

MINUTES OF THE SHOT STANDING WORKING GROUP MEETING
at University College Hospital on 27th May 1999

ACTIONS

PRESENT:

Claire Atterbury	CA
Debbie Byrell	DB
Hannah Cohen	HC
Hilary Jones	HJ
Elizabeth Love (Secretary)	EL
Derek Norfolk	DN
Kate Soldan	KS
Audrey Todd	AT
Lorna Williamson (Chair)	LW

1. Apologies

David Gozzard	DG
John Revill	JR

LW welcomed Kate Soldan to her first meeting of the SWG

2. Standing Working Group 28.04.1999

Corrections:

Page 1 note spelling of Claire Atterbury

Page 4, Item 6. LW had subsequently discovered that the NBS is not intending to purchase Formic 3.

3. Matters Arising

3.1 Irradiation of Blood Components for lymphoma

Carry forward to next meeting

3.2 Reports for Blood Banks

EL said that before sending a SHOT report to Scientific Heads of Blood Banks we need to be assured of the additional income from the BSH for an additional 500 copies of the Annual Report. It is difficult to account for BSH money if it is not paid directly into the SHOT budget. If it is not paid directly into SHOT budget it does not appear on any financial statements. EL said that NBS accounts were audited in total and the SHOT budget could not be separately identified from the formal accounts except in the Financial Report which is also copied in the Annual Report and has been so for the first two reports. It would be helpful to the BSH the NBS could send an invoice.

HC will write to the President of the BSH explaining the problem.

HC

EL will speak to Steve Morgan to ask for a letter indicating that the SHOT budget is a separate entity and is ring fenced.

EL

3.4 a. Bacteriology Investigation

KS confirmed that this had not been fully circulated but is extant as a controlled document and has been endorsed by the MSBT.

It was noted that there was a need to emphasise consultation with

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hospital microbiologists in future revisions. LW to write to Pat Hewitt noting our comments.

LW

AT said that there was no equivalent document in the SNBTS and she will raise this issue in Scotland.

AT

b. Donor Arm Cleansing Protocol

KS said that this is in the final stages but has not yet been implemented. LW to write to Jean Harrison to try to drive this forward.

LW

3.5 SHOT Assistant Co-ordinator

EL to advertise locally. DN/EL and a Personnel Representative to be on the interview panel.

4. Launch 2000

• **HJ discussed a revised timetable.**

It was noted that problems with DN's e-mail contributed to delays last time but there were other causes for delay. HJ/DN to liaise regarding improving communications and practical issues. A format for the report must be specified in advance.

• **Responsibility for Chapters**

<i>Chapter</i>	<i>Primary Writers</i>	<i>Secondary Writers</i>
IBCT	HJ EL	AT CA/HC
ATR/DTR	AT EL	DB
Augologus	To be included in overview	AT
Trali/PTP/GVHD	LW	
Near Miss	JR.AT	
Infection	KS JB	
Overview of results	HJ EL	HC
Introduction	DN	
Main Findings/Recommendations	LW ALL	
Forward	HC	
New Developments/Future	LW	
Aim Education/Activities etc	HJ	
Overall Organisation/System	HJ	

- **All members to update HJ on educational activities/publications** which have taken place/will take place in the reporting year.

All

- **The autologous system** is not well subscribed at present. A "Nothing to Report" card will be sent.

HJ

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LW will approach Mike Thomas to ask if ATSIG can promote the scheme. LW

Information on autologous donation incidents will be obtained from the blood services. HJ

• **Media Support**

LW had spoken to Peter Gibson who is not sure if he will be available. He wished to know more about the requirements and LW will plan to meet him in the near future. LW

AT said that Marie Thornton could also be a useful person to contact if necessary.

• **Printer**

HJ tabled a summary of her enquiries of local printers. A company called Alpha Graphics seems the most likely candidate. EL/HJ to check samples. EL/HJ

• **Launch Date**

- 15.03.2000
- Venue: Royal College of Pathologists (Capacity 100)

• **Provisional Timetable**

- Press Launch : 11.00 to 12.00
- Lunch 1.00 til 2.00pm
- Programme 2.00 til 5.00pm

• **Actions**

LW to draft guest list	LW
LW to draft provisional programme	DN
Book room at RC Path for 14th and 15th March 1999	HJ
Investigate costs of lunch/refreshments	HJ
Ask Ted Gordon Smith to chair	HC
Redraft Timetable	HJ
Book Accommodation at Royal College of Physicians for	HJ
HJ/EL/LW	
?? There may be a possibility of staying at the RAC club - check with Ted Gordon Smith nearer the time.	

5. Budgeting and Future Funding

LW had written to Prof. Cash President of the BBTS who will discuss further funding for SHOT at the next council meeting.

Draft budget and Business Plan for 2000/2001 will be required around September/October 1999. Possible developments are as follows:-

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- Autologous Pilot Study - ? Increase office hours for a further 0.5 WTE A+C 2 or 3
- ? increased present A+C 3 to 4. A job description is needed.
- Identify medical time (will not be in the budget).
- ? increased rental for new accommodation when this has been identified.

6. **Database Support**

A reply from Barry Savery was noted. It was agreed that there is a need to fix times to identify the changes required for each year and this would be best done in April/May.

It was agreed that current changes should be completed and further changes agreed for April/May 2000. The SLA proposals made by Barry Savery were agreed and it was noted that there will be no cross charging for this service.

Regarding Formic 3 HJ said that it is not so useful for text reading as it only operates at a 75% accuracy level. It is good for market surveys but not for the level of complexity of the SHOT questionnaires.

LW to reply to Barry Savery.

LW

EL/HJ to draft SLA

EL

7. **Review of Terms of Reference**

These were discussed and amendments agreed.

It was questioned whether adverse events to progenitor cell procedures etc. should be included. It was generally felt that this would be a separate system - not within SHOT. HC to write to Chair of the BSH (Isabel Walker) to seek her opinion.

HC

8. **Nil to Report Cards**

HJ tabled revisions from previous meeting. HC will write a short introductory letter explaining the concept of receipts.

HC

9. **Haemodilution/Cell Salvage**

It was agreed to ask Dafydd Thomas and Mike Desmond to comment on a draft questionnaire and to contact John Mortimer (SHOT Steering Group) on how best to deal with this topic.

EL/HJ

10. **Links with CPA/NEQAS**

There is NEQAS representation on the Working Group this has now been build into Terms of Reference. AT noted that NEQAS is willing to assist with any investigation of DTR's if requested using different technology.

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It was not clear when CPA is intending to discuss the suggestion for receipts. EL will contact Jim Murray who is taking over as the Chair of CPA Haematology SAC.

EL

11. Website Development

Through HJ, DG had indicated that this is going well. He wishes to put SHOT on his local hospital website where it will be accessive for conversation discussion. It was agreed that this is an acceptable arrangement during the development phase. It will be necessary to draft a list of links for the website and HC will ask the Steering Group members for their suggestions.

HC

12. National IT Strategy

There was great enthusiasm for a study day/work shop to discuss the problems/solutions of bedside recording. The end of September 1999 would be a suitable time and a possible venue would be Manchester Blood Centre. Week commencing 27th September would be preferred with a rough timetable from 10.30 to 3.30pm.

Provisional attendees would be:-

Members of the SWG and SACIT, Paul Kelsey, Mike Murphy, Ian Cumming, Frank Boulton, Brian McClelland, Mike McGovern.

AT/EL/CA/HJ/DB/HC will agree a programme and suggest sponsors.
EL to discuss attendee list with Mike Murphy.

EL

EL to talk through links with hospital IT and the national IT strategy with Ian Cumming.

EL

Possible title for the meeting:-

"Increasing the Safety of Blood Transfusion at the Bedside".

Possible key presentations:-

- Brian McClelland or Audrey Todd - Total Quality Management
- Mike Murphy
- Hospital IT systems - Ian Cumming
- Pharmacy Prescribing Systems
- Available systems ? could companies invite expert speakers

13. Any other business

13.1 Blood Handling Guidelines

Due for publication in transfusion medicine in October 1999.

13.2 CSC Update

KS said that revised forms are now being used for PTI investigations.

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13.3 European Haemovigilance

EL and LW had received a report of the HAEMAN Feasibility Project. EL will be invited to a further meeting of the expert group in due course. HC requested a copy of the HAEMAN Feasibility Project. **EL**

It was noted that Canada is setting up a Blood Safety Committee.

14. Date of Next Meetings

28th June 1999	Steering Group
30th November 1999	Writing Group