



**THE GOVERNANCE BOARD OF THE  
NATIONAL LABORATORY MEDICINE CATALOGUE**

**MINUTES of the MEETING on WEDNESDAY 6<sup>TH</sup> JANUARY 2010**

**THE ROYAL COLLEGE OF PATHOLOGISTS  
VIRCHOW ROOM  
1.30pm**

**Present:**

Peter Furness (Chair)	President, RCPATH
Paul Collinson	NLMC Lead Coordinator
Mirella Marlow	NICE/NHS Evidence

**Via Conference Call:**

Gifford Batstone	OCCO, NHS CFH
Howard Beswick	NHS CfH
Simon Davey	X-Lab Systems
Richard Jones	Technical Consultant Leeds University
Stephen Pill	RCGP, National GP Lead

**In Attendance:**

Anne Boxill

**Apologies:**

Ian Barnes	DH
John Clarke	CIO NHS
Neil Formstone	Lay Member
Ian Green	UK Terminology Centre (UKTC)
Ken Rae	President, IBMS

- 1. Welcome and apologies for absence**  
PF introduced the meeting and welcomed everyone.
- 2. Minutes of the meeting on 20<sup>th</sup> July**  
Minutes of the meeting were ratified
- 3. Minutes of 'email meeting' conducted in September – October 2009**  
Minutes of the meeting were agreed as accurate.
- 4. Matters arising from the minutes not covered below**  
Formal Board support was requested by Rick Jones for the ongoing provision of support for the development of the e-tool from X-Lab Systems.
- 5. NLMC Stakeholders' Meeting Report**  
Attendees present at the meeting on 1<sup>st</sup> December to be checked and confirmed.

Mirella Marlow's name to be removed from list of attendees. Otherwise agreed to be an accurate record. **Action: AB**

## 6. **Confirmation of new members of Stakeholders Board**

The amended list was agreed as circulated.

Paul Collinson asked if the list could have more information to indicate what organization, if any, each Stakeholder is representing, to facilitate requests for specific items of advice. As part of this, Stakeholders will be reminded that if they wish to step down they should inform AB who their replacement will be. **Action: AB/PC**

Should there be a separate Stakeholder forum for suppliers? The Board Members did not see obvious justification for this, but GB to contact Vicki Gledhill to discuss. GH/HB to investigate further. **Action: GB**

## 7. **Report from National Lead**

### *Report on the Editing Tool*

There were two levels of problem.

Minor problems reported on the Editing Tool that need to be addressed immediately, ie, debugging, seem to be corrected reasonably efficiently.

However, more major changes are needed to ensure that the tool works closely in conjunction with the Editorial Principles. The Editorial Principles are modified repeatedly as the need arises, but X-Lab Systems want to have 'bundles' of amendments presented as packages at less frequent intervals. This means a balance has to be struck, and delays in amending the tool can arise as a result. The source of long-term funding for this work is not clear, but presumably lies with CfH? This needs to be discussed. **Action: GB/HB/PC/RJ**

### *Reports from each of the subject specialty leads*

PC presented reports from the subject specialty leads:

Clinical Chemistry and immunology have made good progress except for minor problems with the editing tool. Haematology has been slower; a written report from the Subject Lead had not been pre-circulated to Board but PC read out a report just received.

Medical Microbiology is a serious problem because the Subject Lead has declared it to be impossible for him to find time to do the work. **PC to discuss this with him; the situation cannot be allowed to continue.** PF stated that if a replacement is needed he can organize an email advertising the vacancy to all UK microbiologists within one working day of receiving the appropriate text. **Action: PC**

Histopathology/Cytopathology is also a problematic area because progress is dependent on major alterations to the Editing tool as discussed above, to allow entry of topology, laterality etc as more than merely a Boolean field. PC agreed to expedite this. **Action: PC**

No Lead appointed as yet for Genetics, because this would be dependent on it being covered by the funding request currently with Deirdre Feehan. GB agreed to discuss this with her. **Action: GB.** Alterations to the editing tool would also be needed.

*Proposed project plan and timescales*

PC summarized the current position and tabled a rough project timescale plan.

End January: tests to be grouped into reviews

End February: reviews to be looked at and duplicates removed; NLMC and Imp.NLMC divergence.

8 Weeks: first update of system as it is

For reasons given above this timescale does not include microbiology, histopathology or genetics. This is not acceptable, especially in relation to microbiology, as it will adversely impact on implementation plans and it is beginning to damage the reputation of the NLMC. The need for urgent action was agreed.

PC to circulate timetable electronically.

**Action: PC**

**8. Discussion of papers prepared so far**

*Governance principles for modifying NLMC*

PF to edit and circulate document to all. **Action: PF**

*Modifications to the Editorial Principles*

Version 0.3e, with tracked changes proposed by PC, was discussed. A version amended in the light of this discussion would be circulated by PF for final agreement. **Action: PF**

As the Governance Board is managed by the RCPATH, the version of the document on the RCPATH website should be a master document. Simon of X-Lab to provide link to document on website. **Action: SD.**

To facilitate the development of a 'help' facility with direct reference to appropriate sections of the Editorial Principles document, PF would investigate the insertion of hypertext anchors into the document. **Action: PF.**

*(Note added post-meeting; the insertion of a Word 'Table of Contents' seems to have converted all the section headings into hypertext anchors – PF)*

*Units of Measurement*

Proposed that wherever appropriate, UoM will be included in NLMC Core using ISO 31, 1000 and 80000 with determinations by IFCC and similar international authorities as necessary. **Action: GB**

*Imp.NLMC / Issues re Deployment of NLMC*

Proposed that this deployment is used to generate a tool kit for future deployments, to ensure a better method of comparing current with NLMC catalogue. NLMC Governance Board members to be involved in this process. **Action: GB**

**9. Wales Pathology Handbook**

To discuss the input from Robin Mann and interactions with NLMC

All Wales Lab system. 3 shortlisted by Wales Pathology Team.

GB/PC/RJ/HB to visit/have a meeting. **Action: GB**

## 10. Any Other Business

### *Hereford*

Lack of exposure and understanding of Editorial Principles. 55 submissions to Imp.NLMC – now updated.

### *Manchester*

Requested amendments are with PC. End of January deadline

### *Mirella Marlow/NICE*

Currently recruiting for Chair for Diagnostic Committee – has been advertised through RCPATH.

## 11. Dates of next meetings

As previously agreed:

Wednesday 7 <sup>th</sup> April	1.30pm
Wednesday 14 <sup>th</sup> July	1.30pm
Wednesday 27 <sup>th</sup> October	1.30pm

All at RCPATH.