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Decisions ① Policy now to make pro deposit available in all circumstances. ES
facilitate or undertake. PACRS represented as policy

**MEETING OF THE SNBTS MEDICAL AND SCIENTIFIC COMMITTEE
18 MAY 1994 (COMMENCING 10.45am)
CONFERENCE ROOM, SNBTS HQ**

② (HOB) MCV look back **AGENDA**

Policy extend to 97 but look back should start from June 1.

- 94.1.1 **APOLOGIES** ③ Drum interviews: George Galton Chair Cent Ken Al
pepe ordered. Thud address to SA
to policy.
- 94.1.2 **MINUTES OF THE 9th/10th NOVEMBER MEETING**

The following comments/corrections were received

MSC to note & approve

Comments/Corrections

Page 1 2.2. This item refers to the minute of the Special PES MSC on 4 August 1993 and correspondence on this subject (paper 4 of 9/10 November 1993 MSC).

The MSC are asked to approve both amendments proposed in this correspondence. (Only the second point was referred to in the minute).

Page 3 3.2.3i. It was noted that the document referred to was produced jointly by UKTSSA/NIBSC and not by the MSBT as stated in the minutes.

Page 5 4.1.2iii, 4th line. SAC should read MSC.

Page 5 4.2.3. Last 2 lines modified to read - "Discussions with Haemophilia Centre Directors had concurred with the SNBTS wishes to complete the present HP8 licensing process before introducing those steps which *may further address any potential for non enveloped virus transmission*".

Page 6 5ii. Modified as follows: "Discussions with Haemophilia Directors suggested that the current increase (13%) above projected demand levels is likely to be maintained. [This is 13% on top of the planned 10% increase on last years demand].

Members are asked to note these corrections and approve the revised minute.

94.1.3 **MATTERS ARISING**

Action points arising from the last meeting are tabulated in appendix 1.

94.1.4 **TOPICS FOR DISCUSSION**

Papers relating to discussion items are attached on green paper.

1. PROPOSED CHANGES TO MSC PROCEDURES

In order to optimise the time available to MSC and allow MSC business to be concluded in one day, a number of changes to the meeting procedures are proposed. Members are invited to consider these proposals.

i. *Minutes of the previous meeting will not be recirculated with the agenda.*

ii. **Matters Arising**

It is proposed that matters arising are handled as follows:

- . *An update of progress from the last meeting will be circulated with the agenda (eg see appendix 1).*
- . *Members should update the MSC Secretary as actions are taken. The secretary shall, as far as practicable, endeavour to establish progress made before issuing the agenda, thereby saving MSC time.*
- . *Where no action has been taken or is incomplete, members will be invited to report on progress at the MSC meeting and give a timescale by which action will be taken.*
- . *Where actions involve non MSC personnel, the MSC secretary will establish the position and update the action list accordingly.*

iii. **Standing Items**

1. *Standing Items will no longer be included in each MSC agenda.*
2. *Co-ordinators for current "standing items" may be invited to consider matters of particular relevance/importance and provide a report for the MSC. If a presentation to the MSC is necessary, advance notice of at least one month will normally be given. Co-ordinators are:*

<i>Tissue Typing</i>	<i>Dr P L Yap</i>
<i>Tissue Banking</i>	<i>Dr S J Urbaniak</i>
<i>Blood Collection Programme</i>	<i>Dr G Galea</i>
<i>NSL/PDG</i>	<i>Dr C V Prowse</i>
<i>Medical Audit Committee</i>	<i>Dr D B L McClelland</i>
<i>Quality Programme</i>	<i>Mr M Bruce</i>
<i>Reagents Programme</i>	<i>Mr J Allan</i>
<i>Microbiology Donation Testing</i>	<i>Dr E Follett</i>

Members are invited to approve this proposal

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*Information Technology (R&D) Mr M Moores
 Product Services Dr C V Prowse
 PFC Dr R J Perry*

3. Co-ordinators for current "standing items" who wish to raise a matter of interest/importance with the MSC may do so by contacting the MSC Secretary.

iv. Agenda Planning

1. The Secretary will maintain a list of topics that require consideration by and guidance from MSC. This list will be reviewed at each MSC to determine the main agenda items for the next meeting. This list is attached as appendix 2. Items to be added should be notified to the MSC Secretary.

Members are invited to approve these proposal

2. Matters which require urgent attention, ie on next MSC agenda, should be referred to the MSC Chairman or Secretary.

v. Items for Noting

It is proposed that items that provide the MSC with updated/useful information which do not require discussion shall be issued for noting. When any member feels that an item issued for noting requires MSC discussion he/she should contact the MSC Chairman/Secretary to request the item be added to the list of topics for future discussion or placed on the next agenda.

Members are invited to approve this proposal

vi. Bulletin Board

In an attempt to improve communications across the SNBTS it is proposed that the MSC Secretary should produce and maintain a "Bulletin Board" that would carry brief notes on relevant SNBTS activities. This would be issued with the MSC agenda. Items to be included should be sent to the Secretary.

Members are invited to approve this proposal

2. AUTOLOGOUS TRANSFUSION

Dr Gillon will present a summary of the SNBTS position and make some proposals for an SNBTS policy on autologous transfusion. A summary is enclosed as paper 1.

PAPER D 1

3. HALF STRENGTH CPD

CVP will present an update on the current position with this project. A summary is enclosed as paper 2.

PAPER D 2

4. GREEN CARD FOR RHD NEG ANTENATAL PATIENTS

SJU will introduce this topic and make proposals for consideration by the MSC. Background information is enclosed as paper 3.

PAPER D 3**5. RESEARCH LINKS WITH THE NBA**

Members will be aware that JDC has been invited to join the NBA research committee. JDC would welcome comments and guidance by MSC members.

6. PERSONAL INTERVIEWING OF DONORS

GG will present the current position and make proposals on how the SNBTS should approach this activity.

7. PRINCIPAL OUTCOMES OF THE ACTTI MEETING

RM will provide an update.

94.1.5 MATTERS FOR NOTING

Relevant papers are attached on blue paper

1. OPERATING/RELEASE PROCEDURES FOR THE NATIONAL FROZEN CELL BANK

It was noted that this item had not been advanced in accordance with minute 3.4 MSC 11/12 May 1993. A 'National' SOP, taking account of the requirements specified by the MSC, has been produced in consultation with West & North East RTCs and was issued on 09/05/94.

2. QUARTERLY MRU REPORTS

It is proposed that these reports will now be sent to RTC Consultants responsible for microbiology testing and that the MSC will receive an annual report for discussion.

3. NSL ANNUAL REPORT 1993 - 94

A copy of this report has been circulated to Board Members and the MSC Secretary. Further copies available from CVP.

4. PRODUCT DEVELOPMENT GROUP: SUMMARY REPORT FEB 93 - FEB 94

A copy of this report has been circulated to Board members and the MSC Secretary. Further copies available from CVP.

5. INCREASED TARGET DONATION VOLUME

An update report on this project is enclosed. Early results are encouraging with a 20% reduction in the standard deviation for collection volume. The current estimate of increased plasma yield is 1.6 tonnes compared with an earlier projection of 2.37 tonnes (Feb 92, Supply & Demand). An apparent increase in adverse donor reactions is being investigated by North East RTC and will be considered by the Donor Consultant Group.

PAPER N 1**6. NBA/SNBTS QA MEETING**

On 11 March 1994, JDC & MB met with Dr H Gunson & Mr A Slopecki to discuss aspects of quality assurance of interest to the SNBTS and NBA. The meeting proved extremely useful and the minute is enclosed for information.

PAPER N 2

Some key discussion points included:

- agreement in principle to develop a UKBTS procedure for evaluation and approval of microbiology test kits - based on the SNBTS SOP.

Co-Chairmen for this activity would be John Barbara & Eddie Follett
- Philip Mortimer would be asked to provide external advice.

- . NBA, at this time, felt the SNBTS approach to microbiology kit batch validation was overly cautious.
- . all NBA RTCs will implement "extended" donor interviews by the end of 1994 - an SNBTS/NBA working group was proposed to develop a joint approach.
- . NBA wish to exchange anonymised audit reports (MI and external Quality Group) with SNBTS.

7. PROCEDURE FOR ISSUING 'NATIONAL' SOPs

To ensure appropriate control, 3 copies of each National Quality Programme SOP will be issued from HQ directly to the Centre Quality Assurance Manager who will be responsible for distribution/control within the Centre. Further copies will be made available on request.

PAPER N 3

8. BSI/ISO REVISION OF TRANSFUSION SET STANDARDS

The standards governing transfusion sets are presently being revised. SJU has provided copies of the most recent draft revision and would welcome comments before Monday 13 June 1994.

9. FUTURE MEETINGS - DATES

17 August 1994 - **please note this is a change from 16 Aug 94**
07 September 1994 (PES)
10 November 1994