

**SHOT Standing Working Group
Minutes of Meeting - Wed. 28th April 1999
Held at University College Hospital**

Present:		ACTION
Clare Atterbury	CA	
Debbie Birrell	DB	
Hannah Cohen	HC	
David Gozzard	DG	
Hilary Jones	HJ	
Elizabeth Love (Secretary)	EL	
Derek Norfolk	DN	
John Revill	JR	
Audrey Todd	AT	
Lorna Williamson (Chair)	LW	

1. **Apologies:**
None - All members present
2. **Welcome to new members**
LW welcomed Clare Atterbury, David Gozzard and Hilary Jones.
3. **Minutes: Standing Working Group : 21.10.98 and Steering Group : 18.01.99**
Accepted as correct

Matters Arising

No matters arising other than those on main agenda

4. **Review of the launch and proposals for next year's launch**
- 4.1 **Review of the Launch**
Press attendance had been poor because of a clash with the RCN conference. However, there had been plenty of opportunity for media interviews. There had been a tendency for the press to refer to SHOT as a "pressure group" or a "watch dog". There is a need to decide a suitable counter to this for next year.

In general favourable comments have been received. EL had received one adverse comment from a DGH Haematologist who had complained that haematologists should be allowed to receive the report ahead of press enquiries. EL had sent a suitable reply.

LW had received a letter from Prof. Alan Burnett concerning possible modification of BCSH guidelines for blood component irradiation to include B cell lymphoma. DG is on the Clinical Task Force of BCSH, which is producing a new clinical guideline for lymphoma care and he will maintain a link with SHOT. The issue of irradiation will be considered as part of the new guideline.

DG

There was concern that there had been insufficient funding to allow Scientific Heads of Blood Banks to receive the full report.

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Hannah Cohen said that the BSH had agreed to grant £5,000 for each of the next two years. Some of this money can be used to print additional reports for Scientists in Charge of Blood Banks. HJ to assess numbers of additional reports required.

HJ

HC to try to press the BSH to send cheques directly to SHOT as it is extremely difficult to manage the situation whereby the BSH pays only direct invoices. It is worth noting that the BBTS were quite happy to pay a cheque for £5,000. to SHOT.

HC

There has been further feedback on the microbiology guide referred to in the report. In general this had been perceived to be poorly applicable to hospitals and had not been distributed consistently. LW to check what follow up is being conducted and also the status of the donor arm cleansing protocol.

LW

4.2 Proposals for next year's launch

There was considerable discussion on how the launch should be handled. In general it was perceived that a pure media launch was not desirable and ideally the launch should be at (precede or follow?) a more extensive meeting/symposium. The question was whether to restrict attendees to an invited list or open it up to haematologists and heads of blood banks and other interested individuals. No final decision was made.

The following action list was agreed:-

- Ascertain availability of venue for 2000 launch ? RCP
?RCPath. Need capacity, dates and costs.
- Investigate clashes with other meetings eg: BSH, TM2001, RSM/BBTS
- Investigate availability of Ted Gordon Smith
- Ask NCEPOD for guidance on invitation list
- Check with BSH re: their feelings on **not** presenting the findings at the spring meeting 2000.
- Investigate dissemination of the report on a formal basis e.g. by e-mail via BSH reps.
- It was noted that an invited talk on haemovigilance (Luc Noel) was planned for EHA. SHOT would explore the possibility of a free communication.

EL/HJ

HC/LW

HC
LW

HC

HC

5. Feedback on Annual Report

See 4.1 above

The following points were also discussed:-

Timetable

It was agreed that the timetable for the '99 launch did not work optimally. The circumstances were unusual with the departure of

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Susan Lowe at the end of December and Hilary Jones' unavoidable sick leave.

There was a discussion on whether the Steering Group meeting to approve the report could be brought forward to December '99 but this then places intolerable strains on the timetable for the first draft of the report.

The following dates were therefore agreed:-

Steering Group	10.01.2000 at 2.pm preceded by the	HC/JR/LW
Standing Working Group	10.01.2000 at 10.am.	

Media Support

LW will investigate whether Peter Gibson would be available to provide media support for the 2000 launch. LW

Printer

There had been considerable problems at the last minute but this was felt not to be the fault of the printer but confusion over the final proof reading. It will be essential to timetable in formal proof reading leaving adequate time. There will be an advantage in dealing with a local printer. HJ to investigate. HJ

HJ agreed to provide a draft launch timetable for the next meeting on 27th May 1999. HJ

EL summarised the spending on this year's report and launch. This had reached approximately £20,000 i.e. £4,000 over budget. There had been sufficient surplus to deal with this.

There was discussion as to the whether spare summaries (approx. 2,500.) should be distributed to Hospital Transfusion Committees. There would be insufficient to do this for all HTC's and in addition, it was felt that most HTC's will already have copied the report to their members. Members of the Working Group were encouraged to distribute reports at any relevant meeting they attend. ALL

EL will discuss re-budgeting for 1999/2000 with John Saxton. EL

6. Delays of Database and Revised Questionnaires

All expressed extreme disappointment at the delays in revising the database. It has been impossible to pin down the NBS IT Department to give any priority to this task despite the fact that EL e-mailed Gary Barr prior to his departure and has subsequently spoken to Chris Reynolds. It was noted that Steve Carroll had completed revision of the ICBT database which has been installed

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last week but a few teething problems have been found.

The following action was agreed:-

EL to speak to Chris Reynolds again.

LW to write to Barry Savery and Angela Robinson.

DG to look at revisions and assess whether he could offer help.

EL
LW
DG

The question of a new programme, Formic3, at a cost of £10,000. was raised. It would not be possible for SHOT to purchase this and HJ has subsequently ascertained that there is no intention on the part of the NBS to purchase this programme.

7. Budget Status

EL summarised the 1998/99 end of year budget report. It was noted that there was a small surplus of approximately £3000 to carry forward. This is higher than expected as the bill for postage for the reports (approximately £1,800) has only just been received and will therefore be dealt with in the current financial year.

Further to item 4.1 above it was noted that in its letter offering funding for 2 years, the BSH had requested:-

- a) Copy of the annual accounts
- b) Chair of the BCSH Transfusion Task Force (Paul Kelsey) be invited onto the Steering Group.

With respect to a) EL said that the accounts were dealt with through statutory NBS accounting which are public record. However, she will try to obtain copy of the relevant section for the BSH.

EL

With respect to b) it was observed that currently there are already two members of the BCSH Transfusion Task Force on the Steering Group (LW and HC). However, as a matter of principle, it would be a good idea to write this stipulation into the Terms of Reference for the future.

Agreed: LW to discuss with Paul Kelsey to see if he felt he should be added to the Steering Group now.

LW

8. Future Funding - Letter from Dr Angela Robinson

See also items 4.1 and 7 above

It was noted that the NBS had agreed to fund the shortfall for 99/2000 in the absence of funding from the Department of Health.

As the DOH has not made any decision about whether or not SHOT will be incorporated under NICE, there are still no long

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term arrangements for funding. LW to send a reminder note to Mike McGovern re: the status of SHOT in NICE.

LW

Agreed: That BBTS be asked for £5K for each of 2 years. LW to write to Professor Cash.

LW

9. Review of Terms of Reference of Steering Group and Standard Working Group

There was considerable discussion and revisions were agreed. With respect to terms of office, there is a need to stagger replacements. It was suggested that terms of office be for 3 years plus 3 years renewable, bearing in mind the need to overlap in order to retain expertise on the groups.

Proposals will be put to the Steering Group at the next meeting.

LW

For accurate budgeting in the future there is a need to define the number of medical session required and the number of IT sessions. In addition the role of the National co-ordinator should be defined and a job description is needed.

EL/HJ

10. Update on cases reported and Nil Returns cards

HJ summarised the reports received in the first 7 months of the new reporting year. So far there has been an increase on last year.

Suggestions were received for the next Nil Returns card, perhaps more appropriately termed "Nothing to Report" card, and these will be presented at the next SWG. Suggestions were developed for provision of a receipt for participants to be available for CPA Inspections or other uses. Draft to be reviewed next time.

HJ

11. Near Miss Project

The expanded project has begun with approximately 25 hospitals participating. HJ had already received reports from hospitals not on the scheme. It was decided not to discourage these.

12. Autologous Project

EL had received 2 comments that the questionnaire was too lengthy for simple complications such as "felt faint". It was agreed that in retrospect this might be the case but the project is in its very early stages and it was decided not to change anything for the time being until more reports and comments have been received.

LW mentioned the need to develop questionnaires for other types of autologous transfusion. Further discussion to be deferred to the

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next meeting.

13. Links with CPA

Encouraging letters from David Winfield/John Lilleyman were noted. There will soon be a new Chair of Haematology CPA (Jim Murray). LW to contact once he is in post. Links with NEQAS were also discussed. Audrey Todd currently provides the link with NEQAS and she will be making a presentation at the next NEQAS meeting looking at possible collaboration between NEQAS and SHOT. The value of a formal link with NEQAS was recognised and it was agreed to add this to the terms of reference.

LW

AT

LW

14. Development of a website

DG tabled some mock ups and the possible information that could be provided. Depending on the content he said that the set up cost could be approximately £200 and annual costs approximately £100. He would be willing to provide support free of charge.

HJ will provide reports and summaries to date to go on the site and DG will continue with developing the site.

HJ/DG

15. NHS National IT strategy and proposals for development of bar code systems

Deferred to 27th May 1999.

16. BMJ Paper

It was noted that this had been accepted, having been modified to include data for 2 years combined.

17. Report on CDR

This was noted

18. Any other business

18.1 SHOT Assistant Co-ordinator

EL will make arrangements for this to be advertised shortly. DN agreed to help with interviews.

EL

19. Date of Next Meeting

Thursday 27th May 1999 - 11.00 am to 4.0 pm. Personnel Department, 8th Floor, University College Hospital, 151 Gower Street, London.