

MINUTES OF A MEETING OF HEADS OF DEPARTMENT/SECTION MANAGERS HELD ON 17
FEBRUARY 1987

Present: Dr R Perry (Chairman)
Dr B Cuthbertson
Dr P Foster
Mr W Grant
Mr M Ivey
Mr E Walker
Mr A Dickson
Mr R Howieson
Mr J Sinclair
Mr T McQuillan
Miss I McKinney (Secretary)

1. INTRODUCTION AND APOLOGIES FOR ABSENCE

Apologies were received from Mr Lines

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 30 January had been circulated and the following amendments were made:

- (a) Item 3(k) Line 1 - Replace "Dickson" with "Sinclair.
- (b) Item 10 Line 1 1st sentence should read "Dr Perry stated that it was now PFC policy that unless it has been retrospectively accredited, any plasma collected prior to 1986 ie untested should not now be processed.
- (c) Item 11(f) 1st sentence should read "Mr Lines reported that in view of on-going negotiations with Management, Mr Breeze and Mr Ducie had decided to withdraw from the on-call system and overtime working.

3. MATTERS ARISING FROM THE MINUTES

- (a) Autoclaves - Minute 3(a)

Still on target.

- (b) Plasma Pack Tear Down - Minute 3(b)

Mr Dickson reported that a trial of Biotest packs had recently been carried out, and although the trial was very successful, a number of interesting problems had been identified. It was agreed that a meeting should be arranged to discuss various developments and aspects of the pack stripping machine in detail.

(c) PFC Pamphlet - Minute 3(c)

This matter is proceeding.

(d) Development: UF System for Albumin - Minute 3(d)

This is still an on-going matter and it was noted that equipment for evaluation may be available towards the end of March.

(e) Fork Lift Truck Incident - Minute 3(e)

Mr Grant reported that the Management Advisory Safety Committee had discussed the HOD/SM proposal to erect crash barriers on the loading bay ramp. However, in considering this matter, the Committee felt that it would be safer to revert back to a previous policy whereby one truck was kept up the ramp for use inside the building and another truck was kept outside at the backdoor for use outwith the building thus avoiding the need to drive these vehicles up and down the ramp.

However, in implementing such a policy, it was noted that this could cause a problem with re-charging the trucks and during discussion, it was agreed that Mr Ivey, Mr Howieson and Mr Dickson should pursue this.

(f) Z8 Steering Group - Minute 3(g)

Dr Perry reported that Dr Charles Rizza (Oxford) hoped to be able to infuse Z8 into his patients this week and it was noted that Dr Ludlam is delighted to receive the 80° product. Dr Cuthbertson undertook to arrange to send this material to him immediately. It was also noted that the Glasgow Centre had received 75° material for trial and Dr Ludlam had undertaken to carry out 75° trials in minor bleeding patients but not non-bleeding patients.

Dr Perry indicated that he required data from 2 batches of Z8 for licence submission purposes.

(g) Management Course for Scientists - Minute 3(h)

Mr Ivey had assembled the various replies from HODs/SMs on the syllabus for the Management Course for Scientists and Dr Perry undertook to convey this information to Miss Corrie. In due course, if and when the course is to proceed, Dr Perry said that he would make the suggestion that in addition to that already proposed, some provision should be made for including the topic of "Management of Change" in the syllabus as he felt that this would be useful in a multi-disciplinary Centre such as the PFC.

It was noted that all HODs/SMs were interested in attending the above course and a provisional agreement had been made for all to attend.

(h) Stores List (Surplus Equipment) - Minute 3(i)

It was noted that there were 2 weeks remaining in which to complete

the labelling of equipment exercise.

(i) Plasmapheresis Trials - Minute 3(k)

It was noted that it had been suggested to process Haemascience FVIII as a discrete single batch.

(j) Production of Factor VIII and IX Deficient Plasma on Monoclonal Antibody Columns at PFC - Minute 3(l)

It was noted that this matter was progressing and Mr McQuillan indicated that material for evaluation may be available in April.

(k) Microcomputers at the PFC - Minute 3(m)

Mr Walker reported that he had amended the draft specification on plasma stock-keeping and this document would be reissued in due course.

(l) Electrical Loading - Minute 3(o)

Further discussion deferred in Mr Lines absence.

(m) Sandwich Students - Minute 3(q)

No requirements had been identified as yet for the employment of Sandwich Students. Dr Perry therefore asked the committee to give some further consideration to this matter.

HNC Courses

As agreed at the previous meeting, Mr McQuillan had contacted the CSA Training Officer who was aware of the problem and had undertaken to investigate the matter.

(n) Hepatitis B Testing - Minute 3(u)

It was noted that new staff are being tested for HIV and HBsAg. Pre-existing staff samples are not being tested.

It was agreed that the organisation of staff blood samples should be reviewed and Dr Cuthbertson, Mr Ivey and Dr Perry would pursue this matter with Dr Fraser.

(o) Internal Mail System - Minute 5

Mr Ivey advised that whilst the introduction of a centralised mail distribution/collection system would be very useful for everyone, he felt that it would be best for all concerned that anyone served by a typist should have their trays cleared by that person at regular daily intervals and a specific tray should be placed in each of these individual's offices. Individuals not served by a typist may use the centralised system.

It was noted that there was a need for a filing/distribution clerk and Mr Ivey indicated that he was currently pursuing this matter.

Telephone/Telex Messages

Mr Ivey undertook to generate an SOP on incoming telephone/telex message distribution.

(p) Non-Recurring Bids 1986-87 - Minute 8

Mr Ivey and Dr Perry undertook to establish whether there were any further non-recurring monies for PFC use during their meeting with Mr Francis later in the day.

(q) Use of Plasma Collected Prior to 1986 - Minute 10

Dr Perry undertook to prepare a summary of the SHHD policy document for circulation as appropriate.

As agreed at the last meeting, Dr Perry had contacted BPL and it was established that their policy is to have a 3 month quarantine period which means that there would be a requirement for PFC to have enough storage space for more than 3 months stock of plasma.

Dr Cuthbertson said that he would carry out an analysis of plasma recalls.

(r) Induction of New Staff - Minute 11(a)

Dr Cuthbertson made a suggestion that the downtime could be used to establish the format of the induction course and after some discussion, the committee were asked to look at things which would be of general interest in such a course and bring these items forward for discussion.

Meantime, Dr Perry had undertaken to apply for Non-Recurring monies for the production of a video.

4. RELOCATION OF FREEZE DRIERS

This matter was deferred for the following week for a meeting of interested parties to take place. A firm proposal would be sought from this meeting with a detailed plan of the layout.

5. HIV INACTIVATION EXPERIMENTS

Dr Cuthbertson reported that the PFC is required by the DHSS to validate virus inactivation procedures to demonstrate that the heat treatment procedures will completely inactivate the AIDS virus. These experiments would be carried out at the PFC.

Dr Cuthbertson also explained that he now had all the components for validating the freeze drier and a protocol had been generated for the safe handling of the virus which would be freeze dried, heated and sent for assay by Edinburgh University.

This matter had been discussed and approved by both the Health and Safety Executive and the PFC Joint Safety Committee who will receive copies of current documentation.

Provided everything goes according to plan, the process will commence within the next 2 weeks starting with Factor VIII followed by Factor IX. Dr Cuthbertson indicated that he would advise as appropriate when this exercise would actually begin and at the request of the Joint Safety Committee, he undertook to prepare a memorandum (to staff) advising that these experiments would be going ahead.

6. QC/PRODUCTION MONTHLY REPORT

This matter was discussed under item 10.

7. GENERAL TIDINESS OF THE CENTRE

Dr Perry referred to Mr Lines' memorandum regarding the tidiness of the Centre and pointed out that:

- (a) The area at the rear of the Headquarters Unit was noted to be in an appalling state and should be kept tidier than it had been in the past.
- (b) The general tidiness within the PFC building itself and the manner in which storage space is utilised were unacceptable. Reference was made in particular to the amount of equipment which is often stored in the loading bay and it was pointed out that the present space available is totally unacceptable especially in the circumstances of staff having to vacate the building in the event of a fire alarm as this area is a recognised fire exit point.

Mr Grant pointed out however that the reason for storing equipment in the area in question in recent weeks was due to work which had been carried out to refurbish the flooring area of the new warehouse.

After discussion, it was agreed that the PFC could improve its performance to increase the level of tidiness both inside and outside the building by emphasising to staff the importance of keeping the place tidy and constructive criticism should take place amongst HODs/SMs.

The following was also agreed:

1. Site tidiness would become a stores function.
2. An SOP on the disposal of waste material should be generated for issue to the Incinerator Operator.
3. Internal tidiness of the Centre should be observed on a local basis.

Dr Foster reported that he had become concerned regarding the use of the Microbiology Basement as an ad hoc dumping ground for various pieces of equipment and suggested that it could become part of stores function to manage this area and that anything requiring to be stored in this area

should be inventoried.

After discussion, it was agreed in principle that this duty would become part of the general stores function and that an embargo should be placed on the area for a period of 2 weeks.

8. REVENUE SPEND AS AT 31 JANUARY 1987

Mr Ivey tabled the overall monitoring statement as at 31 January and drew the meeting's attention to the Operational Supplies budget in particular indicating that Admin and Stores would probably exceed their allocation by some £10,000. Other Departmental Heads advised that they would not be utilising their allocations in total and it would appear that the overspend would be eliminated as a result.

Mr Walker requested additional support for the Computer Budget which was noted for action by Mr Ivey.

Mr Ivey concluded by stating that he would produce a further statement as at the end of February and a final meeting would be held in March to carry out last minute adjustments to the budgets.

Overtime

Mr Ivey reported that he anticipated an overspend in the Overtime budget which would be largely associated with the increased overtime activity in the Engineering and Administration Departments. Overtime in other departments was noted to be reasonably steady although Process and Sterile Filling had incurred overtime in respect of plasma stock-keeping, unloading driers (Z8) and PPS filtration.

9. SAFETY COMMITTEE MEETING MINUTES (FIRST AID OFFICERS)

Mr Grant reported that a re-examination of First Aid Officers would take place sometime in June 1987 and he indicated that there may be a few people wishing to participate in refreshers/complete training courses. Mr Grant undertook to establish the cost of these courses and numbers of staff wishing to attend and was asked to provide this information to Dr Perry.

Mr Grant also reported that he had nominated Mr David McKenzie as Principle First Aid Officer in the absence of Mrs W Woolard.

In conclusion, it was agreed that a list of current First Aid Officers should be posted on the staff noticeboard as a reminder to staff.

10. REPORTING SYSTEMS IN THE PFC

Mr Dickson had previously circulated an interim report of his investigation into reporting mechanisms at PFC. There was a general discussion and it was agreed that:

- (a) Considerable improvement had already taken place with respect to reporting at PFC.

- (b) A Director's report (3 monthly or 6 monthly) would be useful. HOD reports may also be helpful.
- (c) Cumulative data for product yield, issue vs targets, reject batches, overview of production attainment would be useful and informative.

11. ANY OTHER BUSINESS

(a) PPSB

Dr Perry confirmed that the PFC was no longer required to manufacture PPSB (a memorandum had been issued as appropriate). Dr Perry also indicated that he had written to Transfusion Directors in this regard but had advised them to maintain a small stock of this product until commercial alternatives became available.

(b) Annual Stocktaking

Mr Ivey announced that he required volunteers to carry out the annual stores stock check on 28 and 29 March and he had undertaken to issue a memorandum to HODs/SMs with further details.

(c) Laundry

Mr Ivey stated that in view of the damage done to protective clothing by the City Laundry he had contacted a firm which would both provide and launder garments (Howie Coats, Boiler Suits etc) at approximately the same cost as the present system of purchasing our own clothing and having the City launder it. Dr Perry asked Mr Ivey to brief him on this subject outside the meeting.

(d) Lockers

It was noted that there was a chronic shortage of lockers in the male changing room and Mr Dickson indicated that he had 6 spare lockers for which he no longer had a use. It was also noted that a number of staff currently held 2 lockers and after discussion, it was agreed that this practice should be reduced to alleviate the problem and the 6 spare lockers would be relocated in the gents changing area.

It was noted that there was a problem associated with staff returning locker keys on leaving employment at PFC and it was suggested and agreed that a system should be created to retrieve locker keys, ID cards, safety glasses etc from these staff and that such a system would be better operated and controlled on a sectional level.

(e) Filters

Mr Sinclair received approval to send 2-3 members of his staff to visit Dominick Hunter (manufacturer of filters) in early March. It was noted that purchase of filters from this manufacturer could result in a saving of £4,200/annum.

(f) Supplies of Water for Injections to BPL

Mr Sinclair advised that he should be in a position to fill Water for Injections in the first week of April.

(g) Scotblood '87

Mr Grant indicated that he now required ticket money from those members of staff wishing to attend Scotblood '87.

(h) Visitor from CNIS

It was noted that Dr Foster and Mr Dickson expected a visitor from the CNIS (Dr Gille Follea) who would be with the PFC for a period of 4 days commencing 16 February.

(i) Visitor from Birmingham BTS

Dr Perry reported that Dr Paton from Birmingham BTS would visit PFC on 19 February.