

# Joint UKBTS/NIBSC Professional Advisory Committee

Minutes of the 21<sup>st</sup> Meeting held at the West End Donor Centre, London  
on Thursday 11<sup>th</sup> October 2001

Meeting commenced at 11.00 am

## PRESENT

Dr Frank Boulton **(FB)** - Standing Advisory Committee on Care and Selection of Donors  
 Dr George Galea **(GG)** - Standing Advisory Committee on Tissue Banking  
 Dr Virge James **(VJ)** - Chair, JPAC  
 Dr Brian Dow **(BD)** - Standing Advisory Committee on Transfusion Transmitted Infection  
 (attending for Dr Liz Love)  
 Dr Brian McClelland **(BM)** - Standing Advisory Committee on Clinical Transfusion Medicine  
 Dr Morris McClelland **(MM)** - Medical Director, Northern Ireland Blood Transfusion Service  
 Dr Morag Ferguson **(MF)** - National Institute of Biological Standards and Control  
 Dr Angela Robinson **(AER)** - Medical Director, National Blood Service  
 Dr Lorna Williamson **(LW)** - Standing Advisory Committee on Blood Components

## IN ATTENDANCE

Miss Caroline J Smith **(CJS)** - Secretary

Virge James welcomed Brian Dow to the Group who was attending for the SACTTI.

## 1. APOLOGIES

Apologies were received from:

Mr Paul Ashford **(PA)** - Standing Advisory Committee on Information Technology  
 Dr Bruce Cuthbertson **(BC)** - Standing Advisory Committee on Plasma for Fractionation  
 Prof Ian Franklin **(IF)** - Medical Director, Scottish National Blood Transfusion Service  
 Dr Mike Kavanagh **(MK)** - Medicines Control Agency  
 Dr Liz Love **(LL)** - Standing Advisory Committee on Transfusion Transmitted Infection  
 Dr Tony Napier **(AN)** - Acting Medical Director, Welsh Blood Service  
 Dr Peter Phillips **(PP)** - National Institute of Biological Standards and Control  
 Dr Geoffrey Schild **(GS)** - National Institute of Biological Standards and Control  
 Prof Stan Urbaniak **(SU)** - Standing Advisory Committee on Immunohaematology

## 2. MINUTES OF 20<sup>th</sup> MEETING HELD ON 14<sup>TH</sup> JUNE 2001

**ACTION**

The minutes were accepted and approved.

*Morag Ferguson and Morris McClelland arrived at the meeting.*

## 3. MATTERS ARISING

**ACTION**

- 3.1. **Council of Europe Guidelines “Guide to the preparation, use and quality assurance of blood components” 8<sup>th</sup> Edition - Consultative phase - item 3.2.**
- VJ informed the JPAC that comments had been received from the SAC Chairs, collated, and sent to AER on 24<sup>th</sup> July 2001.
- 3.2. **Attendance of Chair of JPAC at SAC meetings - item 3.3.**
- VJ had now attended one meeting of most of the SACs.
- 3.4. **Membership of SACs - item 3.4.**
- Membership lists of some SACs have still not been received. Chairs, who had not already done so, were asked to send details of their membership to VJ. **ALL**
- 3.5. **Indemnity - item 3.4.**
- Clarification on indemnity was still required. VJ had written to Mr Stephen Janisch, of Le Brasseur Tickle, formally on behalf of the JPAC regarding liability for professionals working in the National Health Service. A reply is awaited. **VJ**
- 3.6. **Labelling for patient notes - item 3.7.**
- LW informed the JPAC that the Transfusion Task Force of the BCSH were not planning to write anything on this subject. Paul Ashford was corresponding with Paul Kelsey on this matter.
- FB agreed to take forward on behalf of JPAC. **FB**
- 3.7. **CoE draft “Guide on Safety and Quality Assurance for Organs, Tissues and Cells” - item 3.8.**
- Copy of the formal response to the CoE document, for the “Red Book” archives, is still awaited. **GG**
- 3.8. **Reinstatement of donors who have false positive screening tests (JELC Enc. 01/31) - item 3.10.**
- AER informed the JPAC that LL had written to Roger Eglin on her behalf.
- 3.9. **EDI messaging - Membership of HL7-UK - item 11.3.**
- VJ informed the JPAC, on PA’s behalf, that he and Ian Harris had attended a meeting of HL7-UK as guests and that the meeting was very informative. He would therefore proceed with the membership application.
- 3.10. **Membership of SAC on Information Technology - item 11.4.**
- VJ informed the JPAC, on PA’s behalf, that the SAC on Information Technology currently has 2 medical representatives - Dr Phil Yates a Consultant Haematologist from a Blood Service background and Dr Jonathan Wallis, a Hospital Consultant Haematologist. **ACTION**

PA had previously notified VJ of Richard Bedford's resignation from the SACIT and asked VJ to ask JPAC for any suggestions for a replacement who could give input from a Blood Service operational perspective.

ALL

### 3.11. **Japanese translation of the "Red Book" - item 16.2.**

On advice from TSO, VJ had written to Dr Ryushi Shimoyama to inform him that he needed to write to Her Majesty's Stationery Office (HMSO), for permission to translate the "Red Book", as it is a Crown Copyright publication.

### 3.12. **Ethics Committee - Discussed mainly under item 6.3.**

In the absence of IF AER agreed to clarify and report back to JPAC.

AER

### 3.13. **DoH Clinical Incident Advisory Panel on vCJD**

AER informed the JPAC that a press release was imminent. Advice had gone out to consultation before the next meeting of the Incident Panel on 18<sup>th</sup> October 2001. Letters will be produced giving advice to people who make enquiries.

LW felt that this would be a good time to develop, with hospital pharmacies, better systems for tracking recipients of fractionated plasma products.

AER to take to UK Forum.

AER

## 4. **"RED BOOK" ADMINISTRATION**

### 4.1 **New Chairs**

Virge James informed the JPAC that Prof Stan Urbaniak had been appointed to Chair of the Standing Advisory Committee on Immunohaematology.

### 4.2. **"Red Book" 5<sup>th</sup> Edition**

#### 4.2.1. Distribution of the 5<sup>th</sup> Edition of the "Red Book"

VJ informed JPAC that the 5<sup>th</sup> Edition (2001) had been sent to the 4 Services in mid September for onward distribution.

#### 4.2.2. Electronic Version of the 5<sup>th</sup> Edition of the "Red Book"

The electronic version had appeared on the TSO website since mid August and was also accessible through the NBS Intranet, under UK Medical Guidelines in the MED (Medical) section. The other Services with Intranets should have similar access.

#### 4.2.3. Proof Reading of Chapters

The JPAC agreed that for future editions of the "Red Book" SAC Chairs would be asked to proof read their own Chapters. Very little time is allowed for this, so speedy returns will be required.

LW mentioned that she had heard rumours that a section on Platelets had been left out of the "Red Book". VJ will look into this matter.

**ACTION**  
VJ

VJ agreed to circulate editing instruction to SAC Chairs before the next revision.

**VJ**

VJ informed the JPAC that the TSO had not produced a copy of the 5<sup>th</sup> Edition of the "Red Book" in "Word" format.

#### 4.2.4. Implementation "Red Book"/UK Forum

VJ informed the JPAC that she was awaiting "implementation" dates from the Medical Directors.

In the meantime the following notice appears on the TSO website:

"The 5<sup>th</sup> edition replaces the 4<sup>th</sup> edition as a working document on the following date.....". VJ has agreed the wording with MK.

### 4.3. **Website Progress - JPAC Enc. 01/61**

#### 4.3.1. Design ideas for website

VJ tabled JPAC Enc. 01/61 which showed three draft colour printouts from HTML of the design ideas for the website and after discussion the following were agreed by JPAC:

- ◆ Homepage - Graphical style was accepted as long as the graphics don't make loading the homepage too slow.
- ◆ Title - UK Blood Transfusion and Tissue Transplantation Guidelines.
- ◆ Domain name - transfusionguidelines.org.uk or transfusionguidelines.org - all one word or an underscore between transfusion and guidelines if the names are not available.
- ◆ Access - unrestricted access to both the "Red Book" and the Handbook of Transfusion Medicine

JPAC requested that the website should state that the Handbook of Transfusion Medicine was a "living" document including new/additional information. The official version is the published version as printed and accessed on the TSO website.

#### 4.3.2. Next meeting with HTML

A meeting between VJ, PA, Serge Six, Nicky Anderson, Tim Wallington and HTML was taking place on 23<sup>rd</sup> November. VJ requested that BM attend this meeting and he accepted. CJS to forward details of this meeting to BM.

**CJS**

#### 4.3.3. Cost of website

**ACTION**

VJ informed the JPAC that the initial cost of setting up the website was approx. £19,000. It will cost approx. £1,000/year to maintain and

£40/hour for any changes.

4.3.4. Donor Selection Guidelines (DSG)/Tissue Donor Selection Guidelines(T-DSG) - restrictions

It was agreed that these should remain restricted documents. VJ requested that FB, for DSG, and GG for T-DSG, give her a list of who these guidelines should be restricted to. These and any other comments by JPAC members should be sent to VJ before 23<sup>rd</sup> November 2001.

**FB &  
GG**

BM suggested that, in the long-term, the objective should be to have open access to these documents.

4.4. **Donor Selection Guidelines - Implementation Dates**

Difficulties were being experienced regarding the implementation dates of these guidelines and this still needs to be resolved.

AER requested that if we have to make a concessionary change it should appear on the webpage and still be routed through the JPAC office and Medical Directors.

4.5. **Update on the “Red Book” committee structure - JPAC Enc. 01/60**

VJ tabled JPAC Enc. 01/60 the organisation structure of the committee in October 2001.

4.5.1. Structure of the SAC on Tissue Banking - JPAC Enc. 01/62

GG tabled JPAC Enc. 01/62.

GG stated that the SAC on Tissue Banking wished to change the name of their SAC to “Standing Advisory Committee on Tissues and Stem Cells”. The JPAC agreed to this change.

The JPAC also agreed to the setting-up of two sub-committees, 1 on tissues and 1 on stem cells. It was re-affirmed that sub-committees are permanent and working groups are ad-hoc.

LW raised the issue about the amount of time spent by SACs in annual review of the “Red Book”, CoE and EU guides. This distracted from the other important SAC function, namely to provide professional advice on specific items.

AER and VJ agreed to check why the CoE guide was produced annually. Means of reducing the administrative workload of SACs, so they can concentrate on their core function, need to be found.

**VJ &  
AER**

It was therefore agreed that the “Red Book” should be issued every 2 years, rather than every year. In the interim, new items or sections could be placed on the website. All SACs could nominate a few people to be responsible for drafting their relevant chapter. Videoconferencing should be encouraged to reduce travelling times.

**ACTION**

Post meeting note

*After more careful thought, and bearing in mind TSO and UK Forum, VJ felt it important to bring out the 6<sup>th</sup> Edition in 2002 and then move to 2 yearly revisions. This has been agreed by most attendees in reply to VJ's letter of 23<sup>rd</sup> October 2001.*

4.5.2. Draft remit of 'Consenting Issues' Sub-Group - JPAC Enc. 01/63

GG tabled JPAC Enc. 01/63. The main issues were; what are you consenting for and how do you get consent?

AER stated that a difficult issue is what if you can't use the tissue for its original use? Should it go to research?

5. **"RED BOOK" 6<sup>TH</sup> EDITION**

SACs should start to prepare their chapters now - even if the next edition is produced in 2003 instead of 2002.

6. **REPORT FROM UK FORUM MEETING HELD ON 5<sup>TH</sup> OCTOBER 2001**

6.1. **SACCS D - Proposed project on donor selection criteria**

On behalf of the UK Forum, AER made a formal request of VJ, as Chair of the JPAC, to ask the SAC on the Care and Selection of Donors to undertake a project to look at where the "rules" on donor selection could be clarified and if needed be modified to allow more people to donate. The remit is to look at the criteria for donor selection; consider which are the weakest in terms of evidence base and causing greatest loss of donors. AER emphasised that this has to be evidence based and risk assessed.

VJ formally agreed to this request and asked FB to undertake this work. FB will put this on the agenda for the next meeting of the SACCS D which is taking place on 16<sup>th</sup> October 2001.

**FB**

Following discussion on whether these rules were merely contingency, or a permanent reappraisal, AER asked BM to draft a remit for this work for the UK Forum. It was felt that a permanent reappraisal was required. BM drafted the remit which was agreed. VJ agreed to forward the remit to the UK Forum.

**VJ**

6.2. **Kate Soldan Paper on Infectious Hazards of Transfusion**

Kate Soldan has produced an excellent paper on infectious hazards of transfusion. The paper is going to the next MSBT meeting on 22<sup>nd</sup> October 2001.

6.3. **Ethics Committee**

**ACTION**

UK Forum had agreed that an Ethics Committee to deal with ethical issues should be established. AER and Tony Napier are producing the remit and terms of reference for this group.

**AER & AN**

AER will be seeking advice from Jennie Gubbins regarding the constitution of

**AER**

the group.

LW asked about research activities regarding donors. AER will seek advice from Jennie Gubbins and Stephen Janisch.

**AER**

#### 6.4. **Chair of UK Forum**

Angus Macmillan Douglas, from SNBTS, has been appointed as Chair of the UK Forum.

#### 6.5. **SHOT**

The UK Forum has agreed, in principle, the revised budget for SHOT. More information is required on the proposed specific tasks of the National Co-ordinator and project development.

### 7. **REPORT FROM COUNCIL OF EUROPE DRAFTING GROUP - JPAC Enc. 01/52**

VJ gave a brief report on progress of the 8<sup>th</sup> Edition.

VJ gave FB and LW a copy of the decision of the Drafting Group, in respect of the UK submissions, as their SACs were most involved.

VJ asked them not to circulate this document, as it was an unofficial and personal record of the decisions made.

### 8. **STANDING ADVISORY COMMITTEE ON BLOOD COMPONENTS**

LW was awaiting approval of July's SACBC minutes before circulating to JPAC.

#### 8.1. **Joint meeting SACTTI and SACBC**

This meeting will take place at the Manchester Blood Centre on Monday 26<sup>th</sup> November 2001. LW is now ready to circulate the programme.

#### 8.2. **Blood Components from outside the UK**

NBS has submitted a proposal to the DoH to implement plasma importation for neonates. LW informed the JPAC that the NBS and the SNBTS are discussing the availability of other components for neonates from outside the UK.

#### 8.3. **Analysts - EOR branch of DoH**

AER informed the JPAC that the NBS are to provide funding for 2 analysts who will work solely on blood issues.

#### 8.4. **Granulocytes**

**ACTION**

LW informed the JPAC that a special extended meeting of the SACBC on granulocyte transfusion will be arranged for 17<sup>th</sup> May 2002..

#### 8.5. **Safety of Blood Components**

LW informed the JPAC that the MSBT had asked for a paper on HIV NAT - a

paper has been provided setting out a programme of safety issues we are considering. MSBT will get regular updates on progress.

**9. STANDING ADVISORY COMMITTEE ON THE CARE AND SELECTION OF DONORS**

**9.1. Minutes of the meeting held on 10<sup>th</sup> May 2001 - JPAC Enc. 01/53**

**9.2. Consultant in Transfusion Medicine - SAC**

FB informed the JPAC that David Hutton has been appointed as Consultant in Transfusion Medicine - SAC, starting on 1<sup>st</sup> October 2001 and is now a member of the SACCSD.

CJS was asked to circulate a copy of the job description to SAC Chairs.

**CJS**

**9.3. SACTTI Working Party on vCJD**

FB informed the JPAC that a meeting of the Working Party on vCJD took place on 17<sup>th</sup> September by videoconference. FB was the minute secretary.

**10. STANDING ADVISORY COMMITTEE ON CLINICAL TRANSFUSION MEDICINE**

**10.1. Membership of the SAC on Clinical Transfusion Medicine**

BM stated that the membership of the SACCTM is:

Dr Frank Boulton	Chair of BBTS: Hospital based transfusion practice
Dr Brian McClelland	Editor: Handbook of TM (SHOT Steering Group)
Dr Mike Murphy	Chair NBS Clinical Policies Group
Dr Jonathan Wallis	Chair NBS Northern Regional Transfusion Committee
Dr Audrey Todd	Member of SHOT Working Group
Dr Neil Smith	Secretary to NBS Clinical Policies Group
Dr Clare Taylor	Appropriate Use of Blood Sub-Group
Dr Dafydd Thomas	Anaesthetist, Blood Conservation Specialist
Mrs Sandra Gray	Transfusion Nurse Specialist
Mr Stephen Yates	Blood Bank Manager, Blood Transfusion Service, Southampton
Dr Kate Soldan	Epidemiologist: Transfusion Microbiology and SHOT
Dr W Murphy	Irish Blood Transfusion Service

The next meeting will take place on 25<sup>th</sup> October 2001 at the West End Donor Centre. To appraise the current product, discuss distribution and devise an action plan on evaluation of the book.

**ACTION**

BM requested a copy of the appropriate audit carried out on the use of the previous handbook.

**CJS**

**11. STANDING ADVISORY COMMITTEE ON IMMUNOHAEMATOLOGY**



Next meeting is on 7<sup>th</sup> December 2001.

**12. STANDING ADVISORY COMMITTEE ON INFORMATION TECHNOLOGY**

PA could not be present at this meeting. He had therefore asked VJ to raise issues on his behalf - please see items 3.10 and 3.11.

**12.1 Minutes of the meeting held on 23<sup>rd</sup> April 2001 - JPAC Enc. 01/56**

**13. STANDING ADVISORY COMMITTEE ON PLASMA FOR FRACTIONATION**

Apologies have been received from BC. He is revising the chapter but still wants input from BPL.

VJ to ask Simon Jenkins to join the SAC.

**VJ**

**14. STANDING ADVISORY COMMITTEE ON TISSUE BANKING**

**14.1. Minutes of the meeting held on 14<sup>th</sup> March 2001 - JPAC Enc. 01/57**

GG informed the JPAC that 2 further meetings had taken place. A lot of time was spent discussing CJD related issues.

**14.1.1. CJD Notification issues**

GG informed the JPAC that they had prepared a paper on CJD notification. This has been sent to Pat Hewitt for comment

**14.1.2. Bone risk assessments**

GG informed the JPAC that a report on bone risk assessments had now gone to EOR.

GG stated that the Joint SACTTI and SACTB meeting last year reviewed items which still haven't been resolved.

**14.2. Tissue Donor Selection Guidelines (T-DSG)**

T-DSG are due at the end of the month. These are not available in a Browser version.

GG informed the JPAC that there is no difference between the NBS and SNBTS versions.

Distribution in the Blood Services is down the Quality route. Distribution outside the services ?BATB - GG to check with Ruth Warwick.

**ACTION**  
**GG**

The document should have official JPAC approval. GG to send to VJ for circulation to JPAC members - FB will read it and comment.

**GG, VJ**  
**& FB**

**14.3. Malaria and Gamma Irradiation - JPAC Enc. 01/58**

JPAC approved that gamma irradiation is a useful way of sterilising bone in

terms of the malaria parasite based on the evidence provided by the various working parties.

AER asked GG to inform Tim Wyatt.

**GG**

**15. STANDING ADVISORY COMMITTEE ON TRANSFUSION TRANSMITTED INFECTION**

**15.1. Minutes of the meeting held on 3<sup>rd</sup> July 2001 - JPAC Enc. 01/59**

Membership Issues - item 4.1.

Operational input to this SAC was an issue. Some members felt that an 'ops' member would add value, and BD stated that professional advice has got to include feasibility. AER said there were potential complications since implementation was a matter for individual services.

AER stated that whenever possible SACs should have people of the right calibre who could provide general advice re implementation.

JPAC endorsed the principle and an Operations person will be invited to join the SACTTI.

BD stated we need to be consulting with operational people in the NBS, SNBTS, NI and WBS.

*Frank Bolton left the meeting at 14.15.*

**15.2. Anti HB-Core Testing**

Data are rather dated. Newer more relevant data will be presented at a later date.

**15.3. Problems with E-mails between NBS and SNBTS**

Problems with e-mails between the NBS and SNBTS were being experienced by several SAC Chairs. VJ asked the Medical Directors of these Services to take forward to their IT departments as it was unclear where the problems lay.

**AER &  
IF**

**16. ITEMS RAISED BY NIBSC**

No items were raised.

**17. ANY OTHER BUSINESS**

**ACTION**

**17.1. SAC Forward Looks**

VJ asked SAC Chairs for their annual "Review" and "Forward Looks" by the end of December, so that she can prepare her report for the UK Forum in January.

**ALL**

18. **DATE AND VENUE OF NEXT MEETING**

Thursday 21<sup>st</sup> February 2002 at the West End Donor Centre, London

**The meeting closed at 15.00**