

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

28 June 1993

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

1. Minutes of Last Meeting

The minutes of the meeting held on Monday, 21 June 1993, were accepted as a correct record subject to the following amendments:

- a) Minute 5 - TRACE Consortium - Dr Ouwehand ... costs of producing a leaflet designed to provide full details of the operation
- b) Minute 9(a) - Equipment Funding - Dr Williamson reported that a grant of some £30,000 had been provided from the MRC to fund the Flow Cytometer.

2. Matters Arising

a) Applications for Higher Education Support- (Training Budget)

Difficulties were being experienced in making funds available to sectors for individual training. Mr Hawdon was asked to provide a breakdown per Sector of the previous years's expenditure.

b) Human Tissue Bank

Subject to a minor amendment, the job descriptions of Dr Caffrey and Dr Pegg were agreed.

c) NBA

RHA Services

- i) Mr Hawdon reported on discussions with the Head of the RHA Human Resources Department. The RHA would be providing a breakdown of requirements for the transfer of staff contracts to the new NBA from 1 April 1994. It was anticipated that the RHA would provide support to cover the transfer.
- ii) Dr McDougall referred to the special contracts of the University Lecturers which would continue to be held by the Cambridge University. However, it would be necessary for Honorary NHS Consultant contracts to be provided from the NBA. It was agreed that Mr Savery should be informed. A check with the RHA Medical Staffing should be undertaken to see what action was proposed.

d) Capital Submissions

Capital submissions had been received for consideration by the Executive and would be made at the next meeting on Monday, 5 July 1993.

e) Official Communications/Statements

It was agreed that this matter should be reported at the next Senior Staff meeting which will be held on Monday, 2 August 1993.

f) Donor Testing

Further investigation into the Maintenance Contract for the Technicon AG.16Cs had revealed that, without a formal maintenance agreement, call-out time could not be guaranteed and there could be difficulty in obtaining parts. In view of the degree of dependency upon this equipment, it was agreed that the maintenance contract should continue for a further twelve months.

3. Reception Refurbishment

To complete the refurbishment of the Reception area, it was necessary to decide on the artwork for display. Dr Ouwehand agreed to research this and produce proposals.

With regard to the reception desk, Mr Hawdon thought this was too high to provide (a) a pleasing aspect to visitors and (b) the required vision for receptionists. He proposed this should be lowered and this was agreed. If funds could be made available the stairway to the first floor should be refurbished in line with the reception decor.

4. BPL Products - HCV

Dr Williamson referred to the recent correspondence from Dr Martlew and the press coverage concerning blood products contaminated with the Hepatitis C virus, and questioned the action which should be taken to reassure hospitals and staff.

There is also concern that the NBA should provide sufficient information to Centres to enable an audit of protocols to be undertaken. A letter expressing these sentiments had been sent to Dr Gunson. It was further agreed that staff should be informed that products from Cambridge were not involved in this contamination.

5. Addenbrooke's Hospital - Autologous Transfusion

Dr Williamson reported on discussions with Dr Baglin concerning undertaking the proposals for autologous transfusions locally. The proposal was that the BTS should be involved in the testing only and it was agreed that a cost of £25 per test should be charged.

6. Blood Deliveries

- a) Dr Williamson reported on an incident over the weekend when a second on-call driver was not available. It had been necessary to ask the police to give an escort to a taxi to deliver blood. It was recognised that current arrangements did not guarantee always for there to be a second on-call driver available. The incidence of this however was not great. This would be covered in the review of transport requirements.

- b) Dr Williamson reported on a incident in which blood transported by rail to Newcastle did not reach its destination in time resulting in the loss of 100 units. Mr Hawdon was unaware of this occurrence and would follow this up with the Red Star management.

7. Reagent Products

Dr Williamson reported on requests from a Dr Mills of the Clinical School for the purchase of AB Serum (CMV Negative) for research purposes. It was considered that as the product could be delivered without packaging, the product could be discounted to £40 per unit.

8. Reagents Coldroom

A report had been received from Dr Voak about possible problems with the Coldrooms F19 and F20. Mr Hawdon gave a report on the information he had so far concerning F20 which was now over twenty years old and with the possible problem of a breakdown in insulation. A report was expected from General Refrigeration together with a cost for remedial work. He had also asked engineers from Roughton to advise on the urgency of repairs. It was likely that the cost of the full refurbishment of this area would be in excess of £20,000 and a capital submission should be made to cover this in 1994/95.

9. BSC - Anglia Polytechnic

The Executive were pleased to be informed that David Wenham would be involved in constructing a module on Transfusion Medicine to be included in a BSC Biomedical Sciences Course to be run by the Anglia Polytechnic on the initiative of Mr David Reardon.

10. BTS Social and Welfare Committee

It was reported that a meeting of staff from all Sectors would be held in the Committee Room on Thursday, 1 July 1993 to discuss the future of the RTC Social Club. This was in response to a request from the Executive.

11. Sessional MOs

Dr Caffrey reported that a meeting of Sessional MOs would be held at the Centre on Saturday, 3 July 1993. One of the main subjects on the agenda would be a review of the draft proposals for the medical selection of donors. Dr Caffrey had prepared in draft a response to Dr Gunson.

12. Immunohaematology

Dr Ouwehand reported that the refurbishment of the Immunohaematology areas was due for completion shortly. In view of this it was anticipated that the laboratory office would be available for plasmapheresis with effect from 1 August 1993.

Dr Ouwehand reported that on completion of the alterations there would be a shortage of office space. Dr A.R. and Miss J.D. would be moving into F22 and temporary arrangements would be necessary for his own office accommodation. He asked whether improvement to the flooring in F22 could be achieved. This would be investigated.

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PART II

1. Staffing Matters

a) Transfers of Staff between Sectors

To ensure that the sector budgets reflected these changes, Mr Hawdon requested that all Sector Heads should make a formal report to his department on the transfer of any staff between sectors.

b) Switchboard

Mr Hawdon reported that Mrs Susan Claxton had been appointed as Receptionist on a part-time basis for mornings only. Her induction would commence immediately and she would be visiting each Sector in turn, initially for a brief description of the activities in each area. Further visits would be arranged in future.

c) Staff Contracts

Mr Hawdon reported that the contracts for two members of staff would not be confirmed.

d) Virology Sector

A report from the Regional Health Authority on the grading of Mr I.R. was discussed and agreed subject to available finance.

4. Date of Next Meeting

The date of the next meeting will be held in the Committee Room on Monday, 5 July 1993 commencing at 9.30 a.m.

DNH/JB
2 July 1993