

IN CONFIDENCE

A Meeting of the Executive Committee will be held
in the
Committee Room on Monday, 15 March 1993 at 10 a.m.

A G E N D A

1. Minutes of the Last Meeting - Monday, 8 March 1993
2. Matters Arising:
3. Any Other Business
4. Date of Next Meeting - Monday, 22 March 1993 at 10 a.m.

DNH/JB
12 March 1993

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

8th March 1993

Present: Dr. S.M. McDougall (in the Chair)
Dr. Lorna Williamson
Dr. W. Ouwehand
Dr. Elizabeth Caffrey

Apologies: D. Hawdon

1.0 MINUTES OF THE MEETING HELD MONDAY, 22nd FEBRUARY 1993

These were accepted as a correct record.

2.0 MATTERS ARISING

a) Human Tissue Bank

Drs. McDougall and Williamson reported on a meeting which they had held with Drs. Marcus and Pegg regarding the transfer of bone marrow to the Tissue Bank. It had been agreed that Dr. Marcus would produce a specification detailing both numbers of procedures and responsibilities of Tissue Bank staff with regard to each procedure. This could form the basis of a firm agreement with the Tissue Bank and the basis for costing. The financial implications were that the costs of marrow processing could be recovered from Districts in their contracts for bone marrow transplantation, and it was recognised that this would probably have to be reconciled retrospectively. A further meeting had been arranged for April 1993. It was felt that further discussion on the Haemonetics V50 should be deferred for the time being.

b) Collaboration with Brentwood RTC

Final reports from Sector Heads on areas of agreement would be required for the next Executive Meeting on 15th March 1993. There was sufficient interest among staff members to have another open meeting, probably the week beginning 22nd March 1993.

c) Computerisation

At the last Senior Staff Meeting Sector Heads had been asked to provide Robin Lambert with a list of computer requirements for 1993-94. It was agreed that Robin Lambert should be invited to attend the Executive Committee Meeting on 22nd March 1993 to prioritise requirements.

d) **Blood Packs**

Negotiations between the NHS Supplies Organisation and Baxter were continuing. A letter had been received freezing prices for a further three months.

e) **MLSO Rotation**

It had been agreed at the last Senior Staff Meeting to move an MLSO from Blood Products to Reagents. This may mean a delay in Miss H.F. taking up her new senior appointment in Immunohaematology. It was agreed that if a transfer were delayed beyond four weeks it would be appropriate to upgrade her salary to MLSO 2 for the remainder of her time in Reagents.

f) **University Appointments**

Dr. McDougall reported on a meeting with Professor Carrell outlining the likely arrangements for a further research appointment in Virology.

g) **RTC Refurbishment**

It was possible that the Plasma Unit may have to close for a short time while rebuilding took place. One possible temporary site would be the Antenatal Office. It was agreed that Drs. Caffrey and Ouwehand and Mr. Hawdon should meet to coordinate the respective refurbishment of Antenatals and the Plasma Unit.

3.0 COMPUTER - STAFF TRAINING

A request had been received from Mr. Robin Lambert for himself and Mr. Steven Upshaw to attend a training course in MUMPS computer language prior to the RTC taking over maintenance of the APS System from Stalis in two years' time. In view of the considerable expense of the training, it was felt appropriate for Robin Lambert to attend the first possible training course, and for Mr. Upshaw to be trained the following year. However, Dr. Ouwehand wondered whether COR could offer any training in MUMPS and offered to raise this issue at the Consortium Meeting to be held on 9th March 1993.

4.0 REAGENTS - EQUIPMENT REQUEST

Dr. Voak had requested a further quarantine cage costing over £200, as the cage already purchased was not suitable for large vessels. Dr. Williamson would obtain further details of what was required from Dr. Voak and Mr. Slopecki, as the request followed a recent internal audit of Reagents.

5.0 RECEPTION FURNITURE

An agreement was reached on soft furnishings to be purchased within the previously agreed budget price. Dr. McDougall wondered whether wall paintings could be purchased from the Addenbrooke's stock of prints.

6.0 ANY OTHER BUSINESS

6.1. Coagulation NEQAS

Now that Factor VIII assays were being performed in-house, Dr. Williamson felt it critical that the Centre participate in the NEQAS Coagulation Scheme. This would cost £273 per year. This was approved.

6.2 BPL Products

Dr. Williamson reported on a suggestion raised by a BPL representative of the possibility of a joint purchasing agreement with North East Thames, which could result in lower prices for BPL products. It was agreed that this should be pursued if possible. *Dr. Williamson undertook to write to Dr. Robin Thorpe at NIBSC re the source of plasma in some commercial fractionated products.*

6.3 Car Parking

Dr. Caffrey wondered whether it would be possible to increase the number of staff members with priority passes for car parking as there often seemed to be empty spaces in the priority car park. It was felt that it was too early to fully assess use of these spaces, but the situation would be monitored.

6.4 Business Managers' Meeting

Dr. McDougall reported on behalf of Mr. Hawdon who had attended this meeting.

- a) There would be a National Records Working Party set up to consider records storage within the BTS. This will report in six months.
- b) Dr. Gunson had reassured the meeting that there would be no major changes to RTC Management without full consultation, although the future of the Business Managers' Meeting remained in some doubt.
- c) South Thames RTC had submitted an option appraisal to the NBA. It was agreed that it was important that Cambridge should proceed with its previously discussed position paper on 'Research in Transfusion Medicine'.
Dr. Williamson to discuss with Professor Allain.
- d) Job Evaluation - As there was some disparity in grading of staff between RTCs, it may be that the NBA will institute a job evaluation scheme, as has taken place at the Regional Health Authority.
- e) The Wessex RTC were experiencing difficulties because their building was sited on Hospital Trust property. Dr. McDougall had had preliminary discussions with the RHA on our position, and it was hoped that a long leasehold with a nominal rent could apply.

6.5 Anti-Hepatitis A Plasma

A letter had been received from BPL reporting that anti-Hepatitis A plasma with a titre of 50 iu/litre would be acceptable. *Dr. Williamson would try to obtain information on the suitability of vaccinated donors.*

6.6 National Frozen Bank

A letter had been received from Dr. Ala increasing the bonus to RTCs sending rare units to the Frozen Bank. *Dr. Ouwehand to take any action necessary.*

6.7 Specific Plasmas

A letter had been received from Dr. Gunson confirming our bids for specific plasmas and requesting details of virology test kits. *Dr. Williamson to action.*

6.8 Regional Tissue Bank

Dr. McDougall reported that he and representatives from the Centre would be meeting with a representative from University of York to discuss the future of contractual arrangements for Dr. Pegg.

6.9 Staff Upgrade

Dr. Williamson had received a request for upgrading a member of the Donor Testing staff. It was agreed that full job description should be obtained.

7.0 DATE OF NEXT MEETING

Monday, 15th March 1993 at 10 a.m.