

**Minutes of the North West Regional Transfusion Committee
incorporating North Wales
Education & Training Working Group Telecon
Date: Friday 1st March 2013**

Attendees

Jayne Addison (JA)	TLN, NHSBT Liverpool
Louise Hodgkinson (LH)	TP, Countess of Chester
Peter Hudson (PH)	TP, Blackpool Victoria Hospital
Louise McCreery (LMc)	TP, Royal Albert Edward Infirmary
Kate Pendry (KP)	Consultant Haematologist, NHSBT Manchester
Elaine Wain	TP, BCU, Gwynedd Hospital

Minutes

Jayne Addison	TLN, NHSBT Liverpool
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Apologies

Peter Hudson	TP, Royal Oldham Hospital
Carmel Parker	TP, Manchester Royal Infirmary

Actions

Item no.	Original Meeting Date	Action	Owner	Status
2 (3)	18/11/11	'Transfusion Training for Different Staff Groups' document to reviewed	JA	Ongoing
2 (3)	23/04/12	Presentations from 'The Transfusion Factor! Have You Got It' events to be listed on RTC website and delegates to be advised	JM	Completed
2 (4)	23/04/12	Objectives for 2011/12 to be updated. 2012/13 to be completed and posted on RTC website	JA/JM	Completed
2 (5)	23/04/12	PH to bring Simulation Training DVD to next meeting	PH	Completed
3	22/06/12	JA to look at room availability at both Blood Centres for Transfusion Factor events in Sept '12 & Mar '13	JA	Completed
4	22/06/12	JM to confirm with Sheena Cameron procedure re documents approaching 1 year on the website	JM	Completed
5	22/06/12	KP to email curriculum lead for year 3 medical students	KP	Completed
5	22/06/12	KP to send slides used for year 1 medical students to JA	JA	Completed
5	22/06/12	BMS Day – JA to book date, request topics from group and advertise	JA	Completed
5	22/06/12	Quality Audit training Workshop – JA to send out programme to canvas interest	JA	Completed
5	22/06/12	'Draft' Objectives for 2012/13 and send to group for comment	JA	Completed
6	22/06/12	'Draft' programme for RTC Education Day on 15 th October 2012	JA/JM	Completed
6	22/06/12	Details of PMB programme to be included on next HTC update	JA/JM	Completed
7	01/03/13	To update work plan 2012-13 and place on RTC Website	JA/JM	New

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7	01/03/13	To post minutes from 22 nd June 2012 meeting on RTC website	JM	New
7	01/03/13	To consider at next meeting if 'Transfusion Factor' and 'Blood Matters' education events should continue in 2013-14	All	New
7	01/03/13	To email all working group members requesting confirmation of continuation on the working group or a decision to stand down. To recruit additional members at the RTC Business meeting and via the TLM Google Group.	JA	New

1 Welcome & Apologies

Jayne welcomed and thanked everyone for attending.

The persons listed above sent their apologies prior to the meeting.

2 Minutes and Actions of Previous Meetings

Minutes of previous face to face meeting on Monday 22nd June 2012 were agreed as an accurate record.

Action: JM to post minute on RTC website.

JM

2 (3): Transfusion Training for Different Staff Groups – JA to now review document. KP suggested to keep on the website but remove the first page.

JA

Action: JA to review document.

2 (5): PH informed the group the DVD is being re-filmed.

All other actions completed.

3 Evaluations of 'The Transfusion Factor' and 'Blood Matters' Educational Events

JA reviewed the results – really good feedback received from both events.

'Transfusion Factor' 22nd October 2012 results, rated as follows:-

- How relevant was this event to your everyday practice?
- Excellent / Very Good : 95%
- Overall, how would you rate the speakers?
- Excellent / Very Good : 95%
- Overall, how would you rate the interactive sessions?
- Excellent / Very Good : 89%
- How would you rate the information & communication prior to the event?
- Excellent / Very Good : 100%

'Blood Matters' 23rd January 2013 results, rated as follows:-

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- How relevant was this event to your everyday practice?
- Excellent / Very Good : 90%
- Overall, how would you rate the speakers?
- Excellent / Very Good : 86%
- Overall, how would you rate the interactive sessions?
- Excellent / Very Good : 73%
- How would you rate the information & communication prior to the event?
- Excellent / Very Good : 86%

Discussed if these events should continue on a rolling programme. concerned about the time and resource to do this but all felt they would be welcomed by hospital staff.

Action: To consider at next meeting if to be added to 2013-14 work plan. **All**

4 Review Assessment of learning quiz from previous events

Discussed results and felt these were useful to do.



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5 Update on forthcoming 'Transfusion Factor' event

JA updated the group that all speakers had confirmed, sponsor confirmed, room and catering booked. Numbers of delegates initially slow up take but now reaching above 20, with requests to attend coming in each day.

6 Review Objectives 2012-13

Article for Blood Bulletin

EW provided an article to Julie Yates for inclusion in next NW TP Blood Bulletin, but missed the deadline. To be included in next edition.

Medical Students

KP informed the group that three PBL's have been provided to Manchester year 3 medical students to supplement their learning website in the heart, lung blood module.

Requested David Simcox and Julie Yates to approach Liverpool Medical School to ask what Transfusion training is provided

Action: To update work plan and place on RTC Website.

**JA /
JM**

7 Working Group Membership

JA informed the group that two years membership had now been reached by current members. Some members have already dropped

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off the working group. JA thanked the members for their contribution and support over the past two years and recognised that they did this aside of their hospital work commitments. JA said she would not be offended if anyone wanted to stand down from the working group. It was also felt that the group need to increase it's variety of skill mix, and welcomed any new members from the laboratory setting.

Action: To email all working group members requesting confirmation of continuation on the working group or a decision to stand down. To recruit additional members at the RTC Business meeting and via the TLM Google Group.

JA

8. Suggestions for Objectives 2013-14

Some suggestions put forward for the work plan 2013-14.

- Provide 2 articles for NW TP Blood Bulletin
- Consider repeating events of 'Transfusion Factor' and 'Blood Matters'
- Consider one full day education event on Women's Health

9. AOB

No other business raised.

10. Date of next meeting to be confirmed.

To be confirmed.