

**Minutes of UK PIN Steering Group Meeting
Held on 18 March 2003 at the MRC Clinical Trials Unit**

Present: Dr Helen Chapel
Dr Gavin Spickett
Dr Timothy Wallington
Dr David Webster
Dr Matthew Helbert
Dr Alison Jones
Sister Veronica Brennan
Sister Fran Ashworth
Sister Teresa Green
Mrs Olga Bryce

Apologies: Dr Amolak Bansal
Dr Graham Davies
Dr Richard Herriot

Agenda Item	Action
<p>Item STC/01/03 Apologies For Absence</p> <p>Apologies for absence were made for Dr Amolak Bansal, Dr Graham Davies and Dr Richard Herriot</p>	
<p>Item STC/02/03 Matters Arising From Last Meeting</p> <p>No matters arising</p>	
<p>Item STC/03/03 Review of Pilot Accreditation Scheme</p> <p>It was noted that the Standards subcommittee had reviewed the results of the Pilot scheme. Standards have been revised and will be circulated prior to publication on the web site with the application form, for discussion.</p>	<p>Helen Chapel</p> <p>Error! Reference source not found.</p>
<p>Item STC/04/03 Roll-out of Full Accreditation Scheme</p> <p>Roll-out of the scheme will occur over the summer, subject to:</p> <ul style="list-style-type: none"> ▪ formal costing ▪ finalisation of the office protocol ▪ establishment of liability insurance: ▪ Revised Standards ▪ Costings, Insurance and SAC ▪ Office Protocol, comments required from all committee members <p>Liaison with UKAS re: Standard EN45011</p> <p>Production of Accreditation Pack for consideration by Steering Committee meeting in July</p>	<p>Tim Wallington Gavin Spickett Tim Wallington Helen Chapel Tim Wallington Everyone</p> <p>Helen Chapel</p> <p>Gavin Spickett Olga Bryce</p>

<p>Posting information on web site for discussion in June, so that final outcome can be disseminated in time for:</p> <p>Information workshop “ Preparing for assessment” to be organised for interested immunology centres; provisional date is 10 September and the venue is to be confirmed.</p> <p>Dissemination by short articles in Healthservice Journals (to reach commissioners), on web site with experiences from 4 centres already visited (mixture of nurses and medics and patients), full pack by email to Steering Group for July meeting</p>	<p>Carrock Sewell</p> <p>Olga Bryce Tim Wallington</p> <p>Helen Chapel Olga Bryce Teresa Green</p>
<p>Item STC/05/03 Protocols</p> <p>Matthew Helbert urgently requested feedback on the Guidelines published on the website (www.pinguidelines.org.uk) – only 2 received so far</p> <p>Need to add counter to site and improve the process for making comments</p>	<p>Everyone</p> <p>Matthew Helbert</p>
<p>Item STC/06/03 Web Site Development</p> <p>Carrock Sewell to be asked to develop the Website, linking the Guidelines site with our own. Need costings re possible assistance for Carrock, price for software etc</p> <p>Agreed that Olga needs training in uploading material and she will invite him to Newcastle.</p>	<p>Gavin Spickett</p> <p>Olga Bryce</p>
<p>Item STC/07/03 Consensus Document</p> <p>See PiA minutes - next Consensus meeting to be arranged</p> <ul style="list-style-type: none"> • Evidence based documents and sections for education of patients and doctors. • Sections can be done by trainees as an educational exercise • ? basis for a National Service Framework • contact Dave Roberts re the link Cochrane database 	<p>Helen Chapel</p>
<p>Item STC/08/03 Blood Components for SIgAD Patients</p> <p>Agreed that Carrock Sewell/Desa Lilic should be approached to liaise with NBS re IgA deficiency.</p> <p>Also liaise with Dorothy Stainsby re integration of Immunologists into SHOT system.</p>	<p>Gavin Spickett Tim Wallington</p>
<p>Item STC/09/03 Registers</p> <p>Noted that Carrock would be visiting Bologna to review the Italian database and he will report back in time for next meeting Ethical issues are now resolved.</p>	<p>HC to contact Carrock Sewell</p>

<p>Item STC/11/03 Chairman's Business <i>Item STC/11/03(a) Whether to Formalise?</i></p> <p>Agreed, no specific advantage for the time being. Discussion of whether to draft a constitution deferred until next meeting.</p>	
<p>Item STC/13/03 Treasurer's Report</p> <p>Financial report submitted (attached).</p> <p>Clarification needed urgently re number of years of support from BPL</p> <p>Need to meet with Clive Dash to review financial support</p>	<p>Tim Wallington</p> <p>HC & TW</p>
<p>Item STC/13/03 Secretary's Report</p> <p>No additional items.</p>	
<p>Item STC/14/03 Steering Committee <i>Item STC/14/03(a) Rotation of Members</i></p> <p>Deferred to next meeting.</p> <p><i>Item STC/14/01(b) Deputising</i></p> <p>Agreed that deputies for executive positions now to be identified.</p>	<p>Tim Wallington Gavin Spickett Helen Chapel</p>
<p>Date and Time of Next Meeting</p> <p>The next Steering Group meeting will be held at 2.00 pm on Tuesday 22 July 2003 at the MRC Clinical Trials Unit, 222 Euston Road, London, NW1 2NZ</p>	