

IN CONFIDENCE

SCOTTISH NATIONAL BLOOD TRANSFUSION SERVICE

Minutes of a meeting of the Co-ordinating Group
held in the HQ Unit on 20 November 1984

Present: Dr J D Cash (in the chair)
Dr E Brookes
Dr D B L McClelland
Dr R Mitchell
Dr R J Perry
Dr S J Urbaniak
Dr W Whitrow
Miss M Corrie (Secretary)
Dr F E Boulton (for item 3c)
Mr J Francis

1. INTRODUCTION AND APOLOGIES FOR ABSENCE

Dr Cash welcomed Dr Frank Boulton for item 3c.

An apology was notified from Dr Morris McClelland.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 28 August 1984 had been circulated and the following amendments were agreed:

To the minute intravenous immunoglobulin preparations (3i):

"Following the problems at Northwick Park, Dr Perry had agreed with Dr McClelland that a policy of batch dedication should be introduced for hypogamma patients in the trial. As a result Dr Perry had been obliged to dedicate the succeeding four batches (700 vials) to the hypogamma trial".

With this amendment the minutes were agreed to be a true record.

3. MATTERS ARISING FROM THE MINUTES

a) Transfer of red cell reagents (3b ii)

Dr Mitchell had circulated his survey in strict confidence to the Director. A summary of the findings in part (a) (serum reagents) was tabled. Dr Mitchell agreed to prepare his personal reactions and recommendations.

A special meeting was being arranged to discuss the whole survey.

- b) Association for the British Pharmaceutical Industry (3c)
- i. Report to the BTS Sub-committee: As agreed at a previous meeting Dr Cash was preparing for the BTS Sub-committee a paper on compensation for patients and healthy volunteers.
 - ii. Membership of APBI: Dr Cash had pursued with Mr Smart (Chairman of the CBLA) the possibility of membership of the ABPI. Mr Smart had explained that CBLA had already sought membership and been refused. He would try again at an appropriate time and keep in touch with Dr Cash over the matter with a view to the SNBTS being involved in a joint application.
- c) SNBTS Crossmatch Procedure (3d)
- Dr Urbaniak reported that he had now completed what would probably be a final summary of the crossmatch procedures in the SNBTS. He would send this to the Directors.

Dr Boulton explained that one of the British Society of Haematology Task Forces was concerned with red cell serological procedures in hospital blood banks. This Task Force would have BBTS membership (including Dr Boulton) and intended to issue appropriate guidelines. Dr Boulton was asked to keep the Directors informed of developments.

Dr Urbaniak was invited to finalise and distribute the guidelines after which there would be a half day meeting on the subject to which Dr Boulton would be invited. It was agreed that subsequent discussions would take place between the Directors and the Principal/Senior Chief MLSOs.

- d) Scottish Principal and Senior Chief MLSO meetings (3e)
- Dr Cash reported that he had met the above and concluded that the Principal/Senior Chief MLSO Group would welcome being part of the BTS management structure accountable to the Directors. The meeting had been anxious that the CSA management should be made aware of this move. Mr W Muir of W Scotland BTS had been appointed chairman for three years. They had asked for secretarial support from the HQ Unit.

The following points were agreed in discussion:-

- i. Dr Cash to inform the chairman that the Directors looked forward to working with the Group.
- ii. Tasks to be given to the meeting must be agreed beforehand by the Directors.
- iii. A broad remit to be extended by Dr Cash on the lines that the meeting would have a standing remit on the education of MLSOs, study service and technical matters at the request of the Directors and advise the Directors generally on matters of interest to the SNBTS.
- iv. Agendas and minutes to be circulated to the Directors.
- v. Consider at a later date whether or not scientists should be added to the meeting.

e) Scotblood 1985 (3g)

The Organising committee's recommendation about the Iain Cook Memorial Lecture had been brought by Dr Urbaniak to another meeting since the issue of the agenda.

Dr Mitchell raised the subject of attendance of the family of the late Dr Cook (he had received a letter from Dr Cook's daughter on the subject). It was agreed that Miss Corrie should notify the family now of the date of the next Scotblood and that they would be welcome to attend annually: they could get details from the National Medical Director.

Amended.

It was noted that the organising committee of Scotblood had apparently decided only to invite Dr Gunson from amongst the people recommended at the previous Co-ordinating Group meeting despite Dr Urbaniak having conveyed the Directors' recommendations. He undertook to advise the organising committee that the Directors wished Dr [REDACTED] to be invited. Dr Cash felt that the Transfusion Directors were not sufficiently involved in the planning and organisation of Scotblood.

f) "Burns" SPPS (3h)

Dr Perry was awaiting information from Dr Anne Sutherland as to the exact amount of SPPS required for the trial. He would report at the next meeting.

g) Donor registration cards (4)

Miss Corrie reminded the meeting that since the previous Co-ordinating Group, they had agreed to a suggestion that the Donor Organising Secretaries and the Principal/Senior Chief MLSOs meetings should work separately on the information to be included on a new donor registration card, the Donor Organising Secretaries concentrating on donor registration information and the Principal/Senior Chief MLSOs on laboratory information. Their views would then be combined under the chairmanship of a Director and an overall recommendation made to the Co-ordinating Group.

It was agreed that Dr McClelland should be the Co-ordinating Director to whom the chairman of each of the two participating groups would report. He would need their final recommendations by the end of February 1985.

h) Notes on Transfusion

i. It was reported that the SHHD were not entirely happy about the reaction of the Scottish Directors to Notes on Transfusion and their decision to prepare local documents in lieu. It was agreed to await the final SHHD decision on the matter which was on the agenda for the Directors' meeting of 11 December which would be attended by Dr A E Bell.

ii. Preparation of substitute documents: it had been agreed at the previous meeting that each Director should prepare a document for local use until an acceptable UK or Scottish one was available. To help them the laboratory users' guide for Foresterhill Hospital Aberdeen had been circulated and Dr McClelland undertook to circulate his. The Ninewells Hospital user's guide would also be

sent to each Director.

Dr Whitrow and Dr Mitchell explained that they did not have local documents and Dr Mitchell explained the impossibility in his region of issuing a comprehensive document.

iii. The Directors confirmed that they still held the view that the new edition of Notes on Transfusion should not be issued.

i) Joint Consultation (12)

i. Personnel Officer's response to Transfusion Directors' views
Following the previous meeting Miss Corrie had communicated to the Personnel Officer the Directors' view that given the experience in the regions, it would be inappropriate to have a SNBTS joint consultative committee (JCC) without local JCCs from which the membership of the national one would come. No reply had been received but in response to a telephone approach by Miss Corrie the Personnel Officer had explained that there was now not only trades union pressure for CSA Divisional JCCs, but also that the CSA chairman was in favour of such a move and that the Divisions would no doubt be asked again before long about their intentions.

The position about how staff in the regions had been asked if they were interested in joint consultation was discussed as follows:

Inverness

A notice on the board inviting anyone interested to contact the Director. Reinforced by approaches to members of staff. There was no response so a 24 hour ultimatum was set to which there had been no response either.

Aberdeen

Dr Lewis had written individually to each member of staff enclosing a return form. The majority of staff had elected not to have a JCC.

Edinburgh

There was a JCC on Whitley Council lines.

Glasgow

A notice on the board plus discussion with staff had resulted in no particular desire for a JCC and the shop stewards' committee was being used instead.

PFC

Staff had been consulted twice and agreed to use the joint shop stewards' committee.

The purpose of joint consultation was discussed, as well as the probable reasons why the trades unions were interested in Divisional and CSA JCCs and Dr Cash suggested that CSA chairman might be invited for a discussion with the BTS Directors.

It was agreed finally that Miss Corrie should indicate to the Personnel Officer that the subject had been discussed once again in some detail, that at the present time the BTS were unable (because

of local attitudes) to establish a JCC at SNBTS level and it was therefore inappropriate to pursue the matter. Directors asked Miss Corrie to arrange, through Mr Maltman, a meeting with Sir Simpson Stevenson on this topic. However, the BTS Directors were considering ways in which more appropriate consultation with senior BTS colleagues might be achieved.

ii. Attendance at Directors' meetings
Deferred.

4. SNBTS RESEARCH

Dr Cash proposed that a meeting might be held once or twice a year to share information on research being undertaken in the BTS. Such a move might avoid duplication of effort and would broaden general understanding about research within the service. It emerged in discussion that some Centres held internal meetings and the PFC produced annually a volume of research reports of general interest.

It was agreed that in place of further meetings each Director would be invited by Dr Cash to write a section on research in his or her Centre for the SNBTS Annual Report. This section would include a list of papers in press and published and PFC would include research reports which (while not being published) were of general interest.

5. UK REGISTER OF RED CELLS

Dr Mitchell reported having written to Dr Jean Harrison (chairman of the Working Party on Red Cell Registers) that Scottish Directors believed that any UK register should be a combined one of both frozen and 'on the hoof' cells. It was noted that the definition of a "rare donor" had been circulated and Dr Mitchell agreed to see that each Director was informed how to report what he or she held as well as how to obtain information from the registry.

6. "MEETING THE MEDIA" COURSE

Miss Corrie reported that the Management Education and Training Division of the CSA were willing to organise a one-day course for SNBTS staff which would cover radio and television interview techniques through discussion and practical exercises and would be tutored by presenters from BBC Scotland.

The proposal was welcomed and it was agreed that Directors should attend initially, Donor Organising Secretaries possibly to attend on a later occasion (though, if there were insufficient numbers from among the Directors to support the course, Donor Organising Secretaries might be invited also).

7. MLSO TRAINING

Papers had been circulated from which it was noted that the HNC course was being phased out and that the CNAA degree in Life Sciences was the most likely replacement, if the appropriate authorities approved it for State Registration.

Technicians from the PFC where State Registration was not required had begun attending the CNAA degree as had a member of staff of SE Scotland BTS.

It was agreed that there was a need in the short term for a training programme for graduates who entered the Service as junior B MLSOs.

After discussion it was remitted to Dr Cash to invite the Principal/Senior Chief MLSOs to prepare for the Directors proposals on the training of MLSOs in the short and long term. They would have to pay heed to the type of MLSO who would be required by BTS in future.

8. INVERESK RESEARCH INTERNATIONAL

Deferred.

9. STUDY OF BLOOD COLLECTION COSTS

Dr Lapsley and Mr Mitchell had reported that they hoped to complete their study of collection in Edinburgh and Glasgow by the end of March 1985; this depended on them having help from ~~GSA Finance Branch~~ without which a study might take three months longer. *MR FRANCIS*

10. SMOKING AND HEALTH

Deferred.

11. NBTS WORKING PARTY ON THE CODE OF PRACTICE FOR PLASMAPHERESIS

Dr Cash
Dr Cash reported that the above had been reconvened and it was agreed that Dr Urbaniak should represent the SNBTS.

12. BTS SUB-COMMITTEE

Not discussed, (insufficient time).

13. POST OF DIRECTOR, PFC

Dr Cash reported that interviews would take place at the end of January 1985.

14. MEMORANDUM ON THE CARE AND SELECTION OF BLOOD DONORS

Dr Cash explained that the meeting previously arranged for 28 November to discuss the above had been cancelled.

It was agreed to ask Dr Jack Gillon (new consultant SE) to visit the Transfusion Centres, discuss the care and selection of donors and prepare a draft memorandum for consideration by the Directors. Dr Gillon should be able to undertake this task beginning April 1985.

15. AIDS

See separate in strict confidence note. (Circulated to Directors on 22 November 1984).

16. DATE OF THE NEXT MEETING

19 February 1985.