

East Midlands Regional Transfusion Committee

Confirmed Minutes of Regional Transfusion Team Meeting (EM-RTT)

Friday 7th February 2014

The Meeting Room

Leicester SPIRE Hospital

Gartree Road, Leicester, LE2 2FF

09:15 – 10:00

Present :

Attendees

Janice Smith	JS	Chesterfield Royal
Virginia Pearson	VP	Chesterfield Royal
Rob Webster	RW	NHSBT
Jo Shorthouse	JSh	NHSBT
Brian Hockley	BH	NHSBT
Cherry Chang	CC	Nottingham University Hospitals
Angela McKernan (Chair)	AM	Royal Derby
Dennis Prangnell	DP	United Lincolnshire Hospitals

Apologies

Andrew Fletcher	AF	Chesterfield Royal
Aamer Ahmed	AA	University Hospitals Leicester
Jot Hyare	JH	University Hospitals Leicester
Hafiz Qureshi	HQ	University Hospitals Leicester

In Attendance: Odette Colgrave (OC) RTC Administrator (minutes)

1. Apologies

Apologies were received and noted.

2. Minutes of the last RTC Meeting held on 8th October 2013 and matters arising

Minutes confirmed as accurate record. The action table was reviewed and all actions completed apart from the Newsletter has not been published on the website due to this being re-launched this month. No updates or documents have been published over the last 4 months.

Transfer of blood policy - to be sent electronically to JS as she agreed to join the task group.

3. Feedback from RTC Task Groups

3.1 Audit & Appropriate Usage Task Group

The results of the regional FFP audit will be presented during the education forum this morning and will be discussed in further detail with RTC members.

Action: BH/HQ to finalise the FFP Audit report

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3.2 Education & Training Group

24.01.14 Am I a clot or not? OC confirmed still not had chance to do the evaluations, however the overview shows that the event went very well and was a very successful conference. A few comments regarding the poor sound and some of the speakers needed a lapel microphone. One of the speakers suggested having a clock more visible to ensure that no speakers overran. Overall the venue is free and only the catering needs to be paid for. JS will raise issues regarding the sound system and possible use of lapel and roving microphones if we are to hold this event at Chesterfield in 2015.

The decision to hold this event again at Chesterfield was discussed in depth and all the RTT members agreed it was a good idea to do, bearing in mind the RTC budget may also be reduced in the next financial year.

The next Training & Education meeting will be held on the 10th March 2013 and topics / speakers for the next annual symposium will be high on the agenda. The next education session for the RTC on the 2nd May 2014 will also be discussed and arranged.

3.3 Newsletter

Newsletter No 18 has not been published as the new website is soon to be relaunched and no documents have been able to be posted for the past 4 months. However since Kath Hearnshaw has now retired this will be on the agenda during the RTC meeting to ask for expressions of interest for the new editor.

Action: ALL - Expressions of interest for a new editor

3.4 Patient Blood Management

This was not covered as Dr Jon Cort was unable to attend the meeting.

Action: JC to arrange date of next meeting – 2nd May 2014?

3.5 Regional TP Group

JS confirmed there are two regional TP Development days to be held on the 3rd & 17th March 2014 respectively at Kings Mill Hospital and Northampton. These will be facilitated by Kairen Coffey, Education and Audit Lead, from NHSBT, on both days. A further meeting will be arranged later in the year once the new Patient Blood Management Practitioner is in post.

4. RTC Financial Report

OC went through the budget report 2013-14 and confirmed the remaining balance will be paid towards the catering provided for this RTC meeting. Any remaining balance will be used accordingly leaving a zero balance at the end of the financial year. RTC budgets may be reduced next year therefore it is a good idea to hold the annual symposium at Chesterfield Royal Hospital again due to the overall cost.

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5. Regional transfer of blood policy

CC had circulated the draft document around the region and collated responses. The second draft was discussed with the RTT members and will be raised again during the RTC meeting.

A decision has to be made on where or how these boxes are to be collected once the blood has been delivered. Once these boxes are opened the region needs to seek clarification on the cold chain procedures and how to document this. JS added that at Chesterfield they write the time on the box when it has been opened.

All the afore mentioned points will be discussed in more detail during the RTC meeting to collate any ideas or suggestions.

Action: CC/LH/JS to finalise the transfer of blood policy

6. Dates & Venues for future RTC meetings 2014

- Friday **2nd May** 2014 - Ilkeston Community Hospital, Derbyshire
- Tuesday **14th October** 2014 - Charnwood Mill, Barrow-on-Soar

7. AOB

None.

RTT – Action list 7th February 2014

Item No	Action	By Whom	Completion
3.1	FFP Audit report to be finalised	BH/HQ	Next meeting
3.3	Newsletter – new editor to be found	All	Next meeting
3.4	Date of next meeting to be confirmed	JC	Feb 2014
5	To finalise the transfer of blood policy	CC/LH/JS	Next meeting