



Blood Stocks Management Scheme  
Code of Conduct

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## Code of Conduct

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### 1. BSMS OBLIGATIONS AND RESPONSIBILITIES

The BSMS aim is to promote optimal stock management throughout the blood supply chain by facilitating the availability of a reliable data management system, through the provision of objective information on participant performance, and professional advice and assistance where appropriate.

BSMS shall be open to all UK blood services and the hospitals they serve (not all blood services may choose to participate in the scheme). Other participants may be accepted by agreement of the BSMS Steering Group.

The staff involved in directing and operating the BSMS shall be appropriately qualified.

The BSMS shall monitor those participants failing to maintain acceptable levels of data entry and present reports to the BSMS Steering Group. Activity is graded as either pass or fail (see appendix 1) and reported back to participants through the activity status flags on the hospitals VANESA homepage, and monthly activity reports sent via email. Participants with performance difficulties will be encouraged to improve.

The BSMS will provide regular reports to participants on their data.

Confidentiality of individual participants' data and performance will be maintained except under the circumstances specified as data transparency.

Complaints regarding the BSMS service should be directed to the BSMS Manager or Chair of the BSMS Steering Group. Complaints should be in the form of an e-mail sent to [bsms@nhsbt.nhs.uk](mailto:bsms@nhsbt.nhs.uk). NHSBT have a formal complaints procedure in place and all complaints will be logged and monitored via internal mechanisms.

Meetings and or educational roadshows will be scheduled to fulfil the educational role of BSMS and to allow participants to discuss matters of current interest relating to stock management and to promote best practice.

The BSMS will provide an inventory practice survey for participants to complete on a topic related to stock management, allowing the BSMS to report back to participants on current trends in stock management.

BSMS will respond to requests, in a timely manner, from participants where a supply of data, change of registration details or advice had been requested.

## **2.HOSPITAL PARTICIPANTS OBLIGATIONS AND RESPONSIBILITIES**

Participants are currently expected to:

- i. Enter daily data on red cells stock
  - ii. Enter daily or monthly data on red cell, platelet and frozen component wastage
  - iii. Enter monthly transfused data where possible.
  - iv. Enter monthly movements data for all components where applicable.
  - v. Enter receipt data for commercial FFP where applicable.
- Active participation in BSMS is essential in order to best utilise data on blood stock management, wastage and blood utilisation.
  - Persistent non-entry of data to the BSMS via the data management system may result in the participant being contacted to ascertain reasons for non-submission.
  - Entry of correct data to the BSMS is the participants' responsibility. Participants should validate the data submitted to the BSMS regularly and notify the BSMS of any irregularities found.
  - Participants should complete the inventory practice survey on a topic related to stock management, allowing the BSMS to report back to participants on current trends in stock management.
  - Participants should notify BSMS of any changes to their registration details immediately. Any changes should be sent to the BSMS in writing by e-mail sent to [bsms@nhsbt.nhs.uk](mailto:bsms@nhsbt.nhs.uk).

## **3.BLOOD SERVICE OBLIGATIONS AND RESPONSIBILITIES**

- Blood Service participants are expected to provide a daily automatic feed of data on red cell, platelet and frozen component issues and red cell and platelet wastage within the blood service.
- Participants must formally validate the data submitted to the BSMS prior to going live and at 6 monthly intervals. The BSMS must be notified of any irregularities found and an action plan agreed.

## 4. 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
2.1	01/06/21	Jill Caulfield Lead Specialist BSMS	Reviewed Matthew Bend BSMS Manager New template
2.0	04/09/19	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.

## 5. APPENDIX

Activity by participants is graded as follows:

- **Pass:** 15 or more entries per month (red cell stock) red cell wastage and platelet wastage
- **Fail:** less than 15 entries per month (red cell stock) or no data entry for red cell or platelet wastage
- Participants with performance difficulties will be encouraged to improve their input of data.
- No input of data over a period of 6 months will be followed up with a written improvement notice from the Chair of the BSMS Steering Group.
- The hospital will be monitored for a further 6 months after the improvement notice and the outcome of the monitoring period communicated to the BSMS Steering Group either confirming the successful entry of data or continued performance difficulties.
- The BSMS Steering Group will review the hospital performance at the end of this 1-year period and make a decision regarding escalation of the performance difficulties to the NHS Trust Board.