

METABOLIC BIOCHEMISTRY NETWORK

Meeting at Maria Healthcare Networks Ltd, Bishop Auckland
20th May, 2005 at 11 a.m.

Present: Professor Kim Bartlett (KB) Dr. Anne Green (AG)
Dr. Neil Hamilton (NH) Dr. Mick Henderson (MH)

1. Apologies for absence

None

ACTION

2. Minutes of the previous meeting held on 14th September, 2004

These were agreed as a true record

3. Matters arising not on the agenda

There were no additional matters arising

4. Web Site

4.1 General items

It was agreed to modernise the site as follows:-

- Pale blue left-hand margin with the rest of the screen white
- Remove the 'microscope' as the background
- Remove underlining

It was agreed that we should simplify and restructure the home page with the following sections accessed as a list on the left-hand margin:-

- Home
- About Us
- Stakeholders
- Stakeholder resources
- Links
- Training and Education
- Best Practice Guidelines
- Quality
- Metabolic Assay Directory

The existing sub-sections on presentations, training and workshops to be merged as part of the new training and education site. Previous heading of 'services' to be deleted.

ACTION

The revised home page to be much simplified with a welcome/general introduction to the Network and news sections. AG to prepare a revised text for the home page.

AG

The brief overview to include a welcome and contacts.

The home page training update to be removed.

NH

The aims, background and current activities to be inserted into the news section on 'about us' .

AG/NH

Stakeholder details to remain unchanged.

Link site to remain unchanged other than the duplication of the NHS Genetics and Education side to be rectified to leave the version, which includes 'national'.

NH

News items are to be just justified to the left-hand margin with a date, followed by details of the news item and any links to other sites or documents. It was agreed that NH would email the MetBio admin (AG and Mary Dowling) on a monthly basis to ask for any revisions to the news page.

NH

It was agreed that obsolete items should be removed as they happen into the Archives.

Within the Stakeholder Resources section, all items to be justified to the left-hand side with no underlining, and to remove the Metabolic Assay Directory Pre-lease and the Internet Explorer Security.

All modifications to the home page and general structure of the site to be undertaken by Neil Hamilton as part of the maintenance agreement.

NH

4.2 Email Messaging

After the review of the existing structure, it was agreed to modify as follows:-

An additional user type to be included for the admin part of the Network, i.e. the Lead Scientist and administrator, and an additional user for training (MH) to be included. These would

ACTION

be password protected in exactly the same way as the Stakeholder and Associate Labs.

The use of the email messaging needs restructuring so that users can select type, i.e. stakeholders, associates, admin, training. **It was noted** that the contact list, e.g. titles etc., was what individuals had put into their contact details page

NH

4.3 QA

It was agreed that we should develop the QA site to be a searchable data base which would be able to be updated by JC.

First stage for the development of the QA site would be to include the document which Jacqui Calvin has prepared as a Word document initially. The final document to be made available by early June and to supply to NH. Any changes to be made to the Word document to be updated by Jacqui and the revised version to be sent to NH.

JC/AG

The functionality should include an ability to search on a specific analyte, search by a particular QA programme, or look at the whole. The costs for the development of such a site to be estimated by KB/NH and communicated to AG.

KB/NH

The obsolete schemes, e.g. Gal-1-P to be removed. NH has confirmed that this has already happened.

There was discussion about how extensive the lab page QA scheme should be detailed. This requires further discussion with Stakeholders at the June meeting.

AG

4.4 Specific Page URL

NH confirmed that every page has its own URL. This is displayed on the status bar. MH will communicate will communicate this to the trainers as this was a specific question he had received.

MH

ACTION

It was agreed that a full address specifically for the metabolic assay directory, guidelines and training and education, would be useful URLs to communicate to Stakeholders, etc.

NH

NH will prepare some text to mail to email to everyone in due course via the email messaging system as to how to access specific URLs for individual pages.

5. Metabolic Assay Directory Update

5.1 Outstanding edits/functionality

The directory was functioning well and everyone seemed pleased with the product. KB and NH were thanked for their hard work.

There are potentially a few outstanding assay edits, particularly in the area of the complex enzymes. *George Gray* is currently co-ordinating responses to this and it will be a subject for review by Janet Stone.

AG to discuss
with JS

It was suggested that the assay directory should link to assay finder. AG to contact Assay Finder to request this.

5.2 Disorder Links

There was discussion about how much 'intelligence' there was required for the system and how complex this should be.

It was agreed that we should have a practical, simple approach to the most frequently asked questions about what tests to do for specific disorders. In addition, the disorder links could reference and link directly to OMMIN for more sophisticated questions.

KB to cost the development of this simple base disorder link.

KB

5.3 Link to GTN

It was agreed that we would not duplicate the UKGTN site, but would need to link with this on a disorder basis. The possibility of having a field for each disorder, where a molecular test was useful and a link to GTN should be considered by the disease base group.

ACTION

It was noted that Janet Stone would take forward this work by establishing a small working group. AG to communicate to JS.

AG

6. Finance

AG confirmed that the Network would be planning to renew the contract in August 2005 for a further year, i.e. August 2005 to August 2006. This will be to maintain the current web site functionality, including the assay directory and email messaging. KB to confirm the cost of this.

KB

7. Electronic learning package

The current status of the MCADD project was discussed. **It was noted** that the previous deadlines had expired and there was now an urgent need to move forward.

It was agreed that KB needed to identify the gaps and communicate to MH in order that help could be provided from the trainer infrastructure. **It was agreed** that this should be completed by the end of May.

KB

KB agreed to supply a beta-testing version to MH by the end of July 2005.

KB

The possibilities for further development of electronic learning packages was discussed, but would depend on the success of this existing pilot. The ACB was interested in possibly funding such initiatives for the future. We would, however, need to have a good product before any discussions could be commenced.

8. Training Site (See as separate notes prepared by Mick Henderson)

Following the Training Group meeting held on 5th February 2005, MH outlined the functionality required from the site. It would require the following sub-sections:-

- Training documents, e.g. minutes etc.
- Case reports

ACTION

- Lecture sets
- Chromatogram library
- Educational links

A further site, to include feedback and comments from users, was suggested. The new site would have a gatekeeper so that the possibility of updating directly would be achieved.

8.1 Chromatogram Library

It was agreed that the format should be JPEG which was the preferred for the image format.

KB and NH advised that the format should be as a data base record, including title, image, text (brief description) author, date and appropriate disclaimer. Once the template has been finalised, then KB/NH would be able to provide an appropriate upload tool for the gatekeeper. The template to be agreed and provided by NH.

NH

8.2 Case Reports

A similar template format would be used for case reports. NH to provide to MH.

NH

Case reports would require an appropriate copyright statement confirming that the author had agreed to hand over the copyright to the Network, and that this was now Network property. All case reports should clearly state that these are Network properties.

It was agreed that there should be an appropriate text about the use of all training materials, including case reports, as general training information, i.e. how it is envisaged that this training material will be used and ownership. MH to prepare.

MH

It was agreed that all existing training documents would be moved to the training site when it had been established.

NH

The question about ability to use chromatogram data with regard to consent, would be checked out with the College guidance on their web site.

MH

ACTION

It was agreed that, for the training site generally, we would pilot a few cases to begin with, keeping it simple and making sure things worked well before extension

8.3 Lecture Sets

The format to be PowerPoint and the gatekeeper would be MH to input via NH. All lecture sets would exclude clinical photographs. Again, the importance of copyright was discussed and that this should make clear to the authors of the lecture sets, i.e. that the copyright had been handed over.

MH

The size of PowerPoint presentations may be an issue with very long, complex presentations. This would be overseen by NH who would impose a size restriction.

It was agreed that the preamble to the training site should include a general invitation for contributions and to whom possible proposed material should be sent.

MH

8.4 Educational Links Site

A list of appropriate links is required - this is being undertaken by Helena Kemp. **It was agreed** that MH would be the gatekeeper for this.

MH

AG/MH agreed to draw up web site management nominations, i.e. to clarify who will be a gatekeeper for which data bases, the rules and authority associated with this.

AG/MH

9. Future Developments

The costs for developing the training site along the lines discussed would be estimated by KB and NH.

KB/NH

It was confirmed that maintenance for the site will be included as part of the development costs and that any increase in maintenance for the training site would not begin until August 2006, i.e. when the training site had been completely developed.

A specification of the training site is required based on the discussions at the meeting in order that this will form the basis of a contract (depending on costs). The specification to be produced by MH.

MH

ACTION

One possible future development for the web might be a register of cases with IMD in the future ?

10. Any Other Business

One outstanding item is the document on Terms and Conditions of the web site maintenance. The example document which AG had brought to the previous meeting to be re-looked at as a basis for drawing up such an agreement.

AG

**A. Green
May 2005**