

Unconfirmed Minutes
NW RTC incorporating North Wales
HL & RTC Chair's Meeting
Venue: Liverpool Blood Centre
Date: Monday 16th September 2013, 14:00hrs

Attendees

Mike Desmond (MD)
 Jayne Addison (JA)
 Kate Pendry (KP)

Chair, Liverpool Heart & Chest Hospital
 PBM Practitioner, NHSBT Liverpool
 Consultant Haematologist, NHSBT Manchester

Minutes

Jane Murphy (JM)

RTC Administrator

Apologies

Tony Davies (TD)
 Christine Gallagher (CG)

PBM Practitioner, NHSBT Manchester
 CSM, NHSBT Manchester

Actions

Item no.	Original Meeting Date	Action	Owner	Status
2	16/09/2013	Minutes of last meeting to be updated and changed to 'confirmed' on the website	JM	Completed
3 (6)	20/05/2013	Changing frequency of RTC meetings/ events to be an agenda item at next RTC meeting in Oct	JM	Completed
4	16/09/2013	RTC Meeting agenda to be updated with changes and sent out for comment	JM	Completed
4	16/09/2013	JM to contact CG to confirm Richard Gray is presenting at RTC Meeting	JM	Completed
4	16/09/2013	Questions re changes to RTC Meetings/Events to be included on evaluation form for RTC Meeting	JM	New
5	16/09/2013	RTC Education Day programme to be sent out to delegates, speakers & sponsors	JM	New
5	16/09/2013	JM to email speakers chasing biography for delegate packs	JM	Completed
5	16/09/2013	JM to request invoices to be sent to sponsors from Finance Dept	JM	Completed
6.1	16/09/2013	BMS Study Day to be advertised via RTC	JM	Completed
6.3	16/09/2013	Follow up meeting for TEG Working Group to be arranged for March '14 at Manchester Blood Centre	JM	New

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1	Welcome & Apologies	
	Mike welcomed everyone to the meeting and thanked everyone for attending.	
2	Minutes of HL & RTC Chair's Meeting 15th July 2013	
	The minutes of the last meeting were reviewed.	
	Action: JM to update and change to 'confirmed' on website.	JM
3	Matters Arising and Current Action List	
	3 (6): Feedback on changing frequency of RTC meetings/ events to be discussed by JA/MD at RTC meeting in October.	
	Action: To include on RTC meeting agenda.	JM
	All other actions complete.	
4	NW RTC Meeting 14th October 2013	
	Reviewed draft agenda. To be updated with amendments and finalised at 'pre-RTC meeting' on 07/10/2013.	
	Action: JM to update agenda with amendments and send out for comment.	JM
	Action: JM to contact CG to confirm that Richard Gray is presenting at meeting.	JM
	<u>Meeting Evaluation Form</u>	
	Current form reviewed and agreed to include questions about frequency of meetings/events following JA/MD's debate at meeting.	
	Action: JM to include questions re changes on evaluation form.	JM
5	NW RTC Education Event 'Are We Nearly There Yet?' 14th October 2013	
	95 delegates registered. Closing date for registrations is Friday 4 th October 2013. To cap number of delegates at 100.	
	Reviewed programme.	
	Action: Programme to be sent out to delegates, speakers & sponsors nearer the date	JM
	<u>Speakers</u>	
	Action: JM to email speakers chasing biography for delegate packs.	JM
	<u>Sponsors</u>	
	Action: JM to request invoices to be sent to companies sponsoring the event from finance department.	JM
6	Working Groups	
6.1	Education and Training	
	<ul style="list-style-type: none"> BMS Study Day 'Blood Matters – In the Transfusion Laboratory': To be held on 25th November 2013 at Whiston Hospital. Agenda almost finalised. Event to be advertised. 	
	Action: JM to advertise BMS Study Day via RTC.	JM

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6.2 Audit

- Platelet Quick Audit: 21 Trusts participating in the audit which commenced 16th September 2013 for 2 weeks. All data to be submitted by Friday 4th October 2013.

6.3 Policies / Guidelines

- TEG/ROTEM: Follow up meeting of the working group to be arranged for March 2014 at Liverpool Blood Centre. 2nd study day held, 9th September 2013 at Aintree University Hospital. 109 delegates attended. Plan for 3rd annual event to take place in September 2014.

Action: JM to book meeting in March 2014.

JM

- MH Toolkit: GI Haemorrhage to be built in toolkit and then update to be finalised.
- Pre Op Anaemia: Workshop to be held 30th September 2013 at Manchester Blood Centre.

7 RTC Budget

JM provided an update:-

Annual budget : £8,064

Sponsorship received: £2,690

Spent to date: £5,800

Remaining: £4,954

8 AOB

Nothing raised.

9 Date of Next Meetings

- Pre RTC Meeting ~ 7th October 2013 @ 3pm, Manchester Blood Centre
- RTT ~ 18th November 2013 @ 2.30pm, Manchester Blood Centre
- HL & RTC Chair's ~ 16th December 2013 @ 2pm, Manchester Blood Centre