



Blood Stocks Management Scheme
Operations Group Terms of Reference

Blood Stocks Management Scheme Operations Group Terms of Reference

Date Created 28/05/2021

Date ratified by Operations Group 30/06/2021

Date Published 07/07/2021

TABLE OF CONTENTS

1. PURPOSE OF THE BSMS OPERATIONS GROUP.....	1
2. BSMS OPERATIONS GROUP AIMS AND RESPONSIBILITIES.....	1
4. ELECTION TO BSMS OPERATIONS GROUP.....	2
5. BSMS OPERATIONS GROUP MEETINGS.....	3
6. BSMS STEERING GROUP REPORTING.....	3
7. SUMMARY OF CHANGES.....	3

1. PURPOSE OF BSMS OPERATIONS GROUP

The Operations Group are the ‘user advocates’ for the BSMS and are responsible for bringing the views of the area (geographical or professional) which they represent and in turn seeking endorsement from their colleagues for any BSMS major initiatives / developments. The BSMS manager works with the BSMS - Lead Specialist and the BSMS Operations Group to develop themes for the annual educational meetings / workshops.

2. BSMS OPERATIONS GROUP AIMS AND RESPONSIBILITIES

- To support the BSMS Steering Group in implementation of the annual work plan
- To provide feedback and expertise; by providing current opinions and challenges to stock management; from their specific area of activity.
- To assist in the development of the BSMS to meet the needs of the participants
- To contribute positively to educational meetings.
- To help formulate and endorse papers, recommendations and guidelines from the BSMS
- To support the BSMS in developing VANESA and VANESA reports.
- To support the Lead Specialist and BSMS Manager in undertaking research within the field of blood inventory management.
- To promote educational aspects of blood inventory management and the BSMS.
- To assist the Lead Specialist and BSMS manager on the theme/content of the inventory practice surveys
- To advise the Lead Specialist and BSMS manager on IT issues related to VANESA e.g. software developments

- To suggest topics for inclusion in the annual BSMS educational meetings
- To support the Lead Specialist and BSMS manager on the communications strategy
- To report to and advise the Steering group on performance measures for the Scheme

3. BSMS OPERATIONS GROUP MEMBERSHIP

Membership of the Operations Group will consist of nominated representatives from participant blood services.

- BSMS Lead Specialist (Chair)
- BSMS Manager
- BSMS Data Analyst
- PBM/BSMS Practitioner
- Private Hospital representative
- District General Hospital representative
- University Hospital representative
- Transfusion Practitioner
- Wales hospital representative
- PTI (Hospital Services/Manufacturing/Testing) Representative (NHSBT)

NHSBT Quality, NHSBT I.T. (who manage VANESA), NHSBT Customer Service Manager or any other person may be co-opted by the Chairman to be in attendance for the whole or part of a meeting.

The expertise within the Group must cover the main areas of BSMS reporting, so other members will be co-opted as required.

4. ELECTION TO BSMS OPERATIONS GROUP

4.1 Terms of Office

Ordinary members will normally serve for three years but may serve for a further three-year term by agreement with the Committee. As vacancies arise, approaches will be made through the relevant blood service or professional bodies, with a request for expressions of interest.

4.2 Quorum

A quorum shall be

- BSMS Lead Specialist
- Three other members

(In the absence of the BSMS Lead Specialist, the Chair will nominate a deputy)

5. BSMS OPERATIONS GROUP MEETING

Operations Group meetings will be held at least three times a year, usually prior to the Steering Group meeting. The BSMS Lead Specialist will provide at least four weeks' notice of each meeting and will post an agenda and supporting papers two weeks before a meeting is held.

6. BSMS OPERATIONS GROUP REPORTING

The BSMS Operations Group reports directly to the BSMS Steering Group. Proposals generated by the Operations Group are taken to the Steering Group for approval. If the Steering Group approves, the proposal may be returned to the Operations Group for implementation.

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
1.2	01/06/21	Jill Caulfield Lead Specialist BSMS	Reviewed Matthew Bend BSMS Manager New template
1.1	17/07/18	Sue Cotton BSMS Manager	Document signed off by BSMS Operations 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.