

06 FEB 1995

**WESSEX BLOOD TRANSFUSION SERVICE**

Ref:- HAH/AEH

Date:- 6th February, 1995

**MEMORANDUM**

From:- DR. A. HERBORN

To:- **Dr. F.E. BOULTON**  
MR. P. FOSTER  
MR. D. YOUNG  
MR. T. MITCHENER  
DR. R. BREARLEY  
MR. M. NIGHTINGALE

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**Re: HCV LOOK-BACK PROJECT**

Here are some initial thoughts about the HCV "Look-Back" Project. Areas of involvement for your departments are indicated. There are about 70 donors, 520 donations and 700 hospital products involved (so far).

Colleen Hayes will be returning to help gather the information. Her first day will be Thursday, 9.2.95 and she will be arriving at 9.30 a.m. I think Colleen will be working one day per week. We don't know how long it will take to complete the Project but I hope we will be finished by the end of March. I expect Colleen will require a Contract. **ACTION : PF**

Colleen will need a place to work and the office attached to the donor room has been suggested, but there will be some days when this will be required for other purposes. She will also need a desk and a table (perhaps the table in reception used for donor clerking). **ACTION : TM**

Various general office items will have to be provided (pens, paper, stapler etc). Also facilities for copying suitable record-keeping forms, as described later. (It was suggested that Colleen might use a computer but I understand she prefers to work with pen/paper and I don't think there is a computer available). **ACTION : PF**

The relevant blood bank records were all generated prior to September, 1991. There may be some in the basement but most will be at Ringwood. On her first day, Colleen will have to visit Ringwood to see the layout and it will be necessary to make arrangements for collection/return of records each week. Mark may be going to Ringwood with Colleen on Thursday. **ACTION: TM/MN**

I have a list of all relevant donors and I will collect all the 101 cards (or microfilm copies); most of the 101 cards are already in my office. Nearly all of the donors are on the Wyvern system but there are a few who will have to be added. **ACTION : TM**

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I will arrange photocopying of the reverse of the 101 cards and the copies will be identified by Donor Number/ d.o.b./blood group. In some cases we will not have a full 101 record; suitable action will have to be taken in each case and this may include getting out some session record sheets (probably also at Ringwood). **ACTION : TM**

Colleen will first have to put all of the donation numbers in order (including the check digits as these are used by some Hospital Blood Banks) so it will be possible to get all relevant information from each of the Blood Bank ledgers, as they are returned in batches to the BTC.

Next, Colleen will look up the fate of each donation:- products sent out, where, when, expiry date, ? returned.

Finally, each Hospital will have a report listing all of the products received, in order of despatch dates, and containing all points mentioned in the preceding paragraph, plus blood group.

The work will be made much easier if we have well designed forms, as follows:-

Donor : fate of products

Donations : fate of products

Hospital : products received, all other details needed to locate the recipients.

**ACTION : MN/DY**

We have also been asked to prepare lists of plasma packs sent to BPL, "for completeness". This will add a lot to the work and there doesn't seem to be much point as surely all BPL pools would have contained HCV infected plasma. Perhaps it would be satisfactory to just record donations which probably had BPL plasma removed (i.e. SAG or IPP packs), or could we just forget this aspect altogether? **ACTION : FEB**

In some cases we may want to restrict the search because we have information indicating when the HCV infection was probably acquired. There may be a need to check some archive sera (but storing of archive sera only started in February, 1990). **ACTION : DY**

There will, I'm sure, be some more HCV positive old donors discovered in the next few years. We must ensure that the records remain easily accessible at Ringwood. **ACTION : PF**