

Metabolic Biochemistry Network Meeting held on 14th September 2004 at Maria Healthcare Networks Ltd, Bishop Auckland commencing at 1330h

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

ACTION

1. Apologies for absence

None

2. Minutes of the previous meeting held 29th March 2004

These were agreed as a true record.

3. Matters arising (not on agenda)

There were no additional matters arising.

4. Website General Items

4.1 Previous edits as detailed in the minutes 29/03/04

Links page

ERNDIM, NEQAS & SAS. These should be listed in full with (acronyms)

NH

- Disclaimer Notices

It was noted that the disclaimer notices on many of the pages are wrong i.e. they are the links disclaimer page rather than the general one.

To review disclaimer notice on every page so that the links one is only on the links page and the general one is on all other pages.

NH/KB

- Website Management Address

AG had noted that the wrong address was on the page version she had been able to access. This was not the case on checking. AG to check on return to Birmingham

AG

- **Web Copyright**

It was noted that the copyright items had not been completed. It was agreed that these should be deferred and referred to Mick Henderson on the context of the new training and education page. AG to write to Mick Henderson.

AG

4.2 **Further update of content**

Home page

Noted disclaimer page on home page is wrong.

- **'Survey of test repertoire headings'**

To remove, as this is now old news.

- **News page**

After discussion it was agreed that there would be a news section page. The structure for the news page would be Title, Sub Text and link to document (if document available), Date, Author (if appropriate). It was agreed that the three most recent items would remain on the home page/news page and others would be automatically archived. New items were about to be sent to NH. These would be the Network annual report and the action plan/objectives.

AG

- **Stakeholder Resources**

Access to BCH site was not possible. Password altered to rectify this. AG to check on return to Birmingham.

AG

Each Stakeholder would have the following detail i.e. for individual laboratories would include the following:-

i) Clinical Pathology Accreditation (CPA). Options would be Yes/No/Conditional with a default position as not known. Existing terms to be changed.

NH

ii) Quality Assurance
Default position agreed as 'no information provided'.

NH

iii) Stakeholder details for each laboratory to include heading 'Laboratory Details' with default position as 'no information provided'.

NH

It was agreed there would be a free text page for each laboratory. AG to request this from each laboratory together with the Metabolic Assay Directory checking of entries.

AG

- **Metbionet Services**

Revised text to be included provided by AG.

MH

Note disclaimer is wrong - to chase.

MH

- **Best Practice Guidelines**

To adjust font headings on guidelines to standardise and remove duplicated headings.

NH

- **Links Page**

Reaffirmed all abbreviations to be in full. Note that the font for this was different from the other pages on the website. To review font and standardise.

KB/NH

Quality page disclaimer is wrong. To be corrected.

NH

To insert an additional sentence under the quality page 'the Network works with NEQAS and ERNDIM'. Note to provide interactive links for both.

NH

- **Miscellaneous**

It was agreed that a copyright logo would be included on the left hand panel of the home page.

KB

Presentation page. This to be incorporated as part of the new training and education section.

5. Metabolic Assay Directory Update

- **Laboratory text, Accreditation and QA**

To be incorporated according to previous discussions (see above).

On the analyte page for the MAD the column headings should read:-

Specimen type

Sample requirements

NH

- **General text and Disclaimer**

This was provided by AG. To be incorporated as a preliminary page prior to accessing the directory. This would also include a box to record that in accessing the directory individuals had agreed to the terms and conditions.

KB

- **Next stages**

Draft letter to send to all Stakeholders and associate labs agreed. This would be sent out by the end of next week.

AG

The next stages for the directory were agreed as-

1. To make available the site to Janet Stone and AG from 01/10/04 for final checks.
2. To make available to Stakeholders and associate labs from 01/11/04.

6. Electronic Learning Package

The plans for the MCADD pilot was discussed. Start date to be soon with completion by the end of December.

KB

AG to reaffirmed that this will be done in association with Mick Henderson as the Lead Trainer and that a small virtual group needed to be set up, including a trainee to liaise with Mick Henderson.

KB

It was agreed that a formal order for this would be placed by AG and payment of the invoice would be on completion of the work i.e. closing date end of December 2004.

AG

7. Finance

Phase 1 payment and the first year's maintenance had been received. Current maintenance contract therefore runs until 31st July 2005.

8. Contract

The need for a formal contract was agreed. A suggested outline with headings was provided by AG. It was agreed that KB was to prepare a draft for comment.

KB

KB and NH reaffirmed that the software is owned by the Network. In the event that the agreement to provide the website by Maria Healthcare is either not reviewed or is terminated then the Network owns all the data. However, the cost of exporting data from the server into a transportable form would be an additional resource e.g. to provide a CD copy. However, estimates of this were small in the order of £250-£500 as a one off payment. This will be confirmed in the formal contract.

KB

9. Future Developments

- Links to GTN (centres)

The Genetic Testing Network website is now in preparation. The company is Certus Technology. In the future it will be important to link to this website. At an appropriate point there will be a meeting to discuss the relationship between the Metabolic Assay Directory for the Biochemical Network and the GTN Directory.

- Disease link to assays

This is a high priority for the Network. It was agreed that plans for disease classification linked to tests will be considered by KB and NH, a costing provided and an approximate time frame for undertaking this work.

KB/NH

The GTN have already done some work on agreed synonymys and AG would contact the Lead Scientist of the GTN to find out additional details.

AG

- Training site

For the future this could be a major development e.g. could include a trainee site with assessment of assignments, log books, message board, tutorials etc.

It was agreed that there needed to be further discussions with Mick Henderson once the trainer infrastructure had been fully established. AG to contact Mick Henderson.

AG

- Message Board

The possibility of a message board was discussed - should this be a Stakeholder restricted one or public access. This will be discussed at the next Stakeholder meeting.

AG

- Other

The possibility of a search function for any item e.g. a specific guideline was discussed. KB and NH to provide details e.g. would additional costs be required for this.

KB

The meeting closed at 1600h