# Meeting Minutes

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

**Date:** 26 August 2015

**Attendees:**

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| **Name** | **Initials** |
| Linda Taylor | LT |
| Daniel Futerman | DF |
| Tariro Mandevani | TM |
| Jono Gebers | JG |
| Rhonwyn Cornell | RhC |
| John Pitman | JP |
| Robin Nozick | RN |
| Emily Avera | EV |
| Maleqhoa Nyopa | MN |

**Apologies**

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| Christine Bales | CB |
| Carolyn Smith | CS |
| Chrispen Dandavare | CD |
| Pete Zacharias | PZ |
| Chris Seebregts | CJS |
| Robert Wilkinson | RW |
| Adam Bjork | AB |
| Carl Fourie | CF |

## Agenda:

* BSIS modularised implementation plan (attached diagram for discussion)
* BSIS video

## Minutes

1. **BSIS Modularised implementation plan - RHC**

* A generic implementation plan diagram was shared with the community. This is a generic implementation plan that we will use for configurable specific implementation plan. In all implementation we will start with implementation preparation. BSIS may be implemented in a modular way: there will be an option of donor management only, donor management then addition of the blood safety module in a later phase or the full BECS (the Donor Management module and the Blood Safety module). From a generic perspective there would be two sequential implementation, so when you get implementation preparation you will go in deploy the donor management module, do the qualifications and that can go live. This will be followed by an implementation review which will be used to improve implementation plan for the Blood Safety module and then deploy the Blood Safety module, and at the end of the process you will have a full BECS.
* We thought it was the best way to have the generic module as lots of the blood services do not use computers or have limited engagement with computers as this will have less impact than if everything is done at once. That was our motivation choosing the generic implementation plan.
* **Definition of the following - IQ, OQ, PQ**: Installation Qualification, Performance Qualification and Operational Qualification.
* **LT**: **Question**: From some of the research I have been doing , some people suggest that the Operation and Performance qualification can be combined? Does this make sense?
* **RN**: **Answer**: I see that very difficult because it’s a much different kind of validation. In **OQ** Validation you really not caring about what they do in daily operations, if you do use what they do in daily operation you will miss things in the operational qualification.
* In **PQ** you teaching the user how to use the system in an appropriate manner so that they don’t get the extreme experience. You training them what they should do every day in daily operations. It really gets complicated if you put those two things together. You won’t get the same really good OQ validation.
* **LT**: Is it ideally recommended to clear the database between those two qualifications, so you will be starting afresh with a PQ?
* **RN**: Before you start PQ you want to make sure you identified anything that isn’t working in the system. You may even have to re-validate an OQ before you do PQ because you may have found some “show stoppers” that will not allow client to go forward, configuration in the systems that not right, sometimes its code changes or user entry errors. When you are in PQ you have trained them how they are supposed to use the system and you making sure that the SOP’s are written, and they can be followed. Putting the two pieces together, I find people start making mistakes.
* **JP:** The diagram looks good. Is the diagram ready to start using in material that we share with country teams to explain how Jembi works and how BSIS would be expected to be delivered or you would want to revise it more?
* **RhC**: The diagram will go to the QCP along with the implementation plan. Should wait until we get reviews from the QCP panel before disseminating.

1. **BSIS Video - LT**

* We had a discussion yesterday with Carolyn with regards to the video. We basically agreed that the video is intended to be short 3 - 5 minute, promotional video, highlighting the core functionality, major processes and the phased approach. Carolyn is happy to take this one.
* We are looking at the alternative colour scheme. The system is still in development and we might have some minor changes.
* **JP**: We have a script which we have put together and it is about 6min 30 seconds. We would consider to break in it into 2 short videos. One with an overview of the purpose of the system and the implementation plan and the second one would be how the system work. We might also consider to do one slightly longer, 10 minutes video instead of a 3 – 5 minutes video. Two separate video might be better?
* **LT**: Maybe the two separate videos might be the way to go as 10 minutes might be too long for anyone watching a video.
* An introduction video for at least 3 - 5minutes will prompt people to go and watch the second video with the full functionality.
* **JP**: The purpose of the video from the marketing perspective is to tell people that the system is real and it does exist and it is almost ready to be implemented somewhere. We do not want to lose momentum by having a power point video. We want to have somewhere to mix in the actual sort of a live video shot with a background. We want to highlight to people that the system is real.
* **RhC**: Our aim is to have a website ready by end of September which will have BSIS information and you can also refer people to the website.
* **DF**: The colour scheme will have red incorporated into it. To have different colours as red is a warning alert colour. I will produce a couple of colour schemer option to choose from those.

1. AOB:

* The development on the technical side is on track.
* We organising a trip for Rob & Daniel to come down to Cape Town during the week of 14th September to work closely.
* LT & JG to schedule a call with Robin for Friday 27/08/2015.

## Action Items and Decisions Made

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| **DECISION** | **BY** |  |
|  |  |  |
| **ACTION ITEM** | **RESPONSIBLE** | **DUE DATE** |
| LT & JG to schedule a call for Friday 27/08/2015 with Robin | LT & JG | 27/08/2015 |
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