

# National Metabolic Biochemistry Network (Biochemical Genetics)

Record of the agreements made with respect to the training area of the website at a meeting at Maria healthcare Networks 20<sup>th</sup> May 2005

## Present

Kim Bartlett, Anne Green, Neil Hamilton, Mick Henderson

### 1. MCADD learning package

Kim shared the progress to date and outlined his intentions for the development of this package. The training group had expressed an opinion that the early example had too much social detail. Kim agreed that this might be the case but wished to retain the story intact but remove it from the main page, i.e. have a link to it from that page. This was agreed

Action KB

Kim will need to be supplied with copies of chromatograms from GCMS using TMS derivatives, in line with current practice. It was re-affirmed that any such material that would be helpful and relevant should be supplied by the training group via Mick.

Action MH

### 2. Content of Training Area

#### a) General points

This area will contain diverse material provided from many contributors. It must be made clear to them that they pass on copyright to the MetBioNet and that this area of the site has open access. There must also be a statement on the front page that material displayed can be copied and used but only for personal study or for teaching purposes. The statement must also include a disclaimer that the Network does not take responsibility for the use of this material in informing patient care. The front page will give credit to the various gatekeepers of the sub sections, invite further contributions and include relevant contact details.

Action MH

#### b) Case reports

George Gray has circulated a template for these and the HSTs are being encouraged to submit at least one per year for the website. The template needs to be forwarded to Neil.

Action MH

Neil will construct an upload tool so that George, as gatekeeper, can update this area without the need to send material to Neil.

Action NH

**c) Lecture set**

Lectures will be posted as powerpoint files to enable their use. The gatekeeper, Mick with assistance from Maryam Khan, will edit lectures so that the size of the files is reasonable. Moving images, video clips etc will not be included. Photographs of patients will be deleted.

Action MH

**d) Chromatogram library**

It was decided that the following information needed to be included with each entry:

Title

Image

Text - brief explanation

Author and contact

Date of submission

Disclaimer (but maybe the disclaimer on the front page will be sufficient?)

Neil will construct an upload tool so that the gatekeeper, Jaqui Calvin, can add entries directly.

Action NH

**e) Educational links**

It was agreed that there was a separate category of educational links that would not be relevant to include in the links section of the main website. These need to be sent to Neil.

Action Helena Kemp