

**Minutes of the North West Regional Transfusion Committee
incorporating North Wales
Shared Care of Special Requirements Working Group Meeting
Date: Friday 13th May 2011, 12:00 ~ 16:00hrs
Venue: Liverpool Blood Centre**

Attendees

Jayne Addison (JA)	Transfusion Liaison Nurse, NHSBT Liverpool
Tony Davies (TD)	Transfusion Liaison Practitioner, NHSBT Manchester
Andy Houghton (AH)	Transfusion Practitioner, RLBUHT
Ursula McMahon (UM)	Haematology Cancer Nurse Specialist, WWL
Mary Marsden (MM)	Transfusion Practitioner, CMFT
Lorna Milne (LM)	Trainee Advanced Nurse Practitioner, SRFT
Kate Pendry (KP)	Consultant Haematologist, CMFT / NHSBT Manchester
Suzanne Roberts (SR)	SpR Haematology, The Christie
Sharon Swift (SS)	Transfusion Practitioner, The Christie

Minutes

Jane Murphy (JM)	RTC Administrator
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Apologies

David Alderson	Consultant Haematologist, Trafford General Hospital
Tracey Hall	Transfusion Practitioner, Alder Hey Children's Hospital
Barbara Hammer	Consultant Haematologist, University Hospital Aintree
Kerry McSkimmings	Paediatric Nurse, Furness General Hospital
Helen Morris	Senior BMS, Pennine Acute Hospitals NHS Trust
Tracey Scholes	Customer Services Manager, NHSBT Manchester

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1 Welcome & introductions

Jayne welcomed everyone to the meeting and thanked them for volunteering to become part of this group.

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

All members introduced themselves to the group.

2 Setting the scene

Jayne gave a presentation which included:-

- The current problem with shared care for special requirements
- Examples of National Incidents reported to SHOT and MHRA
- Local examples – case studies

3 Introduce the shared care document and how it works

Jayne presented the shared care document, describing procedure and how the form would be used/completed.

This document is a collaborative piece of work between: SEC, London and East of England RTC's.

Group discussed current practices of informing their own laboratories of special requirements within their Trust / Hospitals. It was expressed that this process was not particularly robust and this would need some attention before proceeding to shared care communication.

4 Ideas for implementation

Group decided the main focus would be to standardise a form that could be used for both local requirements and shared care.

Form to be completed when it is first decided that a patient needs special requirements alongside each Trusts policy.

The group felt that the current form would need some changes to distinguish clearly between the clinical requirements and laboratory requirements for completion.

Reviewed 'Blood Transfusion Special Requirement Form' currently used at CMFT alongside 'Shared Care Form'.
Group discussed additional information required on the form and details not needed.

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The new form can be customised to own hospital i.e. fax numbers etc...

Document to be piloted in Haematology within a central hospital. Covering letter to be sent with form to formalise it.

5	Action plan	
5.1	JA to contact Emma Whitmore from SEC region regarding any problems they encountered when designing the document. To feedback to group via email by end of May.	JA
5.2	TD/AH to design new form following suggestions discussed during the meeting. New form to be emailed to group for comment by mid June.	TD / AH
5.3	To be discussed at RTT meeting on 20 th June 2011. JM to include as an agenda item.	JM
5.4	Virtual meeting / teleconference of group to review form to be held by end of June.	ALL
5.5	Covering letter to be sent with form to hospitals involved in pilot.	JA
5.6	Form to be piloted at Royal Liverpool University Hospital, CMFT and jointly between Wigan / Salford Hospitals. Pilot to take place for 1 week within month of July.	AH / MM / UM & LM
5.7	Group to meet in September to decide on how to roll out to rest of hospitals within the North West and North Wales Region along with presenting it at NW RTC meeting in October 2011.	ALL
6	AOB	
	None raised	
7	Date of next meeting	
	Dates to be confirmed. Suggested:- <ul style="list-style-type: none"> • June 2011 – telecon / virtual meeting, to review form. • September 2011 – face to face meeting, to decide on roll out of form. 	