

## **Licence Committee Meeting**

**25 June 2008**  
**21 Bloomsbury Street London WC1B 3HF**

### **MINUTES Item 2**

#### **Sussex Downs Fertility Centre (0015) Interim Inspection**

Members of the Committee:

Anna Carragher, Lay Member – Chair  
Emily Jackson, Lay Member  
Richard Harries, Lay Member  
Present via conference telephone:  
Rebekah Dundas, Lay Member

In Attendance:

Debra Bloor, Head of Inspection  
Claudia Lally, Committee Secretary  
  
Providing Legal Advice to the  
Committee:  
Nusrat Zar, Herbert Smith

Conflicts of Interest: members of the Committee declared that they had no conflicts of interest in relation to this item.

The following papers were considered by the Committee:

- papers for Licence Committee (35 pages)
- no papers were tabled.

1. The papers for this item were presented by Debra Bloor, Head of Inspection. Dr Bloor informed the Committee that South Downs Fertility Centre provides self funded and NHS funded IVF and DI treatments to patients from the local area and provided approx 400 treatment cycles between February 2007 and January 2008. She reported that the interim inspection found that all the recommendations from the previous report have been complied with although there remain some concerns about staffing and workload.

2. Dr Bloor summarised the findings of the inspection report. She stated that the centre was considered compliant with regulatory requirements with the exception of concerns around resource management. The inspection team recommended that a risk assessment of staffing and activity levels be carried out. Meanwhile, the recruitment ban described in the report has now been lifted and the centre plans to recruit a nurse, healthcare assistant and senior embryologist.

3. Dr Bloor also reported that the inspection found that not all documents are version controlled, although the PR comments in feedback that this is factually

inaccurate. Furthermore, some improvements in procedures for gathering patient feedback were discussed in the course of the inspection and agreed by the centre.

4. Dr Bloor also informed the Committee that the inspection team made two recommendations in relation to the safety of the cryostore: that the centre implement a procedure for responding to a low oxygen alarm, and that it should document monitoring of storage parameters. She reported that the Person Responsible has now confirmed that a risk assessment is underway.

5. Dr Bloor drew the Committee's attention to the response by the Person Responsible and reported that the Person Responsible has been very cooperative in relation to the concerns raised by the inspection team.

#### The Committee's Decision

6. The Committee noted the full response from the Person Responsible to the issues raised in the report. They asked that the Executive monitors the resolution of those issues, particularly in relation to the recruitment of new staff and the protocol for response to the low oxygen level alarms.

7. The Committee agreed that the centre's licence should continue with no additional conditions.

Signed..... Date.....  
Anna Carragher (Chair)