# Meeting Minutes

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

**Date:**  14 September 2016 at 3:00pm – 4:00pm

**Attendees:**

|  |  |
| --- | --- |
| **Name** | **Initials** |
| Linda Taylor  | LT |
| Michael Qualls (CDC) | MQ |
| Daniel Futerman | DF |
| Rhonwyn Cornell  | RC |
| Ann Parsons | AP |
| Michelle Chevalier | MC |
| Drammeh Bakary (CDC) | DB |
| Maleqhoa Nyopa  | MN |
| Carl Fourie | CF |
| Gloria Makeleni (minutes) | GM  |

**Apologies**

|  |  |
| --- | --- |
| Christine Bales | CB |
| Tariro Mandevani | TAM |

## Agenda:

* **Implementation Update**
* **Product Update**
* **Implementation Schedule**
* **Discuss possible next countries**
* **A.O.B**

## Minutes

**Implementation Update: Lesotho**

* There has been issues with Lesotho on procurement of hardware. The bookings are all done. Zambia has been also having issues with getting the procurement of hardware as the director responsible for signing the procurement of hardware is away. There is a call with Rhonwyn to discuss the procurement process with the Zambian team.
* For Ghana team everything is in place. They are busy with procurement of hardware and deployment will be going as planned. To begin deployment the week of the 3rd of October.
* **Ethiopia** – there are no issues that has come up on the email trail.

**Product Update: - Linda**

* BSIS version 1.0 was released at the end of August and currently being implemented in Lesotho.
* New features are user interface and user management reports (reports on blood units issued reports and then there is also an aggregate report on deferred donors)
* Estimated release date fairly soon.
* Currently we looking at design and laptop use at a mobile station.
* Change requests have come through – they will go through our proper processes and we will assess on timeframes on the development mind-map.
* Lesotho will be kept updated and if we require any additional information around the new requests.

**Action Item: Linda to share a list of reports that are being added to the BSIS version at the next meeting.**

Maleqhoa > statistics are the only missing item at this point. We require a detailed report for blood donors.

Linda> They will all definitely be considered and looked at all the other reports required by other countries. These are all new requests and only came in yesterday and today. We will review and advise.

Maleqhoa> We are still awaiting final response for donor list and mobile clinic lookup.

Linda> Donor List mobile clinic is already on the BSIS Version 1.0.

Linda> Another large feature that is now available is a database report – will allow analysis of all reports.

Michael> What is the estimated timeline on that?

Linda> That will be in the next release. We cannot give an exact date right now.

Christine> Can we track the number of voluntary donors vs the family replacements donors? By donor or by donation?

Linda> Yes. By donation.

CHRISTINE> Feature is available now?

Linda> Yes, it available now in the report.

**Blood Management Donor Management Discussion: RhC**

* Carl> BSIS currently has 2 modules. Donor management and Blood management. Is there any scenario where a bank would want to utilise only 1 module as opposed to both?
* Maleqhoa> I think we don’t have to separate the 2 modules. The safety of the product is better with both modules being utilized.
* Michael> We should just go with the full BSIS.
* Christine> Thinking ahead (Blood Transfusion module that will be 3rd module) therefore setting up full BSIS is the only way that will be effective.

**Action Item: Consensus agreed that full BSIS should be utilized. Decision taken that Donor Management cannot work effectively without the Blood Management Module.**

**Implementation Update – RhC**

* Zambia – The most critical at this point. Their implementation will be delayed to the 25 October 2016.
* 25 October – Implementation Week
* 2nd week of January 2016 – Go Live week
* Ghana – beginning of October for deployment. We are on track.
* 3rd October 2016 – Implementation week
* 6 February 2016 – Go live week
* Ethiopia – in the process of completing their procurement and implementation – we moving forward with that plan. Scheduled to go there after Zambia trip.
	+ 31 October 2016 – Implementation week
	+ 13 March 2017 – Go live week
* Cameroon – Safe blood for Africa call scheduled. Looks like their implementation will begin early next year.

**Lesotho Update: RhC/ Maleqho/ Carl**

* Going very well – all going according to schedule.
* Maleqhoa and Kgotso were trained last week.
* Gaps that need support have already been identified and sent to Linda.
* Blood Management module identified as the easiest one.

Michael> Training is really exceptional. Xhanti and Tendayi have built the team in Lesotho.

**Carl> Suggestions that the team perhaps go down rather on a Saturday to set up well before the implementation week.**

**Action Item: CF to set up users group with multiple countries.**

**Next Countries:**

* Swaziland
* Uganda
* Zambia
* Cambodia – they have sent in a list of detailed questions – Linda has started drafting key responses.

**Notes:**

* Challenge identified - Countries seem to be lacking procurement of hardware hence the timeline push backs on go live weeks.
* Pre-implementation visits should be considered.
* Conversation need to get started with various countries.

Carl> Swaziland? Heard they have interest but no formal information.

Christine> They are on track. We waiting on them to complete the paperwork.

**Action Item: Mailing list to be used with all questions – let’s try build this community.**

**A.O.B**

## Action Items and Decisions Made

|  |  |  |
| --- | --- | --- |
| **DECISION** | **BY** |  |
|  |  |  |
| **ACTION ITEM**  | **RESPONSIBLE**  | **DUE DATE**  |
|  |  |  |
| Linda to share a list of reports that are being added to the BSIS version at the next meeting.  | LT | 28/09/16 |
| Consensus agreed that full BSIS should be utilized. Decision taken that Donor Management cannot work effectively without the Blood Management Module. |  |  |
| CF to set up users group with multiple countries.  | CF  | 28/09/16 |