# Meeting Minutes

**Meeting Purpose:** Blood Safety Strengthening Programme – External Meeting

**Date:**  07 June 2017 at 3:00pm – 4:00pm

**Attendees:**

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| **Name** | **Initials** |
| Linda Taylor  | LT |
| Rhonwyn Cornell  | RhC |
| Carl Fourie | CF |
| Abiy Belay | AB |
| Habtamu Muse  | HM |
| Emily Vera  | EV |
| Daniel Futerman | DF |
| Drammeh Bakary (CDC) | DB |
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**Apologies**

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| Chris Seebrgets  | CJS  |
| Christine Bales  | CB |
| Tariro Mandevani | TAM |
| Gloria Makelani  | GM |

## Agenda:

* **Ghana Launch Feedback**
* **Upcoming Go-Live Discussion**
* **Discussion around skills gaps and training needs**
* **AOB**

## **Minutes**

1. **Ghana Launch Feedback - Rhc**
* We had a successful launch in Ghana which was held on the 26th of May 2017. We were very fortunate to have the US Ambassador Robert P. Jackson and Deputy Minister of Health Tina Mensah. They were all impressed with the BSIS system.
* We are going to be in contact with the Ghana team every week to support them if there are any issues with the system. We are also working on how they can roll up BSIS into some other services in Ghana. We are working with the team to complete their SOP procedure changes.
1. **Upcoming Go Live Discussion – Rhc**
* At the moment we have two countries waiting to go live which is Ethiopia and Zambia.
* We are in discussion with both countries on the Go Live dates. We need to have the implementations all finished by end of July 2017.
* Abiy to provide the potential dates for the Go Live**. Action item: Abiy to confirm with Dr Habtermariam for July dates.**
* Rhc: For the week of 17 – 21st June 2017 for the Strategic Meeting, does your team need a Jembi representative?
* Abiy: It would be great to have a Jembi representative to attend the Strategic meeting.
1. **Product Update – LT**
* We have a number of improvement to our existing functionality and some new features. Some of the feature includes management reports available within BSIS specifically around the inventory and the components management side. We also have changes that relate to the components processing workflow. The other two new features includes improvement to the donor counselling where by you can record if someone has been referred for further testing care and treatment. The other major feature is the **Haemovigilance** feature which we have added to the inventory menu. This feature allows to record information relating to any blood units that has been issued out for which you will receive information back around the transfusion.
* We also made some few enhancement to the configuration so that some of the settings that were previously done at the implementation time on the back end can now be accessed through the front end.
* CF: The process from Version 1.0 to V1.3, is that going to require countries to through from V1.0 to V1.2 to arrive to V1.3 or can we do a jump from V1.0 to V1.3?
* LT: It is a once of process, so from the users perspective it is jumping from V1.0 to V1.3.

1. **Discussion around Skills Gaps and training needs – Rhc**
* It would be great to get feedback from the countries if there are any skill gaps that Jembi can help with.
* Habtamu: I was thinking if we can have skill development around project management training on procurement and how to manage difficult negotiations. We also had problems when we were setting up the ribbon, the ribbon was bigger and could not fit to the bar code printer. If we can have training on the hardware requirements and specification for the consumables beforehand.
* **Abiy**: Another challenge we had was on the hardware which was not fully available for example the printing of labels from another computer to create a PDF document but really cannot label.
* The other thing is to have a log on all the issues that happened so that we are made aware of any issue before the implementation that we can prevent from happening before hand with the solutions.
* We are also looking at partners who are able to supply hardware in time and who understand our requirements.
* With regards to consumables the suppliers did not have the exact sizes for the pack labels which are recommended by Jembi. For the other countries or new countries who will implement BSIS I would recommend that they put enough time on procurement process.

## Action Items and Decisions Made

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| **DECISION** | **BY** |  |
|  |  |  |
| **ACTION ITEM**  | **RESPONSIBLE**  | **DUE DATE**  |
|  **A**biy to confirm with Dr Habtermariam for July dates for Go Live | Abiy | 14/06/2017 |
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