

## **SHOT SCRIPT Group Terms of Reference**

### **About SHOT**

SHOT (Serious Hazards of Transfusion) is the United Kingdom's independent, professionally led, confidential haemovigilance scheme.

SHOT UK Collaborative Reviewing and reforming IT Processes in Transfusion (SCRIPT) group is a subgroup of the information technology (IT) working expert group (WEG).

### **Purpose of SCRIPT**

SCRIPT aims to enhance transfusion safety by improving IT systems which are designed for clinical and laboratory transfusion practice in UK hospitals.

SCRIPT investigates the contribution of deficiencies in IT systems to serious adverse patient outcomes.

SCRIPT identifies areas where laboratory and clinical IT systems need to be improved and makes appropriate recommendations for changes that will improve outcomes for patients.

SCRIPT provides authoritative data and resources to inform and support procurement, validation, implementation and maintenance of transfusion IT systems.

SCRIPT supports the production of standards and guidelines relating to IT in blood transfusion.

SCRIPT performs and collaborates in surveys, audits and research in the area of transfusion IT to understand, improve and support improvements in IT uptake and safety.

SCRIPT provides and supports education on IT in transfusion safety as relevant to all personnel involved in the blood transfusion process, including personnel in IT departments.

SCRIPT provides data and resources that support local understanding and facilitate safer IT systems for transfusion.

SCRIPT information and resources are maintained on a dedicated page of the SHOT website. The SCRIPT members are responsible for ensuring that the page is kept up to date, supported by the SHOT team.

### **SCRIPT Mission Statement**

To improve transfusion safety through improved IT systems and practices

### **SCRIPT Aims**

- Improve standards of hospital transfusion practice relating to IT
- Educate clinical and laboratory users and transfusion professionals on transfusion IT systems. This scope is to include including trainees, managers and IT professionals
- Aid production of national IT standards and guidelines

- Provide a community of practice for transfusion professionals to share expertise and learn from each other
- Promote the benefits (and drawbacks) of transfusion IT with national patient safety and national healthcare IT organisations with the purpose of influencing change and highlighting the importance of investment in resources as well as local/regional implementation groups (reword with correct terms)
- Collaborate with haemovigilance organisations across the world about transfusion IT safety

## **Scope of SCRIPT**

SCRIPT analyses data from clinical and laboratory adverse events reports relating to IT submitted to SHOT, where IT has caused or contributed to the errors reported, where IT systems have been used incorrectly and includes cases where IT systems could have prevented errors but were not used.

Confidentiality of reporters, patients and donors is assured in accordance with the [SHOT privacy notice](#).

## **Relationship to other bodies**

SHOT is aligned to the RCPATH, and SCRIPT will work closely with the relevant committees of the RCPATH (e.g. Pathology Informatics Committee)

SCRIPT aims to work collaboratively with other bodies with responsibility for transfusion safety e.g. Medicines and Healthcare products Regulatory Agency (MHRA), Advisory Committee on the Safety of Blood, Tissues and Organs (SaBTO), Institute of Biomedical Science, NHS in England, Scotland, Wales and Northern Ireland, National Blood Transfusion Committee (NBTC) of England and its counterparts in Scotland, Wales and Northern Ireland, the four UK Blood Transfusion Services, British Society for Haematology (BSH) Transfusion Task Force, Royal College of Pathologists (RCPATH), Joint United Kingdom (UK) Blood Transfusion and Tissue Transplantation Services Professional Advisory Committee (JPAC, especially the Standing Advisory Committee for Information Technology) and the UK Transfusion Laboratory Collaborative (UKTLC).

SCRIPT aims to promote the improvement of IT systems internationally by collaborative working with the International Society of Blood Transfusion (via its IT working party) and one of the SCRIPT core group members will be a member of the ISBT IT working party to ensure close collaboration.

## **Attendance at SCRIPT Meetings**

Attendance at six or more SCRIPT meetings is required by each member annually. If unable to attend a meeting, members should endeavour to send a report related to any outstanding actions or other activities in their specialist area for information and review. The Group meets (virtually or face to face) every month.

## SCRIPT Group Membership

Membership of the SCRIPT Group will consist of the SHOT IT WEG, SHOT medical director, operations manager and SHOT incident specialists. The SCRIPT Group will always include:

- SHOT Medical Director (Chair)
- SHOT Operations Manager (Deputy Chair)
- SHOT Specialists (Incident and Haemovigilance/PBM Specialists)
- SHOT IT Working Expert Group members
- SHOT Laboratory Working Expert Group members
- Royal College of Pathologists representative
- British Society for Haematology representative
- National Blood Transfusion Committee representative

For meetings to be considered quorate at least 50% of members should be present.

Administrative duties will be rotated between members of the SHOT team.

Individuals from other SHOT WEGs or national bodies may be invited to contribute to the group by invitation. These include but not limited to:

- Other SHOT WEG members as appropriate
- UK Blood Services
- Institute of Biomedical Science
- British Blood Transfusion Society
- National Transfusion Laboratory Managers group and equivalent in devolved countries

Representatives from other groups or with relevant expertise (e.g., LIMS, IBMS, Education) may be invited as appropriate. Individuals from any organisation may request to attend a SCRIPT meeting to discuss their particular interest in transfusion IT. Where a project or other defined activity arises from an individual's attendance at the meeting, they may be co-opted to the group for the duration of that activity.

Input and collaboration with commercial providers through workshops and surveys may be required for the duration of that activity

Members need to submit a conflict-of-interest form detailing if they have any affiliation to private companies.

As an NHS organisation, SHOT is obliged to apply financial guidelines from the NHS to potential claims from SCRIPT members for expenses:

- Members who are representing external bodies should receive their expenses from the organisation they represent
- All other members, except those employed by NHSBT, may reclaim expenses from SHOT directly

The duration of membership of an individual member will normally align with the body which s/he represents. There will be an annual informal review with representatives and the SHOT Medical

Director (MD) to review the role, output, and attendance. Members who have not been able to meet the minimum meeting attendance criteria for 12 months may be requested to step down and nominate a successor.

Members of the Group will bring to the meeting the views of the professional body which they represent and in turn seek endorsement from their professional body of major initiatives of SCRIPT.

### **Conflict of Interest**

A 'conflict of interest' is a set of circumstances by which a reasonable person would consider that an individual's ability to apply judgement or act, in the context of delivering, commissioning, or assuring taxpayer funded health and care services is, or could be, impaired or influenced by another interest they hold. Members may hold interests for which they cannot see potential conflict. However, caution is always advisable because others may see it differently and perceived conflicts of interest can be damaging. All interests should be declared where there is a risk of perceived improper conduct.

Members are expected to complete the SHOT Conflict of Interest form on an annual basis. Where potential conflicts of interest are identified these will be discussed between the member and the SCRIPT Chair. Members may be asked to step down if the conflict of interest cannot be appropriately managed.

### **Publications and Presentations**

SCRIPT activity and output is published annually in the SHOT Annual Report by the IT working expert group.

All members of SCRIPT who are presenting SHOT data at local, national, or international meetings, should ensure that the data is the most accurate and recent data; and should acknowledge SHOT as the source of the data.

All presentations on behalf of SCRIPT require discussion with, and approval of the SHOT Medical Director.

All publications using SCRIPT/SHOT data should have SHOT approval and references.

### **Accountability**

The SCRIPT group is accountable to the SHOT IT working expert group, and subsequent SHOT WEG hierarchies. The IT working expert group is responsible for providing an overview of SCRIPT activity to the SHOT Steering Group on a biannual basis.

The Medical Director of SHOT is employed by one of the UK Blood Services and is managerially accountable to the UK Forum. It is essential for SHOT to retain autonomy for professional accountability and that it is independent of the UK Blood Services. For that reason, professional accountability of the Medical Director is to the Steering Group through its Chair.

SHOT is affiliated to the Royal College of Pathologists.