



Blood Stocks Management Scheme
Steering Group Terms of Reference

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1. PURPOSE OF BSMS STEERING GROUP

The BSMS Steering Group was established in 2002 to provide professional ownership and strategic direction for the BSMS. It monitors the performance of BSMS and is accountable to the UK Forum, through the BSMS Manager, for the use of resources and management of the budget.

2. BSMS STEERING GROUP AIMS AND RESPONSIBILITIES

- To develop strategic direction of the BSMS
- To report to the UK forum (via the BSMS manager)
- To provide support and operational direction to the BSMS team
- To endorse recommendations and guidelines from the BSMS
- To monitor participant performance (activity and inventory management)
- To monitor the impacts of operational supply and product changes within the supply chain.
- To ensure integrity and confidentiality of the data received by the BSMS
- To consider reports and advice from the BSMS Operations group
- To be a link between the participants and the BSMS team and give feedback
- Formulating recommendations based on BSMS findings and ensuring that these are endorsed and disseminated via professional bodies
- Promoting and supporting BSMS recommendations and activities through professional networks
- Maintain academic links with Cranfield University, a leading institution in supply chain research.

- Review the relevance and value of the BSMS
- Review the BSMS Steering Group Terms of Reference

3. STEERING GROUP MEMBERSHIP

Membership of the Steering Group will consist of nominated representatives from participant blood services and associated hospitals.

The Steering Group will include:

- Chairman (elected from the membership of Steering Group)
- BSMS Manager (Secretary)
- National Lead – Patient Blood Management Team, Commercial and Customer Services (NHSBT)
- BSMS Data Analyst/Research Analyst
- Consultant Haematologist (NHSBT Patient Clinical Team)
- Representative from the Supply Chain Team, NHSBT
- Representative from Patient Blood Management (PBM) team, NHSBT
- Consultant Haematologist (NHS hospitals)
- One representative from either hospitals or the Blood Service in each of the 3 countries: Wales, Northern Ireland, Republic of Ireland.
- At least three ordinary members (clinicians, laboratory managers, transfusion practitioners or other interested staff) from BSMS served hospitals.

4. ELECTION TO BSMS STEERING GROUP

As vacancies arise, approaches will be made through the relevant representative bodies, with a request for expressions of interest. If nominations exceed the number of vacancies, a short curriculum vitae should be submitted, and the BSMS Steering Group will consider the candidates.

4.1 Terms of Office

The duration of membership of an individual member will normally be 3 years renewable for further terms subject to agreement with the body which he/she represents.

A chair is elected by a simple majority from among the membership of the Steering Group. This appointment will be held for 3 years and will be renewable for further 3 year terms, but with flexibility to act as an ex officio chair to allow some overlap with the incoming chair. Members of the BSMS team cannot become Chairman.

Although one representative is expected for each of the roles on the BSMS Steering Group there could be occasions when more than one representative is in place. This is allowable but only one member per role will attend the face to face meeting of the BSMS Steering Group.

4.2 Voting

Voting rights are held by the members listed above. Voting on policy matters will be majority by show of hands, or by a secret ballot, at the discretion of the Chairman. The Chairman has the right to cast an additional deciding vote in the event of a tied vote.

4.3 Quorum

A quorum shall be

- The Chairman
- BSMS Manager
- Three other members to include at least one ordinary member
- In the absence of the Chairman, the Chair will be taken by the BSMS Manager.

5. BSMS STEERING GROUP MEETINGS

The BSMS Steering Group meets at least three times every year. Meetings may be held face to face, usually at NHSBT Birmingham New Street offices, or alternatively held by telecon.

Meetings will be organised by a member of the BSMS team.

Members of the BSMS Steering Group will bring to the meeting the views of the professional body which they represent and in turn seek endorsement from their professional body of major initiatives of the BSMS scheme.

6. BSMS STEERING GROUP REPORTING

The BSMS Steering Group is responsible for reporting to different groups

- The BSMS Steering Group will report to the UK Forum annually.
- The BSMS reports internally within NHSBT through the National Lead – Patient Blood Management Team to the Commercial and Customer Service SMT.

The BSMS Steering Group may also convene working groups for specific functions as required and co-opt additional members as agreed. BSMS Steering Group minutes will be provided to all members. The BSMS Operations Group reports to the BSMS Steering Group.

7. SUMMARY OF CHANGES

This section records the history of significant changes to this document. Only the most significant changes are described here.

Version	Date	Author/Reviewer	Description of change
1.1	01/06/21	Jill Caulfield Lead Specialist BSMS	Reviewed Matthew Bend as BSMS Manager New template
1.0	04/12/17	Sue Cotton BSMS Manager	Document signed off by BSMS Steering Group members

Where significant changes are made to this document, the version number will be incremented by 1.0.

Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.