

IN CONFIDENCE

MINUTES OF A MEETING OF HEADS OF DEPARTMENT/SECTION MANAGERS HELD ON 16 AUGUST 1985

Present: Dr R Perry (In the Chair)
Dr P Foster
Dr B Cuthbertson
Mr E Walker
Mr R Lines
Mr T McQuillan
Mr J Sinclair
Mr R Howieson
Mr A Dickson
Mr M Ivey (Secretary)

1. INTRODUCTION AND APOLOGIES FOR ABSENCE

Apologies were received from Mr Grant who was engaged in a separate meeting.

2. MATTERS ARISING FROM THE MINUTES OF 19 JULY 1985

(a) Corrections

1. Minute 4, Paragraph 3. Amend to read "room G88 was not being cleaned when the new cleaners were employed".
2. Minute 6(a), Paragraph 2. Delete sentence after "awaited".

(b) Pack Stripping - Minute 3(a)

Dr Perry stated that the two trials to date including the one with representation from BPL on 15 August were successful. However, there remained the question of how much of the costs to be incurred in modifying the existing machine to our final requirements would be defrayed by Swan Engineering. Mr Lines was asked to draw up preliminary designs with a view to presenting them to Mr Walsh in approximately three weeks time.

(c) Heat Treated Factor IX - Minute 3(b)

Dr Perry reported that the product had now been issued for routine use at Edinburgh Centre and further issues would be made to remaining Centres in September/October 1985.

He also indicated that he would be proposing that long term study

arrangements be implemented at the earliest opportunity.

X With regard to the increased water capacity required for Factor ~~VIII~~, X the authorisation of the purchase of Reverse Osmosis equipment from MER budget in 1985 would resolve this problem. Mr Howieson stated that the equipment should be operational 9 weeks from placing the order.

(d) Scotblood '86 - Minute 3(d)

Mr Dickson stated that a meeting of the National Committee would be held on ~~29~~ September, the actual date of the venue being ~~29~~ March 1986. 70

(e) Technical Staff - Promotional Qualifications - Minute 3(e)

Dr Perry reported that he would produce the discussion document referred to in the near future.

(f) Hepatitis B Vaccine - Minute 3(f)

Dr Perry advised that funding had been authorised for the initial vaccination programme. Thereafter, courses of vaccination would be funded from PFC's Revenue allocations.

On completion of the third course of vaccination, Dr Perry intended asking for volunteers to provide further blood samples with a view to identifying future plasmapheresis subjects.

(g) MEID Courses - Minute 3(g)

Mr Ivey reported that he was being advised by the CSA of successful/unsuccessful applicants and was informing those concerned accordingly.

(h) SM 200 Sterilisation - Minute 3(h)

Mr Lines reported that he would require a 2 week shut down to replace the two new autoclaves and suggested a date of March 1986 as being a logical period in which to do so but he suggested that this close down period might also be used to install Circulation I, the new R O Plant and repair G85 floor.

Discussion then ensued which in effect brought forward items 4 and 8 on the agenda and the net outcome was the listing of engineering work of priorities under item 8 in to three categories, HIGH, MEDIUM and LOW as follows:

HIGH

1. SM 200 and SMJR.
2. Tissue Culture.
3. R O Upgrading.

MEDIUM

1. Upstand 4 and 5.
2. Alcohol Tower Rewiring.
3. Replacement Cooling Towers.

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|---|---|
| 4. Circulation I. | 4. Circulation Header Tank Replacement Line. |
| 5. Autoclave Replacement. | 5. Centrifuge Drain Line. |
| 6. Conversion G94. | 6. Alternating Pre-Filtration of Sterile Area Air Supply. |
| 7. CSVM Trolleys
(Complete 3 and then a fourth). | |

All other items on the list were given a low priority being either in process of completion or unfunded.

The wheeled trolley for Westfalia tools and replacement of main air handling pre-heater batteries were earmarked for outside contractor involvement.

Finally, Dr Perry agreed to consult Mr Wooller on the funding of the Basement Ventilation project.

(i) Budget Allocations 85/86 - Minute 3(i)

Dr Perry stated that as a result of the meeting on 30 July, he was requesting further minor information from respective managers on an individual basis.

(j) Report on Fire Incident 26 June 85 - Minute 3(j)

Mr Lines was asked to carry out the key review proposed in the minutes of 5 July in conjunction with Messrs Turnbull and Ivey at the earliest opportunity.

(k) SOP Committee Meeting - Library Samples - Minute 3(k)

Dr Cuthbertson reported that the proposed discussion regarding library sample storage had yet to take place.

(l) Fire Alarm Procedures - Minute 3(l)

Dr Perry confirmed that the new fire alarm procedures were now in force and appropriate training had been given to all staff.

4. INCREASE IN PROCESS CAPACITY - See Item 3(h) above.

5. WEEKLY SUMMARY OF ABNORMAL EVENTS

Dr Perry expressed concern over the incidence of product contamination which was leading to a reduction in stock production/flow.

He therefore proposed holding a meeting in the immediate future to include Dr Cuthbertson, Mr Sinclair and Mr Howieson together with Sterile and Preparation staff as required.

6. DISPOSAL OF BASEMENT EQUIPMENT

Dr Foster asked that outstanding recommendations for disposal of equipment listed in his recent document be forwarded to him without further delay.

7. LUNCHTIME DRINKING

Dr Foster expressed concern at the incidence of lunchtime drinking by staff, indicating that he thought it was on the increase and enquired as to the PFC policy on the same.

Dr Perry stated that it was certainly not a habit to be encouraged but pointed out the difficulties of banning staff from imbibing during their lunch periods outwith the PFC.

He was confident that HODs/Section Managers were aware of their responsibilities with regard to this potential hazard to efficiency and safety and this was confirmed by those present. However, he undertook to draft a general memorandum on the subject and requested HODs/SMs to maintain their vigilance in this matter.

8. ENGINEERING PRIORITIES - See Item 3(h) above.**9. VISIT OF PHARMACISTS**

Dr Perry advised that a visit to the PFC by pre-registration students from Bangour Hospital would take place towards the end of September.

10. MONOCLONAL ANTIBODY PRODUCTION

Dr Perry reported that the PFC would certainly be manufacturing blood grouping reagents for the SNBTS, aiming to achieve routine production in the coming year. To this end, he would be arranging a meeting to be attended by Dr Foster, Dr Cuthbertson, Mr Dickson and Mr Sinclair.

11. HEPATITIS B VACCINE - See Item 3(f) above.**12. PPSB**

Dr Perry asked Mr McQuillan to carry out a trial pre-heating of PPSB and stated that he would be consulting his fellow Directors on the feasibility of abolishing the product altogether in view of the minimal demand.

13. HTLV III TESTING

Dr Perry confirmed that testing would be routine practice at all BTS Centres in the UK with effect from 1 October 1985.

14. DEVELOPMENT PROPOSALS

Dr Perry asked all present to study the Development Proposals for 1986-7 and inform him of any amendments at the earliest opportunity. Development Proposals for 1987-8 should now be identified and definitive requirements should be forwarded on the appropriate form to himself in the near future.

Dr Perry also indicated that bids for Non-Recurring funds for 1985-86 should be submitted to him by August 28 on the form issued by the Unit Administrator.

15. SAFETY COMMITTEE - CUTS AND SCRAPES

Dr Cuthbertson reported that a study of the Accident reports over the last year revealed 87 incidents relating to cuts and scrapes - over half of which required immunoglobulin treatment.

Whilst the number of incidents recorded may have been due to a higher standard of reporting imposed during the period, he felt that there was room for improvement.

Mr Dickson stated that he was currently conducting a trial with new types of glove wear and this may help to reduce such incidents in the future.

16. ANY OTHER BUSINESS

(a) Control Room Reorganisation and Replacement for Sharples Centrifuge - Mr Dickson

Mr Dickson circulated two papers on the above items and invited those interested to consult him on any points arising outside of the meeting. He emphasised that there was an element of cost involved in provision of extra furniture and the need to renovate the existing floor in the control room. Final details would be forwarded in due course.

On the question of smoking in the Control Room, Dr Perry agreed that once reorganisation had taken place, it would seem desirable to ban smoking in the Control Room.

(b) Maternity Leave - Dr Foster

Dr Foster reported that [REDACTED] was commencing maternity leave tonight and her duties were to be divided between himself and Dr McIntosh.

(c) Argus Equipment - Disposal - Mr E Walker

Mr Walker asked for advice on the disposal of Argus equipment currently located in the basement. In view of its possible private use to individuals, Dr Perry agreed to discuss the disposal in detail with Mr Walker.

(d) Labelling Machines - Mr J Sinclair

Mr Sinclair reported that the Ink Jet Coding Machine trial was successful and samples of the results were available for inspection. The previous demonstration using the Laser Machine had revealed inadequacies on certain items.

He also reported that he had recently visited Microclean Laundry

in Perth and was circulating a report on the visit. Once comments had been received, he would report back to the meeting.

(e) Purchase of Westfalia Equipment - Mr R Lines

X Mr Lines reported that a recent delivery of Westfalias to Wolverhampton had been incomplete. He suggested that prior to next dispatch to PFC, a member of staff familiar with the equipment should visit Westfalia to ensure no further mishaps. This was agreed.

(f) Radiation Inspector's Visit - Mr T McQuillan

Mr McQuillan reported that the visit of the Radiation Inspectorate was being carried out this morning and reports so far indicated that the licensed areas would receive a 'clean bill of health'.

(g) Bone Marrow Trial - Dr Cuthbertson

Dr Cuthbertson brought to the meeting's notice that a UK wide CMV Immunoglobulin trial on bone marrow patients was due to commence on 17 August 1985.

(h) MER 1985-6

Mr Ivey issued final list of MER Capital items that were to be purchased for 1985-86 financial year.