

2.40 1060

IN CONFIDENCE

SCOTTISH NATIONAL BLOOD TRANSFUSION SERVICE

MINUTES of meeting of the Co-ordinating Group of the Scottish National Blood Transfusion Service held at the Protein Fractionation Centre, Liberton, Edinburgh, on Tuesday 20 December 1977 at 10.45 a.m.

PRESENT : Dr. J. Wallace (in the chair)
Dr. C. Cameron
Dr. J.D. Cash
Dr. Iain A. Cook
Dr. H.B.M. Lewis
Mr. J.G. Watt
Miss M. Corrie (Secretary)

1. INTRODUCTION

It was agreed to spend some time following the meeting in discussing the document "Standards for the collection and processing of blood and blood components and the manufacture of sterile fluids in the National Blood Transfusion Service" on which Scottish Directors' views had been sought.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17 August 1977 (which had been circulated) were agreed to be a true record.

3. MATTERS ARISING FROM THE MINUTES

a. Medical staffing of donor centres

It was reported that a sessional medical officer in Glasgow and W Scotland BTS had applied successfully through CSA to ACHME for regrading as a part-time Medical Assistant. Directors were asked to notify Miss Corrie of any cases which they wished to present so that the appropriate application forms could be completed and the other requirements of ACHME met.

b. Senior Registrar posts

Dr. Cash reported having received the notice of the 1978 meeting of the national committee on Senior Registrar establishments. The number of posts being recommended for CSA remained at 5.

Miss Corrie reported having heard from CSA Personnel and Accommodation sub-committee that the latter were happy to accept advice from the Co-ordinating Group on matters concerning the Blood Transfusion Service including the location of Senior Registrar posts.

The vacancy in E Scotland was discussed. Dr. Cash and Dr. Wallace who had been on the selection panel on 11 October 1977 for the post in Glasgow and W Scotland considered that at least one of the two unsuccessful candidates was a good prospect but that neither wished to move to Dundee. Dr. Cameron expressed the view

SECRET

MEMORANDUM FOR THE DIRECTOR, AIR FORCE

Subject: [Illegible text]

[Illegible text]

SECRET

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

that E Scotland would not require a Senior Registrar if the succession to the Directorship was assured, so that he could release the post to another Region. It was agreed that it could transfer to SE Scotland. The following action was agreed :

1. Dr. Cash to take up with JCHMT the question of approval of the post if it transferred to his Region and to prepare a job description.
2. Miss Corrie to obtain CSA Management Committee approval to the transfer.

Following a successful outcome to 1 and 2 above the post would be advertised.

c. Expenditure on courses and conferences

Miss Corrie reported that the Personnel and Accommodation sub-committee had increased the allocation for 1977-78 by £1,700 in request to an application for £3,835, details of which had been circulated. A paper was tabled which showed a current balance of funds of £1,701 and a potential expenditure of £3,445.

It was noted that the potential expenditure divided into courses and conferences in the UK (£1,345) and fact-finding visits abroad (£2,100). Directors stressed the need for the latter if SNBTS was to maintain a high standard of current performance and prepare for the developments which SHHD would expect it to undertake in future.

Following discussion Directors agreed to proceed to book, under delegated authority, the UK-based courses and conferences and to apply to CSA for authority for the visits abroad. It was noted that, once the allocation was exhausted, the application forms would have to show that the sums requested were not within the current year's allocation.

Directors felt that they should have authority to exercise discretion within their own overall financial allocations.

Directors then discussed a request from CSA Personnel and Accommodation sub-committee that they should reconsider their application for funds to send 19 representatives to the ISBT Triennial Congress to be held in Paris from 23 to 29 July 1978. It was agreed to reduce the application to 10 places.

4. DEVELOPMENT PROPOSALS, YEARS 1979-80 TO 1981-82

It was explained that, in accordance with SHHD policy of forecasting expenditure over a four-year period, SNBTS had been asked to submit development proposals for the above financial years within an annual limit of £76,300. Directors noted a paper (which had been circulated) which contained details of known development proposals at 1 December 1977. To these were added :

- 1 cell separator (N Scotland and Highland Health Board)
- 1 senior technician, N Scotland

and the post of second consultant E Scotland was brought forward from 1981-82 to 1979-80, as a proleptic appointment pending Dr. Cameron's retirement instead of an additional post.

Directors were asked to send Miss Corrie as soon as possible details of any further developments which should be included.

5. FUTURE OF GLASGOW AND W SCOTLAND BTS

There was a brief discussion on the future of the Glasgow and W Scotland BTS following Dr. Wallace's resignation on 30 June 1978. It was agreed that the Chief Administrative Medical Officer of the six Health Boards within the Region might have views on whether it should remain a single Region or be divided.

6. MANAGEMENT OF SNBTS

Dr. Cash explained that the Working Party had held three meetings during which the three Directors and the Management Committee representatives present had stated their respective views on how SNBTS should be managed within the CSA. At the last meeting the Management Committee representatives had presented a proposed remit for a blood transfusion sub-committee of the Management Committee. This met most of the aims which the Directors had sought in their meetings before the Working Party began and the Director representatives hoped that further progress would be made. Meanwhile CSA Chairman had asked for the names of consultants from amongst whom the Management Committee might seek potential BTS sub-committee members. Dr. Cash tabled a list which he had compiled from previous correspondence with the other Directors. The name of Dr. I. Gray of Dundee was added and Dr. Cash was asked to send the new list to CSA Chairman together with any further names he might receive from Dr. Cook and Dr. Lewis. It was explained that the next, and it was hoped, final meeting on 20 January would approve a report to be submitted to the ad hoc Committee on Management in SNBTS and thence to the Management Committee.

7. LOSSES AND SPECIAL PAYMENTS - PROCEDURES FOR RECORDING, REPORTING AND WRITING-OFF

Directors were reminded of the procedure which had been notified, without prior consultation, on 25 August 1977. It was agreed that most of the procedure merely stated good accounting practice but it was noted that the sections on inventory control and disposal of obsolete stores and equipment proposed an unacceptable and in practice unworkable measure of central control. It was agreed that Directors should take no action on these sections pending a settlement of the problem of managing SNBTS within CSA.

8. TRADE EXHIBITION AT VIIIth INTERNATIONAL CONGRESS ON THROMBOSIS AND HAEMOSTASIS, 1979

Mr. Watt reminded the Co-ordinating Group that he had raised, at the meeting on 25 May 1977, the possibility of having an SNBTS or PFC stand in the Trade Exhibition to be held in association with the VIIIth International Congress on Thrombosis and Haemostasis to be held in London from 15 to 20 July 1979. The members of the Co-ordinating Group had held differing views and Mr. Watt had been asked to ascertain costs and report back. He tabled a paper showing the cost of various sizes of exhibition space and recommended a display which would involve a total expenditure of £3,600.

Members again expressed differing views. It was however agreed that application should be made by BTS headquarters to CSA for funds and authority on the basis that the plan had the backing of some Scottish Directors. Mr. Watt, meanwhile, should inform NBTS of the situation so that the stand could be shared if NBTS wished to participate. It was further agreed that Scottish Directors should be party to the arrangements if they went ahead.

DECLASSIFICATION AUTHORITY DERIVED FROM:

1. Executive Order 11652, February 17, 1976, which authorized the declassification of all records of the Federal Bureau of Investigation (FBI) which were classified "Confidential" or "Secret" on or before August 14, 1962, and which were not otherwise exempt from declassification.

EXEMPTION CODE:

2. Executive Order 11752, September 17, 1976, which authorized the declassification of all records of the Federal Bureau of Investigation (FBI) which were classified "Confidential" or "Secret" on or before August 14, 1962, and which were not otherwise exempt from declassification, except that records which were classified "Confidential" or "Secret" on or before August 14, 1962, and which were not otherwise exempt from declassification, and which were determined to be of continuing value to the national defense, shall be exempt from declassification.

EXEMPTION CODE:

3. Executive Order 11752, September 17, 1976, which authorized the declassification of all records of the Federal Bureau of Investigation (FBI) which were classified "Confidential" or "Secret" on or before August 14, 1962, and which were not otherwise exempt from declassification, except that records which were classified "Confidential" or "Secret" on or before August 14, 1962, and which were not otherwise exempt from declassification, and which were determined to be of continuing value to the national defense, shall be exempt from declassification.

EXEMPTION CODE:

4. Executive Order 11752, September 17, 1976, which authorized the declassification of all records of the Federal Bureau of Investigation (FBI) which were classified "Confidential" or "Secret" on or before August 14, 1962, and which were not otherwise exempt from declassification, except that records which were classified "Confidential" or "Secret" on or before August 14, 1962, and which were not otherwise exempt from declassification, and which were determined to be of continuing value to the national defense, shall be exempt from declassification.

5. Executive Order 11752, September 17, 1976, which authorized the declassification of all records of the Federal Bureau of Investigation (FBI) which were classified "Confidential" or "Secret" on or before August 14, 1962, and which were not otherwise exempt from declassification, except that records which were classified "Confidential" or "Secret" on or before August 14, 1962, and which were not otherwise exempt from declassification, and which were determined to be of continuing value to the national defense, shall be exempt from declassification.

9. EQUIPMENT MAINTENANCE WITHIN THE TRANSFUSION SERVICE

Mr. Watt tabled a paper by PFC Senior Engineer Mr. B.J. White. It was recalled that the Co-ordinating Group had remitted to Mr. White and Mr. Clark, Engineer at Glasgow and West of Scotland BTS at its meeting on 17 December 1975 the task of investigating and reporting on arrangements in SNBTS for maintaining medical equipment, following receipt of circular SHED/DS(75)48. It was agreed to defer discussion till the next meeting by which time Directors would have received the latest SHED circular on the subject, 1977(GEN)68.

10. DATE OF THE NEXT MEETING

The next meeting was fixed for Tuesday 14 March 1978, Dr. Wallace to take the chair.