

MINUTE BOOK

MINUTE OF MEETING OF THE BLOOD TRANSFUSION  
SERVICE SUB-COMMITTEE HELD AT 10.30 AM ON  
WEDNESDAY 19 JULY 1978 AT TRINITY PARK HOUSE,  
EDINBURGH

Present : Mr R Wallace, (Convener)  
Dr A E Bell  
Dr A P Kenny  
Dr J F Kirk  
Dr G A McDonald  
Mr C V Ruckley  
Dr G A Scott

In attendance : Mr J W Morrison, Treasurer; Mr J R Y Mutch,  
General Administrator; Mr A McDwen, Assistant  
Personnel Officer; Miss A Tassie, General  
Administrative Assistant; Dr C Camerson,  
Regional Director, East of Scotland Blood  
Transfusion Service; Dr J D Cash, Regional  
Director, Edinburgh and South East Scotland  
Blood Transfusion Service; Dr I A Cook, Regional  
Director, North of Scotland Blood Transfusion  
Service; Dr H B Lewis, Regional Director, Aberdeen  
and North East Scotland Blood Transfusion Service,  
Dr R Mitchell, Acting Regional Director, Glasgow  
and West of Scotland Blood Transfusion Service;  
Mr J G Watt, Scientific Director, Protein Fract-  
ionation Centre.

Apologies for absence were received from Mr Duncan,  
Mr Miller, Dr Smith and Mr Walker.

The Convener welcomed members to the first meeting  
of the Sub-Committee.

TERMS OF  
REFERENCE :

731. The Sub-Committee received the terms of  
reference set out in Appendix I to these minutes  
and noted a report that a representative of donor  
interests remained to be appointed when nominations  
were received from the Scottish National Blood  
Transfusion Association.

FINANCIAL  
ESTIMATES  
1978/79 :

732. The Sub-Committee considered the proposed  
developments in 1978/79 for the Blood Transfusion  
Service and, after hearing the stated cases as  
presented by the Directors, approved the undernoted  
proposals for the current year:

North of Scotland Centre

Automation of Blood Grouping - £7,000  
(This allocation to be subject to review)

North East Scotland Centre

Upgrade one medical laboratory scientific  
officer post to senior medical laboratory  
scientific officer

A new post of Deputy Organising Secretary -  
General Administrative Assistant grade

A new post of administrative officer -  
General Administrative Assistant grade

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Kalamazoo  
1105-139

SNBTS DOCUMENT REQUEST No:

2011/00094

West of Scotland Centre

A new post of driver

Vehicle running costs - £1,200

Upgrade two senior medical laboratory scientific officers to chief medical laboratory scientific officer

A new post of laboratory assistant (grade 5)

Furniture for clerical staff - £300

Protein Fractionation Centre

Upgrade medical physics technician II to medical physics technician I (subject to Scottish Home and Health Department approval)

Medical equipment - £1,995

(Flexpak system) - £8,477

South East Scotland Centre

Replace existing sister and staff nurse by three nursing sisters (financed equally with Lothian Health Board)

Medical equipment - £1,995

In addition it was noted that under his delegated authority the Secretary had approved the under-noted proposals :

- (a) One clerical officer post (West of Scotland Centre)
- (b) One new post of shorthand typist (West of Scotland Centre)
- (c) One new post of part time domestic assistant (23 hours) (West of Scotland Centre)
- (d) Upgrade shorthand typist to personal secretary (South East Scotland Centre)

In relation to the proposal to establish two new posts of chief medical laboratory scientific officer at the East of Scotland Centre, the Sub-Committee agreed that, while these posts could not be justified in terms of the existing Whitley Council criteria, because of the special circumstances pertaining to this Centre, a case should be prepared for submission to the Scottish Home and Health Department with a view to seeking approval to the establishment of these posts by means of a variation order.

Following consideration of the proposals on establishment changes relating to medical laboratory scientific staff, the Sub-Committee further/

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further agreed that no further upgradings could be approved pending the formulation of an agreed policy on the staffing of the various Centres on these grades and that a paper on this subject should be prepared for the consideration of the Sub-Committee at a future meeting.

FINANCIAL  
ESTIMATES 1979/80  
AND FUTURE YEARS :

733. The Sub-Committee gave preliminary consideration to the proposed developments for the Blood Transfusion Service for 1979/80 and future years and agreed that stated cases in respect of the proposals for 1979/80 should be prepared for consideration at the next meeting of the Sub-Committee.

PROTEIN FRACTIONATION  
CENTRE - MICROBIOLOGY  
LABORATORY TECHNICIAN:

734. The Sub-Committee approved a proposal to activate a third Senior Technician post from the approved establishment of the Protein Fractionation Centre to undertake microbiological work prior to the opening of the new Laboratory at the Centre.

CAPITAL WORKS  
PROGRAMME 1978/79:

735. (i) Vehicles

The Sub-Committee agreed to recommend to the Personnel and Accommodation Sub-Committee the purchase of replacement and new vehicles as set out in Appendix II to these minutes.

(ii) Minor Works

The Sub-Committee considered the proposed minor works programme for the Blood Transfusion Service in 1978/79 and agreed to recommend to the Personnel and Accommodation Sub-Committee that the undernoted proposals should be approved:

<u>South East Scotland Centre</u>	
New Library	£ 5,500
<u>West of Scotland Centre</u>	
Conversion to engineering store and lock fast garage area	- 1,700
<u>East of Scotland Centre</u>	
Internal partitioning	- 1,700
<u>Scottish Antibody Production Unit</u>	
Animal Housing	- 3,500
	<u>£12,400</u>

In relation to the proposals to provide a link corridor with cold rooms and garaging facilities at the West of Scotland Centre, Law Hospital, it was agreed that Dr McDonald, Dr Kenny and Dr Scott should visit the Centre to assess these requests and their relative merits and report back to the Sub-Committee accordingly.

SCOTTISH/

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SCOTTISH ANTIBODY  
PRODUCTION UNIT -  
DEVELOPMENTS  
1978/79 :

736. The Sub-Committee considered and approved a proposal to create a new post of Laboratory Assistant (pay group 5) in 1978/79 at the Scottish Antibody Production Unit. It was confirmed that matters concerning the Scottish Antibody Production Unit would where appropriate be considered by the Sub-Committee.

OPERATIONAL  
EQUIPMENT  
1978/79 :

737. The Sub-Committee approved, subject to the availability of finance, lists of operational equipment required for the Blood Transfusion Service Centres in 1978/79.

In this regard the Sub-Committee noted that there was a shortfall of £36,500 from the approved allocation against the submitted requirements and agreed to recommend to the Finance and General Purposes Sub-Committee that this deficit should be met from non-recurring funds in the current year.

COURSES, CONFERENCES  
AND LEAVE OF ABSENCE:

738. Within the United Kingdom

The Sub-Committee noted attendances at courses and conferences and leave of absence within the United Kingdom as set out in Appendix II to these Minutes which had been approved under the scheme of Delegation of Powers for the Authorisation of Attendances at Courses and Conferences.

(i) Outwith the United Kingdom

- (a) The Sub-Committee agreed to approve the application for paid leave of absence for Mr J G Watt and Mr B White, Protein Fractionation Centre to visit a new plasma fractionation unit in Cairo for two weeks in September 1978, all expenses to be paid by the Egyptian Government.
- (b) The Sub-Committee granted retrospective approval to a visit by Dr A McLeod, Protein Fractionation Centre to the Rega Institute, Leuven, Belgium from 11-13 July 1978 at a cost of £72.90. In this regard the Sub-Committee expressed their concern that the necessary approval in this case has been sought after the visit had been undertaken and agreed to confirm the normal practice that all requests for visits abroad should be submitted for consideration to the appropriate body prior to the visit taking place.

*R. W. W. W.*

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## APPENDIX I

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## TERMS OF REFERENCE

- A There shall stand referred to the Blood Transfusion Service Sub-Committee:
- (1) The review of the operational activity of the Blood Transfusion Service to ensure that the services provided are efficient and economic and within approved financial allocations.
  - (2) The formulation of proposals for the development and improvement on the services given by the Blood Transfusion Service and to make recommendations of the priority and proposed programming of such developments and improvements.
  - (3) Liaison with other authorities on developments in the Blood Transfusion Service and on operational matters.
  - (4) The review of complaints about the services provided by the Blood Transfusion Service and taking appropriate action thereon.
  - (5) The control of the establishment of staff within the Blood Transfusion Service and the appointment and dismissal of staff with the exception of the National Medical Director, Regional Directors, other consultant medical staff and the Scientific Director of the Protein Fractionation Centre.
  - (6) The application of staff in the Blood Transfusion Service of nationally approved terms and conditions of service, including study leave and professional training.
  - (7) The consideration of available facilities for professional training and to make recommendations for change and improvement.
  - (8) The provision of medical and operational equipment required for the efficient and economic operation of the Blood Transfusion Service.
  - (9) The preparation of a capital programme (including accommodation and vehicles) for the Blood Transfusion Service and to make recommendations to the Personnel and Accommodation Sub-Committee on the priorities within the programme.
  - (10) The appointment of such ad hoc advisory committees and working parties as may be necessary to advise on specific matters relating to the services provided by the Blood Transfusion Service.
  - (11) Any other matters relating to the Blood Transfusion Service which the Management Committee may refer from time to time.

There shall be delegated to the Sub-Committee all matters included in A above with the exception of Item (11) provided that any matter arising under Item (5) or Item (6) may be referred to the Personnel and Accommodation Sub-Committee for confirmation and that matters referred to in Item (5), Item (6) and Item (8) are included within an approved financial allocation.

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## APPENDIX II

## BLOOD TRANSFUSION SERVICE SUB-COMMITTEE

## VEHICLES

1. The following replacement vehicles are included in the capital expenditure programme for 1978/79:-

	£
<u>North East Scotland</u>	
Bloodmobile completion	27,000
<u>South East Scotland</u>	
Personnel Carrier	13,500
Equipment/Refrigerated Vehicle	10,800
<u>West of Scotland</u>	
Estate Car	2,200
Equipment Vehicle	7,400
Completion of Refrigerated Vehicle	7,400
Personnel Carrier	13,500
Ford Transit Van	2,500
<u>Protein Fractionation Centre</u>	
Estate Car	2,200
Refrigerated Vehicle	5,000

2. The following additional vehicles are included in the capital works programme for recommendation to the Personnel and Accommodation Sub-Committee.

<u>West of Scotland</u>	
Mobile Donating Centre (Chassis Only)	15,000
Estate Car	2,200

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## APPENDIX III

## COURSES, CONFERENCES AND LEAVE OF ABSENCE WITHIN THE UNITED KINGDOM

- (i) Dr A L Robb, Medical Officer, North of Scotland Blood Transfusion Service, to attend a Symposium on Haematological Problems, being held in Dundee on 1 June 1978 at a cost of £30.88 travelling and subsistence expenses.
- (ii) Dr A G White, Principal Biochemist, Edinburgh and South East Scotland Blood Transfusion Service, to attend a Conference on Blood Transfusion and Renal Transplantation, being held in Newcastle-upon-Tyne on 28 June 1978 at a cost of £14.75 travelling and subsistence expenses.
- (iii) Dr H B M Lewis, Regional Director, Aberdeen and North East Scotland Blood Transfusion Service, to attend the Royal College of Pathologists AGM and Foundation Lecture and a Symposium "Trends in Transfusion" being held in London on 14 and 16 November respectively at a cost of £6.00 plus £125.00 travelling and subsistence expenses.
- (iv) Dr H B M Lewis, Regional Director, Aberdeen and North East Scotland Blood Transfusion Service, to attend a Seminar on Management for Pathologists being held in Birmingham from 27 to 29 September 1978 at a cost of £95.00 travelling and subsistence expenses.
- (v) Dr C Cameron, Regional Director, East of Scotland Blood Transfusion Service, to attend a conference on Platelet Transfusion being held in London on 20 July 1978 at a cost of £19.77.
- (vi) Dr S Moore, Senior Biochemist, Edinburgh and South East Scotland Blood Transfusion Service to attend a course on Quantitative Enzyme Immunoassays being held in Glasgow from 6 to 8 July 1978 at a cost of £25 plus £13.46 travelling and subsistence expenses.
- (vii) Dr D Hopkins, Consultant, Glasgow and West of Scotland Blood Transfusion Service to attend the Congress of European Federation for Medical Informatics being held in Cambridge from 4 to 8 September 1978 at a cost of £124.20 plus £155.00 travelling and subsistence expenses.

A list is appended of Blood Transfusion Service Officers who are to attend a Symposium entitled Scotblood '78 being held in Dundee on 13 May 1978 at a total cost of £298.00.

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ABERDEEN AND NORTH-EAST OF SCOTLAND

B Lewis	J Porteous
G Grove	E Duffus
A Farr	C Myles
R Main	H Dobson
H McKenzie	M Brown
W Wood	V Jaffray
D Clark	H Marr
M MacDonald	E Rattray
M Rhind	G Gracie
S Paterson	J Murray
P Raffan	E Buchan
	G Chalmers

EAST OF SCOTLAND, DUNDEE

C Cameron	G Bolton
A Forgan	A Clark
J Masterton	S Smith
A Cameron	H Garland
L Dysart	M Lindsay
A McLean	E Gray
A Semple	N Dyer
J Kirkwood	I Duff
W Leheny	I Eittle
J Boswell	S Pearson
D Gray	J Underwood
J Kay	R Bueckardt
D Laird	J Grant
I Bodie	M Stevenson
W Simpson	B Scott
A Torrie	A Redford
M Forgan	C Stewart
M Mitchell	M Lyon
A Anderson	V Assenti
A Fagan	P Stewart
M Martin	M Massie
M Cowan	H Patullo
A Gibbs	

EDINBURGH AND SOUTH-EAST OF SCOTLAND

A Robertson	A McGill
J MacDonald	R Barclay
M Gresham	A Araujo
R Clarkson	M Gass
L MacDonald	S Wood
S Keddie	E Kane
A McGowan	A White
G Neill	R Hopkins
G Mackay	Dr Paton
E Rutherford	S Ross
C Prowse	A Hunter
A Chirnside	R Wilson
R Dunmow	S Moore
D Pepper	J Cash
	A Docherty

PROTEIN FRACTIONATION CENTRE AND HEADQUARTERS STAFF

J Watt	P Foster
A McLeod	A Welsh
M Corrie	J Sinclair
A Dickson	I Dickson
T McQuillan	

GLASGOW AND WEST OF SCOTLAND

W Muir	G Templeton
A Blue	R Fraser
R Sheridan	J Smillie
A Barr	C Minty
E McLaren	J Wallace
G Milligan	R Mitchell
J Harrop	R Crawford
C Sommerville	J James
I McVarish	D Hopkins
B Dow	J Browning
A Hall	Dr Iskander
R Yates	M Morgan
J Stewart	Dr McCraith
A Templeton	Dr Hynd
C Whitton	Dr Smith
K Biggins	Sister Cardwell
A Watt	Sister Barnett
A Watt	Sister Burleigh
A Young	Sister Henderson
S Houston	Sister McDonagh
J Murphy	Sister Hogg
J McCallum	Sister Plant
S Allan	G Campbell
A Munro	Mrs Hunter
M Ferguson	Miss Swan
G Inglis	Dr Gerrard

NORTH OF SCOTLAND, INVERNESS

I Cook	D McGonagle
A Kennedy	P Colvin
S Myers	A Bowley
I Gordon	D Swingler
P Allan	A Forbes
M Fraser	
A Howie	

NINEWELLS HOSPITAL & DISTRICT LABS

D Ho Yen	R Henderson
J King	D Clark
A Haxton	
G Stiven	
Mr Saltem	

HONORARY AND OTHER CONSULTANTS TO BTS

W H Watson - Monkland District Hospital	
H Dick - Royal Infirmary, Glasgow	
G Milne - Glasgow	
H Marshall - Travenol	
J Gallagher - Travenol	
T Hudson - B.O.C.	
H Davidge - B.O.C.	
G Brown - B.O.C.	