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PESIn Confidence

SCOTTISH NATIONAL BLOOD TRANSFUSION SERVICE

Minutes of a Meeting held in the HQ Unit on 15 February 1990

Present: Mr D B McIntosh (in the chair) Professor J D Cash
Dr W Whitrow (till item 14) Dr S J Urbaniak
Dr E Brookes Dr D B L McClelland
Dr R Mitchell Dr R J Perry
Miss M Corrie (Secretary) Mr J N Francis

1 INTRODUCTION AND APOLOGIES FOR ABSENCE

It had been agreed at the Co-ordinating meeting on 31 October 1989 to convene a meeting in February 1990 to consider the planned implementation of major national items bid for in PES '89, covering the financial year 1990/91 to 1992/93.

The major aim of the meeting was to allow discussion of the detailed proposals for implementing the PES bids for 1990/91, to identify broad priority areas and to commence the planning process for the next PES due for completion in the early summer of 1990.

It had been agreed that no discussion would take place concerning the local centre bids which had been discussed last October and November.

Mr McIntosh reminded the meeting that the proposals were not related to any budget since this was not yet known. In future years he would hope that these meetings could take place against a more secure background, and with the PES bids themselves built up from much earlier discussions.

Financial delegation from the agency would require allied internal delegation. The details of this would require further consideration, followed by discussion on a future occasion.

DBMcI/
JNF

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2 SNBTS MISSION

Mr McIntosh tabled the final version (Ref AMIB:\LTRS\010290) of the mission and purpose of the SNBTS as agreed by SHHD so that it could be borne in mind when discussing the PES proposals. It was agreed to consider publishing the mission with comments in Bloodletter.

DBMcI/
MC

3 FINANCIAL SITUATION

As stated above, the likely level of funding was not known, but it seemed possible that the SHHD might fund (in part or in whole) pay increases which had previously been met from within SNBTS. A bid for £450,000 had been made. In addition, the sum of c £300,000 was available to carry forward (being used in the current year on a non-recurring basis).

Mr Francis tabled a summary of the PES bids on the agenda, including the cost at the time of original submission.

4 PRESENTATION OF THE BIDS

The following were presented and supported:

04 and 17 Basic Science Laboratory and Animal Testing

Dr Prowse foresaw the principal role of the laboratory at least in the short term, as being to support improvements to the PFC product range, the first priorities being F VIII and F IX. Longer term there are clearly a wider range of issues to which the laboratory will be able to make a contribution.

There would be a business plan for each project and reviews of progress would be brought for consideration to an approved group (constitution still to be determined). The work of the laboratory would be essentially directed research.

Project leaders might come from professions other than scientists and from transfusion centres as well as the PFC. For that reason Dr Prowse would establish methods of finding out what facilities and skills the transfusion centres could offer.

Dr Mitchell offered the services of the animal house at West Scotland BTS.

It was agreed to name the laboratory National Science Laboratory (NSL) meantime and reconsider if appropriate when any new name for the SNBTS is decided.

CVP/
MC

There was an agreed need to consider soon the role of biotechnology.

CVP/
DBMcI

Mr McIntosh welcomed Dr Prowse's analysis and emphasised the importance of limiting the number of roles the service expects staff to play and developing more targetted and focussed approaches.

DBMcI

10a Support Services to National Donor Programme Manager

Mrs Thornton. It was explained that she had "inherited" this bid. It envisaged additional staffing for audio-visual services, a media monitoring service, and providing publicity resources for the donor programme. The aim was to reflect the much higher public profile of the SNBTS.

Mrs Thornton now had an assistant as a result of reorganising duties in the HQ unit and the bid was no longer a high priority meantime.

Mr McIntosh explained that some staffing support might well be put forward as part of the HQ unit reorganisation.

LOW PRIORITY

10b National Media Campaign

Mrs Thornton. Another "inherited" bid. There was an immediate need to reverse the downturn in donations and publicity would be targetted at new, young donors as well as to make the entire population aware of the need for blood donation. The 1989 TV campaign had brought in new donors but needed to be followed up to maintain the momentum. A regular monitoring of donor attitudes was also an important element.

After discussion, it was agreed to use the basic national publicity allocation of £160,000 for an annual TV campaign as well as normal routine advertising. There should be cinema advertising also.

Mrs Thornton to bring forward proposals for items beyond this basic level.

MT

10c Donor Session Improvements

This represented the conclusions put forward in 1988 by Miss Corrie who had chaired a group to consider the need to improve the experience of giving blood. The current bid represented those items in the proposals which had not yet been funded. Recent large-scale research on behalf of the NBTS had shown improvement in sessions to be a very high need. This included better staff training, more session staff and improved facilities.

It was agreed to invest in improving the management and conduct of sessions.

6 Management Reorganisation - Donor Services Element

Mrs Thornton. This was for the improved donor management staffing required.

New and revised posts were due to be evaluated shortly by the CSA Hay evaluation group.

MC

Conclusions on Proposals 10a, 10b, 10c and 6 (Donor Element)

The agreed priority was as follows:

- 1 Management (Inescapable)
- 2 Donor Session Improvements
- 3 Extension to National Media Campaign

Mrs Thornton to submit her substantive proposals.

MT

10d Blood Collection/Donor Session Costs

This detailed the costings agreed with the directors for 1990/91 in order to meet their intake and plasma targets and was agreed.

JNF

Professor Cash suggested reviewing the basis on which he had set the long-term targets and this was agreed. Information towards this was already coming in.

5b Product Licensing Programme (HQ Clinical Trial Section)

Dr Stewart spoke to a schedule of work attached to the bid. This showed the cumulative workload on all those products likely to be available for trial purposes. By 1990 Dr Stewart would require an administrative assistant and a personal secretary.

The schedule did not include anti thrombin III until 1993.
(Until then the product is available from BPL Elstree.)

Directors to consider the requirement for a home-produced version of this product at the next strategic review meeting.

JDC

5a Product Licensing Programme - PFC Product Registration

Dr Perry. It had been agreed previously that the PFC should seek product licences by 1992. Recent legislation appeared to have brought the application date for this forward to 31 December 1990. The bid represented the cost of 1 senior scientist and 1 secretary who would ensure the timetable for applications was met and subsequently maintain the licences. The posts were included in the current staffing structure exercise at PFC.

It was agreed that the PFC must not be under-resourced in this key area. Dr Stewart to bring forward a full stated case in collaboration with the PFC - including a definitive licensing programme.

RS

5c Product Licensing Programme - Licence Fees

Dr Perry. The Medicines Control Agency had advised that from April 1990 they would charge fees (on a sliding scale) for product licences. The bid represented Dr Perry's estimate of the need.

12 Manufacturing Licences Aberdeen, Inverness and Dundee

Professor Cash. It was noted that the SNBTS still awaited clarification from the SHHD as to whether transfusion centres would require manufacturing licences. Meanwhile a bid had been submitted which represented the service's estimate of the revenue costs of capital schemes designed to meet the criticisms of the Medicines Inspectors. There was a separate capital bid.

There was a need to consider further the general management of licence acquisition. Professor Cash and Dr Stewart undertook to submit a joint proposal for licensing everywhere.

JDC/
RS

14 Information Technology

Mr Moores. It was agreed this area needed higher investment in staff, who would meet customers, identify problems and produce specifications for improvement. Mr Moores to bring forward proposal.

HMM

These proposals were for modification to the existing systems in 1990/91. They did not address the longer term, which would be the subject of a separate exercise.

DBMcI/
HMM

Need to overhaul and get blood bank system on standard hardware/software was given prominence. Implications of clinical audit needed clarification before redesign could be undertaken. Need to get system audited was stressed.

15 Reagents Production

Martin Bruce. In 1988 a national reagents manager was appointed to re-investigate the "make or buy" concept. Subsequently a paper proposing continued in-house manufacture was approved by the BTS Sub-committee in November 1989. An option appraisal on the best method of manufacture would be ready by 28 February for the consideration of the Co-ordinating Group in March.

MB/
MC

The short to medium term was in hand under an SNBTS reagents working group chaired by Mr Bruce.

06 Management Reorganisation

Mr McIntosh indicated that this process was in hand, but could not be rushed. However, owing to staff turnover the opportunity had been taken to make various bids since PES '89 had been written. These were for the following posts in the regions.

Business Manager and Support Staff	SE
Donor Services Manager/Support Staff	SE
Business Manager	E
Business/Donor Services Manager (combined post)	N

02 Academic Department of Transfusion Medicine - University of Edinburgh

Dr McClelland. Until now, the SNBTS had been manufacturing and issuing product on demand, which had been increasing substantially. There was a need now for an analysis and evaluation of prescribing practice as well as the education of users. The paper submitted with the bid covered several illustrative project areas. The department would provide ideas and opportunities for those centres with a clinical interface and would be available for collaborative projects including multi-centre activities. Dr McClelland agreed that it might be possible to redeploy a consultant from the Edinburgh Centre once the Business Manager and Donor Services Manager were in post.

It would be necessary to convince the CSA Management Committee of the difference between this proposal and the recent unhappy experience with the Cogent grant in association with Edinburgh University. No arrangement will be entered into without legal advice in order to ensure that acceptable conditions are agreed with the University on this occasion.

BMcC

3b Microbiology developments - Blood Donation Screening Programme

Professor Cash. This bid predicted the need to begin screening in order to reduce the transmission of NANB viral hepatitis using the new recombinant (Ortho/Chiron) antibody test plus ALT testing.

It was noted that instructions to commence were awaited from the Departments of Health. If the FDA and USA began screening at the end of March 1990 the UK would probably begin in July. New funding was expected. Professor Cash recommended adding HIV 1 and HIV 2 to the bid.

JNF

It was noted that the quite separate matter of counselling as discussed at the Directors' meeting on 13 February would require separate and extra funding. This would be pursued with the Department once the testing decision was known.

DBMcI

3a SNBTS Microbiology Reference Centre

Dr Follett, Greater Glasgow Health Board. The bid was for the creation of an SNBTS Reference Laboratory for Microbiological testing to be sited within BTS Law Hospital but to function as a separate unit. Dr Follett had prepared the bid on behalf of the SNBTS.

The building work for 1990/91 was already done and equipment had been purchased. As a result the total revenue requirement for 1990/91 was £154,000.

It was agreed that the Reference Centre would take over the management of Microbiology QA in the SNBTS (from the PFC's microbiological validation group).

Concerning staffing, job descriptions were needed for the MLSO and Scientist posts so they could be evaluated and the grades decided. Incoming director to be asked to arrange this.

MC

Dr Follett to recalculate the cost of HIV 2 confirmatory testing in association with Dr Mitchell.

EF/
RM

Mr McIntosh undertook to clarify the method of appointment to be used for the post of Director to the Reference Centre and to seek an early appointment.

DBMcI

08 Quality Assurance Programme

Professor Cash. This was for transfusion centre staff, a national co-ordinator and a training programme. It was agreed to amend the revenue requirement for 1990/91 to £120,000 (ie bringing forward the second year bid).

As agreed at the last Co-ordinating Group Professor Cash and Miss Corrie had drafted a job description for transfusion centre QA manager and Miss Corrie would circulate this now for Directors' comments and recommendations as to whether each centre requires such a post.

MC/
TDs

Professor Cash undertook to present a draft job description for the proposed central post.

JDC

It was noted that this bid included regional proposals. That from Edinburgh was for a QA manager and stores/records support officer and (from Aberdeen and Dundee), for QA staff other than the manager. Dr McClelland explained he had taken his job description from elements of volume 1 of the forthcoming UK BTS NIBSC guidelines. Professor Cash undertook to let Mr McIntosh have a copy of volume 1.

JDC

11a Plasma Collection Programme - Transfusion Centres

Mr Francis. This detailed the targets agreed by Transfusion Directors plus, in detail, the financial requirements per centre. It was agreed to replace litres by kgs net in future.

JNF

11b Plasma Collection - PFC

Mr Francis and Dr Perry undertook to raise the costs of this bid.

JNF/
RJP

11c Introduction of OAS - BTS West

Dr Mitchell. Packs had been ordered for the months of March and April. BTS West will implement its OAS programme during 1990/91.

19 Fractionation for Northern Ireland

It was agreed to deal with the details of this topic outside the meeting.

JNF/
DBMCI/
RJP

ANY OTHER BUSINESSImprovements to donor interview procedures

Dr McClelland. It was agreed that Miss Corrie and Mr Francis should ask Mrs Thornton to prepare a paper on this topic for discussion.

MC

07 Patenting Costs09 PFC Staffing Structure13 Product Liability - Product Inserts16 PFC Product Licensing Purchases18 Bone Marrow Transplantation20 Supplies to the private health sector21 Commercial Interface Steering Group22 Maintenance of Buildings23 VAT on Power Charges

There was insufficient time to discuss these. Directors to telephone Miss Corrie or Mr Francis if they wished to discuss them: otherwise they would be taken as supported.

TDs

DATE OF NEXT MEETING

To be held once the allocations are known.

MC