

MINUTES OF THE SHOT STANDING WORKING GROUP
Held on the 21st October 1998
at the
MANCHESTER BLOOD CENTRE

Present: Ms D Birrell (DB)
 Dr H Cohen (HC)
 Dr E Love (EL)
 Mrs S Lowe (SL)
 Dr D Norfolk (DN)
 Mr J Revill (JR)
 Dr A Todd (AT)
 Dr. L Williamson (Chair) (LW)

		ACTION
1.	Apologies: None	
2.	Changes in Membership of the Group Roger Eveley had indicated to LW his increasing difficulty in attending to SHOT matters and he had offered to step down from the Standing Working Group but he wished to remain as a contact for the South West Region. His resignation was accepted and decision made to invite Dr David Gozzard from The Glan Clwyd Hospital, Bodelwydden, North Wales SL said that Brenda Cameron had resigned from the post of Clerical Assistant and her place had been taken by Jane Costigan.	LW
3.	Matters Arising from Minutes of the Meeting Held on the 9th June 1998 There was one correction page 7 item 13.5 , letter from Dr Suta should read Dr Soutar. No other matters arising.	EL

		ACTION
4.	<p>Future of SHOT in relation to NICE</p> <p>It had been hoped that Dr Mike McGovern from the Department of Health would be in attendance for this item and those on SHOT funding and the Chief Medical Officers Initiative. Unfortunately he could not be present. It was noted that the National Blood Service had been asked to comment on White Paper initiatives and had suggested that SHOT should be incorporated into NICE. There needs to be further dialogue with Mike McGovern on this and funding matters and LW will try to arrange a meeting with him (HC/EL to be present also) possibly for the 7th December 1998.</p>	LW
5.	<p>SHOT Funding</p>	
5.1	<p>Budget Position 98/99</p> <p>EL presented the budget to date with forecast figures to the end of the financial year 98/99. These appear to indicate that SHOT will be able to fulfil its financial obligations for this financial year with a possible small surplus. It was noted that a generous grant had been promised from the British Blood Transfusion Society (£5,000), and EL will send a 'thank you' letter.</p>	EL
5.2	<p>Draft Budget 99/2000</p> <p>EL presented this (previously circulated) which was the outcome of considerable discussion with John Saxton of the Northern Zone Finance Department and Susan Lowe. Assuming that there will be no up-lift in the funding from the Blood Transfusion Services a predicted deficit of £18,000 will exist and this information has been passed to Dr Mike McGovern at the Department of Health for consideration for DOH funding. An attempt to forecast the budget for the following two years has also been sent based on a 3% increase on the total budget each year. There was discussion as to whether or not the Blood Services should be asked to contribute at current levels plus an amount for inflation. This to be decided at a later date, following discussions with the DOH. It will be necessary to submit the draft budget requesting funding from the Blood Services very soon.</p>	EL
6.	<p>Chief Medical Officers Initiative</p> <p>LW briefly reported back on the one day meeting held in July 1998 at which Dr Derek Norfolk was also present. Recommendations relating to SHOT, Hospital Transfusion Committees and guideline and protocols are expected in a Health Services Department letter to be circulated to Trusts. This letter appears to have been delayed.</p>	

		ACTION
	<p>It was noted that Haematologists and Blood Bank chiefs did not appear to be on the circulation list for this document for final distribution and it was felt that SHOT or some other mechanism ? Blood Centres should be used to disseminate the information when it is published.</p>	ALL
7.	Update on Case Reporting and Nil Returns System	
7.1	Case Reporting	
	SL tabled overall figure to date but these were not for circulation or minuting.	
7.2	Nil Returns	
	Approximately 43% of Hospitals (183) have replied to date. There is a great deal of interest in Near Miss reporting with 112 out of 183 Hospitals stating that they would be interested to participate. See Item 10 for Near Miss Initiative.	
8.	Case Review and Imputability	
	LW reported that it had been difficult to find the time to go through cases in detail. EL had also found difficulty.	
	The question of imputability has now been incorporated in to the section on outcome (applied to deaths only) in all questionnaires from the 1st October 1998.	
	It was agreed that vignettes would be useful in the 97/98 Report.	
9.	Preparation of the next Report	
	SL tabled a draft timetable which was revised after discussion and has since been circulated	
	The same format will be adhered to but with the addition of appropriate vignettes.	
	Cherry Chappell has indicated her willingness to be involved with the PR aspects of the launch of the next Report and it was agreed that efforts should be made to secure the input of Prof. Ted Gordon-Smith.	HC

			ACTION
The launch date was provisionally suggested to be Wednesday 10th March 1999 in the morning with rehearsals on Tuesday 9th March 1999 in the afternoon at the Royal College of Pathologist.			
<i>Note added after Meeting:: the dates have since been changed to Monday 8th March(rehearsal) and Tuesday 9th March(launch)</i>			
Actions required are as follows:			
<ul style="list-style-type: none">• Inform Cherry Chappell• Book College and contact Prof. Ted Gordon-Smith Book Media Training and include TV training this time for EL/LW/HC/AT via Cherry Chappell• Book over night accommodation for three people at the College for (EL/SL/LW).			SL HC SL EL
The Writing Group was agreed as follows:			
NAME	ITEM/SECTION	CO-WRITERS	
LW	TRALI/PTP/GVHD	AT	
SL	IBT	HC/DB	
JR	NEAR MISSES	AT	
EL	A/DTR	DB	
KS	INFECTION	AT re:Scotland	
The editing/proof reading group was agreed as follows: Derek Norfolk (DN) and Brain McClelland. DN will liase with Brian McClelland.			DN
The first drafts of the main chapters will be required by DN by the 27th November 1998. These may be E-mailed , DN's E-mail address should be sent to SL.			DN
Writing Group meetings will be held as follows:			
7th December 1998 at The University College Hospital at 10am. Venue to be arranged			HC
18th January 1999 preceding and following the Steering Group meeting.			
With respect to infection reporting in the Republic of Ireland and Wales, LW will contact Kate Soldan to discuss this. With respect to Scotland AT will make enquiries			LW AT

		ACTION
10.	<p>Rapid Alert Reporting</p> <p>LW had received replies from Dr Morris McClelland N.Ireland, Martin Bruce Scotland, Anglea Robinson, Tony Napier Wales and Willie Murphy Rep. of Ireland (see attached letters).</p> <p>For the NBS and the SNBTS it was felt that the correct route for Rapid Alert notification would be through the National Quality Managers. For Northern</p> <p>Ireland and Wales the Medical Director/Chief Executive was recommended. Willie Murphy felt that each Blood Centre should be notified but that it is probably not practical.</p> <p>These remarks have been noted for future reference.</p>	
11.	<p>Near Miss Initiative</p> <p>From the Nil Return cards as noted above, 112 Hospitals expressed interest and it is now necessary to pick 20 of these for an initial study which will run for a six month period.</p> <p>The selection should reflect geographical DGH versus Teaching and size considerations. SL and EL to select 20 from those interested and to circulate these for comment to the members of the SWG.</p> <p>JR noted there had been no complaints about the Near Miss form and the general comment was that they were simple and quick to use. It was felt that a question about the use of pre-printed labels should be included.</p> <p>DN reported back from the Dutch Red Cross meeting in Gröningen the subject of which had been Risk Management. The importance of monitoring Near Miss events and analysing these according to root causes, in order to decide on correct intervention, was emphasised.</p> <p>The data from the pilot study of Near Misses which was completed on the 31st September 1998 will be included in the 97/98 report. Data from the fuller study will go into the 98/99 report.</p> <p>JR commented that three matters stand out in Near Miss reporting as follows:</p> <ul style="list-style-type: none"> • Poor standard of venepuncture. • Laboratory errors - manual input. • Incorrect Rh (D) grouping. 	<p>SL/EL</p> <p>JR</p>

		ACTION
	<p>One adverse comment had been received on the Nil Returns Card from Dr Jip in Bolton who was not willing to give information about work load levels and wished to be taken off the mailing list. This letter was sent to Hannah Cohen who will reply formally.</p> <p>It was strongly felt that the Blood Services should be encouraged to submit reports of incidents. It is thought being that these are at the moment centrally collated and Quality Managers will be approached to encourage them to submit something for the next Annual Report(98/99).</p>	<p>HC</p> <p>LW</p>
12.	<p>Autologous Project</p> <p>The initial reporting form and questionnaire were tabled and will be presented by SL at the Autologus Consensus Conference in Edinburgh as a poster in November 1998.</p> <p>At that meeting SL will hope to collate information from organisations interested in participating and will commence a register. A register has not yet been received from Mike Thomas. LW will send the latest documents to Mike Thomas and prompt him to send a register</p>	<p>LW</p>
13	<p>Links with NEQAS and CPA</p>	
13.1	<p>Links with NEQAS</p> <p>AT reported that Judith Chapman wishes to comment on additional serological questions to be added to the questionnaires. It was noted that any suggestions received now would have to be incorporated in the next modification of questionnaires as it is too late for the reporting year 98/99.</p> <p>AT reported that there was no possibility of matching SHOT and NEQAS data. She has prepared a short item to be incorporate in the NEQAS Newsletter for October 1998. This was tabled at the meeting and any comments should be sent back to AT as soon as possible.</p>	<p>ALL</p>
13.2	<p>Links with CPA</p> <p>EL reported back on the reply from David Winfield Chair of the SAC for Haematology (previously circulated). It was noted that standard C10 had been modified to read "appropriate procedures must be available for monitoring Transfusion Hazards". This would lead inspectors to enquire as to the safety procedures which a Blood Transfusion Laboratory has in place and it would be natural to enquire about SHOT. The impact of the new DOH initiatives (NICE and CHIMP) on the CPA is in the process of being assessed.</p>	

		ACTION
14.	<p>Management of cases (E-mail from Willie Murphy, previously circulated)</p> <p>Willie Murphy had asked whether SHOT reports could begin to explore the management of transfusion problems including TA-GVHD and TRALI as well as transfusion reactions. This was felt to be a huge topic which it would be difficult for SHOT in its current format to address but was welcomed as a good idea and a possible future development.</p>	LW
15.	<p>Letter from Mrs S Barnes, Friarage Hospital, North Allerton</p> <p>EL had received a letter suggesting that 'catchy' posters and slogans could be developed to promote awareness of SHOT and Blood Transfusion Safety. This was felt to be a good idea and participants could perhaps be invited to think up suitable slogans at the next quarterly mailing. EL to reply.</p> <p>SL to incorporate in next quarterly mailing.</p>	EL SL
16.	Any Other Business	
16.1	<p>Web site</p> <p>Brian McClelland had reported that progress was being made on placing the Handbook of Transfusion Medicine on the Web and had already requested the SHOT Summary to add to it. SL to investigate costs of placing the SHOT Report on the Web.</p>	SL
16.2	<p>Slide Presentations</p> <p>EL had received a request for slides from a hospital head of blood bank. It was felt to be far too expensive to send slides but there were no objections to E-mailing a presentation from which Hospitals could make their own slides.</p> <p>Date of the next meeting:</p> <ul style="list-style-type: none"> • Writing Group 7th December 1998 - Universtiy College Hospital • Writing Group & Steering Group 18th January 1999 - College of Pathologists 	EL