

0002

IN CONFIDENCE

## SCOTTISH NATIONAL BLOOD TRANSFUSION SERVICE

MINUTES of meeting of the Co-ordinating Group of the Scottish National Blood Transfusion Service held at the Protein Fractionation Centre, Liberton, Edinburgh, on Tuesday, 14 March 1978 at 10.30 a.m.

PRESENT: Dr J Wallace (in the chair)  
 Dr C Cameron  
 Dr J D Cash  
 Dr Iain A Cook  
 Dr H B M Lewis  
 Mr J G Watt  
 Miss M Corrie (Secretary)

## 1. INTRODUCTION

It was agreed to devote the morning to item 5, following receipt of the draft report of the ad hoc committee on management arrangements in the blood transfusion service.

## 2. MINUTES OF THE PREVIOUS MEETING

Line 3 of minute 5 was amended to read "the Chief Administrative Medical Officers of the six Health Boards .....". With this amendment the minutes were agreed to be a true record.

## 3. MATTERS ARISING FROM THE MINUTES

a) Senior Registrar Posts (minute 3b)

It was reported that the appropriate CSA sub-committee had approved the transfer to Edinburgh from Dundee of the vacant Senior Registrar post, subject to JCHMT approval and that the post could be advertised in the meantime. It would consequently appear in the journals shortly. Dr Cash explained that the JCHMT visitation had taken place and that approval was awaited.

Members noted from circular 1978(GEN)14, which had been circulated, that the CSA's Senior Registrar establishment for 1978 remained at 5 posts.

Dr Wallace reported a difficulty in W Scotland arising from doubt as to whether Greater Glasgow Health Board or CSA should supervise the training of a Senior Registrar in blood transfusion. It was agreed that supervision was a CSA responsibility since the posts were on CSA establishment and that the proposed sub-committee on blood transfusion should be responsible to JCHMT for Senior Registrar training in future.

It was decided to raise the matter of the blood transfusion content of training posts in blood transfusion and haematology when the current JCHMT approval expired. In the case of W Scotland this would be in October 1979.

b) Expenditure on Courses and Conferences (minute 3c)

Members noted a paper (which had been circulated) in which was detailed expenditure incurred on courses, conferences and duty visits overseas since December 1977. It was noted that CSA had authorised some of this expenditure to be met from a Transfusion Centre's allocation for staff travel and subsistence. It was also noted that a request made to CSA in November 1977 for a supplementary allocation, for the current year, of £3,435 had been met only partially by an allocation of £1,700. This amount had, the paper showed, been exceeded by £415.

A second paper was noted, in which a commitment of £4,615 for 1978-79 was stated, including the sum of £2,500 which the Personnel and Accommodation Sub-Committee had authorised for the ISBT Triennial Congress in Paris and the International Society on Thrombosis and Haemostasis in Leuven. It was reported that the allocation for 1978-79 had not yet been notified. In the case of the ISBT Triennial Congress members of the Co-ordinating Group decided to proceed on the basis of the sums per Centre suggested in Miss Corrie's letter of 14 February to Directors and to submit CSA conference application forms in the usual manner. It was noted that the sums proposed were insufficient to meet the full cost of attendance.

## 4. DEVELOPMENT PROPOSALS 1979/80 to 1981/2

It was recalled that development forecasts for the year 1978/80 to 1981/82 had been discussed at the meeting on 20 December 1977. Directors had agreed to submit any further proposals to Miss Corrie for onward transmission to CSA and a paper (which had been circulated) containing proposals from Dr Cash was noted. It was agreed that these, and all the other proposals made in December 1977, would require to be supported by stated cases when the Co-ordinating Group met to finalise the estimates for the year for which the developments were requested.

## 5. MANAGEMENT OF SNBTS

There was detailed discussion on the draft report of the ad hoc committee on management arrangements in the blood transfusion service which had been sent to Directors by the General Administrator CSA Headquarters Division. Members agreed that it provided no more than a framework for further discussion. It was noted that it departed in several significant points from the report presented to the ad hoc committee and members expressed grave disquiet that the ad hoc committee should have rejected some of the Working Party's major recommendations, particularly since all but one member of the ad hoc committee had attended one or more of the Working Party's meetings.

It was noted that Directors had been invited to meet the ad hoc committee on 31 March. Since Dr Cameron and Dr Wallace would be unable to attend it was agreed that they should write expressing their views to the Chairman of the Working Party.

It was remitted to those Directors who could attend the meeting to invite the members of the ad hoc committee to explain in each instance why they had departed from the recommendations of the Working Party. With Dr Cash as spokesman, the Directors attending on 31 March should press for the following recommendations of the Working Party to be accepted :-

- i. National Medical Director to be non-voting member of proposed blood transfusion sub-committee.
- ii. Proposal for a laboratory technician member to be dropped.
- iii. Transfusion Directors to receive sub-committee papers and have the right to attend if they wished.
- iv. Servicing of sub-committee to be as worded in the Working Party's Report.
- v. Accountability of National Administrator to be as in Working Party's Report.
- vi. National Medical Director to receive the agenda for meetings of the Management Committee and its sub-committees.

It was further agreed to recommend that the National Medical Director should be able to nominate a Deputy to attend meetings of the proposed sub-committee in his absence.

Dr Cook reported the contents of a discussion with Mr R Wallace, Chairman of the Highland Health Board and a member of the Working Party and ad hoc group, from which it appeared that some, if not all, of the Directors' aims might be achieved.

#### 6. DEVELOPMENT PROPOSALS 1978-79

It was reported that the following sums were available for redeployment :

- i. Attendance of 19 people at ISBT (not approved) £7,600
- ii. Automation of blood grouping N Scotland (machine being built by BTS staff in lieu of purchase) ? £14,000

It was agreed to substitute for i above the purchase and installation of a Flexpak system at PFC for the issue of crystalloids and to await the final cost of construction of the autoanalyser in N Scotland before taking a decision on the redeployment of any excess funds from that source.

#### 7. 1979 COUNCIL OF EUROPE COURSE ON BLOOD TRANSFUSION

It was reported that the above course would be held in Frankfurt under the chairmanship of Professor S Seidl and that the language would be English. The programme was not yet decided.

A decision on nominating a Scottish candidate was deferred till the next meeting when it was hoped the programme would be known.

#### 8. MAINTENANCE OF MEDICAL EQUIPMENT

It was recalled that Mr B White, Senior Engineer, PFC and Mr W Clark, Group Engineer, Glasgow and W Scotland had been commissioned, following a Co-ordinating Group meeting in December 1975, to investigate the maintenance of medical equipment in BTS and make recommendations and that a brief report by Mr White had been tabled at the previous meeting. It was noted that SHHD had recently issued circular 1977(GEN)68 recommending that first-line maintenance of medical equipment should be on an in-house basis.

Following discussion it was agreed that Mr White and Mr Clark should be asked to present their recommendations on how SNBTS should arrange in-house maintenance.

1. The first part of the document is a list of names and addresses, including 'John Doe, 123 Main St, New York, NY 10001' and 'Jane Smith, 456 Elm St, Los Angeles, CA 90001'.

2. The second part of the document is a list of names and addresses, including 'Bob Johnson, 789 Oak St, Chicago, IL 60601' and 'Alice Brown, 101 Pine St, San Francisco, CA 94101'.

3. The third part of the document is a list of names and addresses, including 'Charlie Davis, 202 Cedar St, Boston, MA 02101' and 'Diana White, 303 Birch St, Philadelphia, PA 19101'.

4. The fourth part of the document is a list of names and addresses, including 'Frank Green, 404 Spruce St, Denver, CO 80201' and 'Grace Black, 505 Willow St, Portland, OR 97201'.

5. The fifth part of the document is a list of names and addresses, including 'Henry Blue, 606 Ash St, Seattle, WA 98101' and 'Ivy Red, 707 Hickory St, Miami, FL 33101'.

6. The sixth part of the document is a list of names and addresses, including 'Jack Purple, 808 Sycamore St, Dallas, TX 75201' and 'Karen Yellow, 909 Magnolia St, Houston, TX 77001'.

7. The seventh part of the document is a list of names and addresses, including 'Leo Orange, 1010 Poplar St, Phoenix, AZ 85001' and 'Mia Silver, 1111 Cypress St, San Diego, CA 92101'.

8. The eighth part of the document is a list of names and addresses, including 'Noah Gold, 1212 Juniper St, Austin, TX 78701' and 'Olivia Bronze, 1313 Fir St, San Jose, CA 95101'.

9. The ninth part of the document is a list of names and addresses, including 'Peter Platinum, 1414 Redwood St, San Antonio, TX 78201' and 'Quinn Nickel, 1515 Cypress St, Fort Worth, TX 76101'.

10. The tenth part of the document is a list of names and addresses, including 'Ruth Copper, 1616 Dogwood St, Columbus, OH 43201' and 'Sam Iron, 1717 Elm St, Indianapolis, IN 46201'.

11. The eleventh part of the document is a list of names and addresses, including 'Tina Lead, 1818 Birch St, Charlotte, NC 28201' and 'Uma Tin, 1919 Spruce St, Nashville, TN 37201'.

12. The twelfth part of the document is a list of names and addresses, including 'Victor Zinc, 2020 Ash St, Memphis, TN 38101' and 'Wendy Nickel, 2121 Willow St, Louisville, KY 40201'.

13. The thirteenth part of the document is a list of names and addresses, including 'Xavier Silver, 2222 Hickory St, Kansas City, MO 64101' and 'Yara Gold, 2323 Sycamore St, Oklahoma City, OK 73101'.

14. The fourteenth part of the document is a list of names and addresses, including 'Zoe Platinum, 2424 Magnolia St, Tulsa, OK 74101' and 'Adam Bronze, 2525 Poplar St, Wichita, KS 67201'.

9. SEMINAR ON DISCIPLINARY AND GRIEVANCE PROCEDURES

Members discussed the offer of further seminars or advice on the subject of staff discipline and grievances which had been made at the two seminars held at Trinity Park House on 26 January and 2 February 1978 for Directors of Divisions and other senior staff.

It was agreed that Miss Corrie should invite CSA Personnel Officer or Assistant Personnel Officer to visit Glasgow and W Scotland, SE Scotland and PFC for discussion on what was required in these Centres in the first instance.

10. COMPUTING FACILITIES IN SNBTS

Deferred till the next meeting.

11. SUPPLY OF BLOOD TO THE PRIVATE SECTOR

Deferred till the next meeting.

12. COMMEMORATIVE POSTAGE STAMP

Deferred till the next meeting.

13. NATIONAL GROUP ON HEALTH AND SAFETY AT WORK

Directors agreed to a proposal that the small national group on health and safety at work, formed with their approval in January 1976, should continue to meet regularly until 1 October 1978 when the sections of the Health and Safety at Work Act 1974 governing Safety Committees and Safety Representatives would come into force. Thereafter the group should meet at least annually, and more frequently should business arise.

14. DATE OF THE NEXT MEETING

The next meeting was arranged for Thursday 8 June 1978.

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