning procedures for releasing urgently needed equipment in the absence of Mr Lynn. The Executive could not accept the proposal and felt Mr Fletton should be asked to provide recommendations for the procedure to be adopted on such occasions.

Action: Mr Hawdon

6. Brentwood Collaboration

Dr Williamson reported on information from a London hospital stating that the availability of Paediatric FFP via Brentwood RTC was not generally known. She had discussed this with a colleague at Brentwood who would be raising the matter with Dr Harrison.

An meeting to assess progress should be arranged with Brentwood Centre some time in the next two months.

7. Anti-Hepatitis B COR Testing

Dr McDougall reported that Dr O'Brien had supported the submission for financial provision to cover the introduction of Anti HBc Testing. A decision from the Regional Finance Manager was awaited.

8. RHA/NBA Chairman - Sir Colin Walker

Dr McDougall said that Sir Colin had expressed his appreciation for the presentation on 11 June 1993. He also expressed a wish to visit the Centre informally to walk around and meet staff. Arrangements for this would be made in due course.

IN CONFIDENCE

PART II

1. Staffing Matters

- a) A memorandum from Dr Ouwehand dated 30 June 1993 on Senior Medical Staff Training was noted and received.

b) RTC Senior Staff Replacement

The job description for the Administration and Finance Manager was confirmed. The distribution of copies was agreed. Mr Hawdon was asked to investigate the costs of advertising nationally.

Action: Mr Hawdon

c) Director - Professor J-P Allain

Consideration was given to the Court decision on Professor Allain which was due on Tuesday, 13 July 1993. It was agreed that the Centre would refer all enquiries to the RHA. A memorandum to all staff reminding them that the Court's decision is due and of the RTC policy would be circulated. The RHA Public Relations Department should be made aware of this action.

Mr Hawdon would be informing the switchboard and Issues Department that press and media enquiries should be directed to the RHA. Any difficulties with the press should be referred to Members of the Executive.

d) Tissue Bank

Dr Caffrey reported that the MLA appointment had been made to the Tissue Bank and this would entail a transfer from Blood Components.

4. Date of Next Meeting

The date of the next meeting will be held in the Committee Room on Monday, 12 July 1993 commencing at 10.00 a.m.

DNH/JB
9 July 1993