

Unconfirmed Minutes
NW RTC incorporating North Wales
RTT Meeting
Date: Monday 12th August 2013, 14:00 – 16:00
Venue: Liverpool Heart & Chest Hospital

Attendees

Dr Mike Desmond	Chair, LHCH	MD
Jayne Addison	NHSBT	JA
Tony Davies	NHSBT	TD
Christine Gallagher	NHSBT	CG
Sarah Haynes	Wythenshawe Hospital	SH
Lilian Parry	Whiston Hospital	LP
Dr Kate Pendry	NHSBT	KP
Steven Richards	Stepping Hill Hospital	SR
Kirsteen Scowcroft	Countess of Chester Hospital	KS

Minutes

Jane Murphy	RTC Administrator	JM
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Apologies

Pete Baker	Royal Liverpool University Hospital
Tony Coates	Wrexham Maelor Hospital
Laura Cooper	Salford Royal Hospital
Eithne Hughes	Glan Clywd Hospital
Nicola Polley	Glan Clywd Hospital
Jenny Rodger	Wrexham Maelor Hospital
Elaine Wain	Gwynedd Hospital

Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	24/06/2013	Minutes from RTT meeting on 24th June 2013 to be 'confirmed' on website	JM	Completed
3 (5)	11/02/2013	SH to email survey link along with accompanying email To JM to distribute to HTT's	SH	Ongoing
3 (5)	12/08/2013	JM to distribute link & email to HTT's	JM	New
4	12/08/2013	RTC meeting agenda to be included on agenda at next HL & RTC chair's meeting	JM	New
5	12/08/2013	Suggestions for additional questions to be included on HTC report to be composed by JA	JA	New
5	12/08/2013	Request volunteers to present feedback of HTC reports when sending out for completion	JM	New
6	12/08/2013	JM to send follow up email on 22/08 to companies who have been approached for sponsorship in October	JM	Completed
8	12/08/2013	JM to send out email to gain interest of attendance of Blood Centre Course for RTC to fund	JM	New
9	12/08/2013	KP to send out to RTT members CMV request data for NW RTC region	KP	New

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1	Welcome & Apologies	
	MD thanked everyone for coming along to the meeting and welcomed new members; Kirsteen Scowcroft and Steven Richards. Introductions were given.	
	The persons listed above sent their apologies prior to the meeting date.	
2	Minutes of RTT Meeting 24th June 2013	
	The minutes of the meeting were reviewed and agreed.	
	Action: JM to change to 'confirmed' on website.	JM
3	Matters Arising and Current Action List	
	5: Regional Cell Salvage Survey	
	Survey has been created via Survey Monkey. SH is sending to Craig Carroll and Kate Pendry for comment. Once comments received, survey will be ready to be launched. Confirmed that only 1 reply per Trust needed to give an overview. Link to survey is to be sent to HTT's requesting them to forward onto the appropriate person to complete.	
	Action: SH to email survey link along with accompanying email to JM to distribute to HTT's.	SH
	Action: Once link and email received, JM to distribute.	JM
	All other actions completed.	
4	NW RTC Meeting 14th October 2013	
	Agreed that other RTC members should present at RTC Meeting to provide variety and engagement. The following items / speakers are to be included on the agenda:-	
	<ul style="list-style-type: none"> • Update on Stock Project and RCI Strategy – Richard Grey • Feedback from HTC Reports – request volunteer (suggested HTC Chair, TLM or TP) • Future RTC Business Meetings – JA / MD • RTC Twitter Account - JA 	
	RTC meeting agenda to be discussed at next HL & RTC Chair's meeting on 16 th September 2013.	
	Action: RTC Meeting to be an agenda item at next HL & RTC Chair's meeting.	JM
5	HTC Report for RTC Meeting	
	Reviewed template for HTC Report and the discussed what questions to include.	
	Action: JA to compose suggestions into HTC report.	JA
	Action: When sending out HTC report to for completion. Request volunteers to feedback the results at the RTC meeting.	JM
	TD will collate the information received and data will remain anonymous	
6	NW RTC Education Event 'Are we nearly there yet? 14th October	
	JA provided an update as follows:-	
	<ul style="list-style-type: none"> • 79 delegates registered – good skill mix to attend • 7 speakers confirmed • 3 sponsors confirmed 	

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- CSL Behring, £350
- Jehovah's Witnesses, £200
- Quest Biomedical, £75 (providing a flyer for the delegate packs)

Action: JM to send follow up email on 22/08 to companies who have already been approached.

JM

7 Working Groups

7.1 Education and Training

- Education day for lab staff to be held on 25th November 2013 at Whiston Hospital. Waiting for confirmation from 2 speakers. Plan to advertise beginning of September. Sponsorship to be provided.
- To produce 4/5 short articles for next Blood Bulletin.
- Maintain Education section of RTC Website.
- Explore an RTC Twitter account. Good opportunity to promote RTC. To be discussed further at RTC Meeting in October.

7.2 Audit

- Platelet Quick Audit: Alder Hey & Wrexham Hospitals took part in the pilot. Invitation sent out today inviting all hospitals to take part. Audit link and documents to be emailed to participating hospitals on 5th September 2013. The audit period will commence, Monday 16th September 2013 and all data to be submitted by Friday 4th October 2013. Feedback to be given at RTC meeting in October.

7.3 Policies/Guidelines

- Pre-Op Anaemia: Workshop held in June 2013 and was attended by 12 Trusts. Next Workshop, 30th September 2013 at Manchester Blood Centre. Link with AQUA (Wendy Lewis) which will help provide quality & improvement support.
- TEG/ROTEM: Toolkit now on RTC website. 2nd study day being held on 9th September 2013 at Aintree Hospital. Registration closed as event fully booked. Speakers/ sponsors confirmed.
- Massive Haemorrhage Toolkit: Produced 3rd version. Audit proforma to be updated.

8 RTC Budget

JM provided an update:-

- £10,754 - budget + sponsorship received
- £ 5,800 - expenditure to date
- £ 4,954 – remaining budget

To fund:-

- RTC Education Event in October
- TP Meeting, 29th November 2013
- Blood Bulletin
- Stationery
- NHSBT Blood Centre Courses

Action: Email to be sent out listing courses to gain interest.

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9 AOB

NPSA Competencies

Mike Desmond made the decision from the volunteers received and the 2 TP's who will be representing the region at the forthcoming workshop are:-

- Louise Hodgkinson – Countess of Chester Hospital (DGH)
- Peter Hudson – Blackpool Victoria Hospital (Teaching Hospital)

CMV Requests

Action: KP to send information out to RTT member's data for NW RTC region. **KP**

10 Date of Next RTT Meeting

Monday 18th November 2013 @ 2pm, Manchester Blood Centre