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File Board

IN CONFIDENCE

SCOTTISH NATIONAL BLOOD TRANSFUSION SERVICE
 MINUTES OF A MEETING OF THE MANAGEMENT BOARD
 HELD AT BTS LAW HOSPITAL
 ON 4 DECEMBER 1990

PRESENT: Mr D B McIntosh (in the Chair) Dr W Whitrow (left during 3.12)
 Dr E M Brookes Prof J D Cash
 Dr D B L McClelland Dr C V Prowse
 Dr R Mitchell (to item 4.2) Mr J N Francis
 Dr R J Perry Mrs M Thornton
 Dr S J Urbaniak Miss M Corrie (Secretary)

1.0 INTRODUCTION AND APOLOGIES FOR ABSENCE

Mr McIntosh confirmed that representatives of S J Noel-Brown & Co would attend at 2 pm for item 3.1.

2.0 MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings of 19th June and of 11/12th October had been circulated.

Agreed: In accordance with a comment made by Dr Whitrow table 13 of the plasma intake targets should be ignored and table 09 used instead. Directors should continue to submit time-expired plasma but not against specific targets.

TDS

3.0 MATTERS ARISING

3.1 Microbiology Reference Unit (19 June 3.5)

Professor Cash explained about his attempts to find a Director for the Unit and hoped to know within a couple of weeks whether he had been successful.

Agreed: Meanwhile the Transfusion Centres will continue to refer samples to the existing reference laboratories. The problems which would follow if HCV testing was introduced before the BTS had its own reference laboratory were acknowledged and would have to be overcome.

3.2 Funding for medical audit (19 June 3.12)

It was noted that Mr Panton of SHHD had made a bid on behalf of the SNBTS [Secretary's note: the position at 16 January 1991 is that SHHD are considering the appropriate basis for determining an allocation for SNBTS and the officer concerned will contact Dr McClelland]

Noted: The CMO's medical audit group were due to report to the Clinical Resources Advisory Group (CRAG) at the end of March 1991.

3.3 Information Technology (19 June 3.12)

Noted: Mr McIntosh explained that he intended to rearrange the National IT Unit into separate R&D and routine management functions with Mr Moores undertaking the former and accountable to Professor Cash. The Manager of the other area of IT work would be accountable to Mr Francis.

Agreed: IT is now an integral part of SNBTS Management and its place in the organisation must be recognised and legislated for. Integration of all day to day information systems under a single Board Member (as described above) is an essential part of this strategy. There is also a need to ensure that local initiative is encouraged within the Board's agreed overall strategy in fulfilment of the mission.

Agreed: Mr McIntosh and Mr Francis to approach Mrs Swain (former IT employee) about systems disciplines, then Professor Cash, Mr McIntosh and Mr Francis to bring the new arrangements into being and to report to the Board.

DBMcI/JDC/JF

3.4 AIDS antibody positive donors (19 June A.6.0)

Noted: The position was unchanged from 19 June and remained as follows:-

Inverness	2	Edinburgh	16
Aberdeen	2	Glasgow	18
Dundee	6	Belfast	5

3.5 BTS Sub Committee (19 June A.7.0)

3.5.1 Final meeting

Noted: The final formal meeting was to be held on Wednesday 5th December and the arrangements thereafter (quoted on the agenda) will be confirmed in due course.

Noted: The constitution of the future CSA Management Committee was not yet clear but it would probably not have a medical member and would expect the SNBTS Management Board effectively to run the SNBTS and submit policy recommendations for consideration.

Agreed: Mr McIntosh to ensure that Directors have an opportunity to meet the Management Committee to discuss SNBTS matters at least once per year.

DMcI

3.5.2 Links with Health Boards

Agreed: The potential value of appropriately stronger links forged between the SNBTS and Health Boards both professionally and at General Manager level. Mr McIntosh to consider this and make proposals.

DMcI

3.5.3 SNBTS Prospectus

Agreed: Once the final version of the SNBTS core activities is agreed, consider the issue of a prospectus on the lines of that produced recently by the Birmingham Transfusion Centre.

DMcI

3.6 Whole blood and FFP performance to 30/9/90 (11/12 Oct 4.0)

Noted: The report to 30/9/90 showed usable donations at 96% of target for SNBTS as a whole.

The Directors reported their positions as follows:-

Glasgow: hope to meet targets. Extension of life of red cells to 35 days helpful and plasma target being met.

Edinburgh: Dr McClelland to give Mr Francis a predicted outturn following a planned discussion about the financial implications. Because of the high baseline (based on an unusually successful previous year) Dr McClelland doubted if the targets would be met.

BMCC

Agreed: both Directors to report to Mr McIntosh following a detailed study of the situation in their Centres.

BMcC/RM

Dundee: hope to meet targets for FFP once out of hours working had run for longer. Red cells satisfactory.

Aberdeen: would reduce plasma input from 123% in order to reach 100% by the end of the financial year.

JNF/SJU

Agreed: Mr Francis to discuss with SJU possibility of Aberdeen being funded to retain the high input.

JNF

Inverness: both red cell and plasma targets very likely to be met.

Noted: that current whole blood targets are based on certain assumptions that may now be due for review (eg assumptions relating to plasma requirements based on yields at PFC the forthcoming needs of HCI at Clydebank, historic donation rates in different parts of Scotland etc).

Agreed: Mr McIntosh and Mr Francis to investigate, prepare draft proposals for any necessary adjustment of targets and initiate follow-up discussion at the Management Board.

DMcI/JNF

3.7 Use of albumin (11/12 October 2.4.5.2)

Noted: The CMO had asked CRAG to investigate the use of blood products as part of their 1991-92 programme.

Agreed: The need to establish precisely the relevant costs of albumin and colloids, the relevant medical audit data and how to manage demand.

JDC/BMcC/JNF

3.8 PFC Product Inserts (11/12 October 2.5)

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Noted: Dr Stewart will be responsible from now on to Professor Cash for co-ordinating the preparation of the necessary information for inclusion in future product inserts.

3.9 Review of demand for platelets (11/12 October 2.6)

Noted: Dr Stewart was due to produce for the MSC a discussion document on the ever-increasing demand for platelets.

Agreed: that even the current years² demands are producing problems and this matter should be referred to the MSC with some urgency.

*SEBTS
TRENDS.*

JDC

3.10 Factor VIII Concentrate (11/12 October 9.1)

Mr McIntosh stated that Professor Cash and the whole team that had worked so hard to prepare the option appraisal all hoped that the chosen solution would be collaboration with the Transfusion Centre at Lille. He fully supported this view and was hopeful of a positive outcome.

3.11 Total quality programme (30/31 October)

Three representatives of S J Noel-Brown & Co made a presentation and answered questions.

Agreed: the company should submit to Professor Cash a proposal for a preliminary visit to one Transfusion Centre.

4.0 MSC

4.1 Meetings

The minutes of the 14th August meeting had been circulated and it was noted they had met also on 6th November.

4.2 Quality assurance

A paper by Professor Cash was tabled.

Noted: the need to accelerate the process of appointing QA Managers at Transfusion Centres due to the need for PFC to be able to report to the Medicines Inspector at his visit in January that a system is in place for assuring the quality of plasma from the regions. Professor Cash confirmed that the Directors had agreed by telephone approximately to the time-table on the tabled paper. Meanwhile Directors were continuing to send to Mr Francis the details of their needs as had been agreed previously.

Agreed: Proceed with the appointments in Edinburgh and Glasgow. Miss Corrie with the help of Mr Muir to merge the two extant draft job descriptions and agreed proposed gradings for the posts with the Directors for approval by DBMcI.

MC/WM

Mr McIntosh and Professor Cash to progress the regrading of [REDACTED] and [REDACTED] ([REDACTED] moving partly out of Reagents to assist Professor Cash in the co-ordination of the quality programme and [REDACTED] taking over more of the duties of the National Reagents Manager). The grading procedure to be the same as for the recent Scientist regrading exercise with Mr McIntosh taking the final decision.

MC/DMcI

Professor Cash to produce a job description for the National QA Co-ordinator.

JDC

5.0 UNRELATED BONE MARROW TRANSPLANTATION

5.1 Donor Insurance

Noted: In the face of continued lack of progress in having unrelated bone marrow donation included under the Treasury agreement Mr McIntosh had sought a quotation from Sedgewick James Insurance Brokers and expected this before 13th December.

5.2 Donors

Agreed: Once the insurance matter is settled Centres can submit the names of donors which they already hold to the UK panel.

TDs

6.0 AUDIT REPORTS

Noted: a memo dated 28th June 1990 from CSA Director of Finance requesting attention to audit reports and a guarantee that any improvements which are agreed will be implemented.

Noted: the auditors' 1990 reports are with the Centres for management comments. CSA Director of Finance is establishing an audit committee to monitor the performance of units which have been audited.

Agreed: Mr Francis to report in detail to the next Board Meeting.

JF

7.0 DRIVERS' PAY AND CONDITIONS OF SERVICE

Noted: a paper which had been circulated requesting authority to proceed with a study of the possibility of transferring the BTS

drivers from ASC conditions of service to Administrative and Clerical.

Agreed: the proposed study to be undertaken as part of a careful analysis of current duties and a review of drivers job descriptions in association with the Business Service Managers and Donor Services Managers. The other members of donor teams (donor attendants, team leaders and clerks) to be included. PFC drivers to be included as a control.

MC

8.0 SNBTA

8.1 Directors' Representative to Executive

Agreed: Dr Brookes to remain the representative for a further year. (Members thanked Dr Brookes for her service in this area and for her agreement to continue for one more "term").

8.2 Future organisation of the SNBTA

Agreed: Members to consider how the SNBTA (who have established a working party on their future) might be revitalised. Discuss on another occasion. (MC for agenda).

ALL

9.0 OLIVER MEMORIAL AWARD

Agreed: [REDACTED] to be nominated. Professor Cash to write the citation.

JDC

10.0 ARRANGEMENTS FOR MEETINGS

Noted: CSA Finance Director had confirmed it was acceptable to cater for meals taken during the day and for evening meals between meetings apart from any alcohol. If a dinner is provided on NHS funds the overnight subsistence allowance is reduced by £10.50.

11.0 MAJOR INCIDENT PLANNING: IMPACT ON DONOR SERVICES AND
PUBLIC RELATIONS

Mrs Thornton tabled the above paper and asked for comments to be
submitted to her in due course.

TDs

12.0 DATE OF THE NEXT MEETING

Tuesday 12th February 1991 (PES) in Edinburgh.