

Confirmed Minutes
NW RTC incorporating North Wales
HL & RTC Chair's Meeting
Venue: Manchester Blood Centre
Date: Monday 17th September 2012, 14:00hrs

Attendees

Mike Desmond (MD)
 Jayne Addison (JA)
 Tony Davies (TD)
 Tracey Scholes (TS)

Chair, Liverpool Heart & Chest Hospital
 TLN, NHSBT Liverpool
 TLP, NHSBT Manchester
 CSM, NHSBT Manchester

Minutes

Jane Murphy (JM)

RTC Administrator

Apologies

Therese Callaghan (TC)
 Kate Pendry (KP)

Consultant Haematologist, NHSBT Liverpool
 Consultant Haematologist, NHSBT Manchester

Actions

Item no.	Original Meeting Date	Action	Owner	Status
2	17/09/2012	Minutes of last meeting to be updated and changed to 'confirmed' on the website	JM	Completed
3 (4)	16/07/2012	JM to draft document / toolkit for HTC Chair's and sent out for reviewed by MD & HL Team	JM	New
3 (4)	16/07/2012	Any other ideas on how to promote engagement of HTC Chair's to be sent to MD	ALL	New
4	17/09/2012	JM to contact Charlotte Llewelyn for confirmation of name of speaker for the presentation on 'The PRISM Study'	JM	Completed
5	17/09/2012	JM to send out reminder for returning HTC Highlight Reports for RTC	JM	Completed
5	17/09/2012	JA to send copy of Report on Platelet Issues from KP To MD	JA	Completed
5	17/09/2012	JM to clarify with KP regarding Audit items to be included on RTC Meeting agenda	JM	Completed
6	17/09/2012	JA to contact Dr Jackson & Dr Shaw at LHCH regarding presenting at PBM Event in February	JA	Completed
6	17/09/2012	JA to email via TP Google Group requesting support in obtaining details of delegates for PBM Event.	JA	Completed
7	17/09/2012	TS to include ?SP-ICE Presentations as part of NHSBT Customer Services update at RTC Meeting	TS	Completed

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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 16th July 2012	
	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	
	4: There are still Trusts who have not submitted their Platelet Action Plans. Agreed not to chase again and suggested follow up with an audit.	
	4: Document/toolkit for HTC Chair's to be drafted and sent out for review by MD & HL Team.	
	Action: JM to draft document and send out for review.	JM
	Action: Any other ideas on how to promote the engagement of HTC Chair's to be sent to MD.	ALL
	All other actions complete.	
4	NW RTC Education Event 15th October 2012	
	Update given on forthcoming event. Due to numbers, it has been decided to move the event to the Horseshoe Suite at Haydock Park – 91 delegates registered.	
	<u>Speakers</u>	
	7 speakers to present at the event. All confirmed, apart from speaker for 'The PRISM Study'.	
	Action: JM to follow up name of speaker with Charlotte Llewelyn as per previous emails.	JM
	All speaker presentations must be sent to JA/TD by Wednesday 10 th October 2012 as there are IT System shut downs on 14 th October 2012.	
	<u>Sponsors</u>	
	£1,400 in sponsorship confirmed from 4 sponsors:-	
	<ul style="list-style-type: none"> • CSL Behring • Haemonetics • Horiba Medical • Octapharma 	
	Still waiting to hear from Celegene and Vifor Pharma who JM has been in contact recently with. Given a deadline of 28/09/12 for a decision as to whether they can sponsor the event.	
5	NW RTC Meeting 15th October 2012	
	Reviewed draft agenda.	
	<u>Agenda Item 4</u>	
	18 Highlight reports received from HTC. TD to collate and present at RTC Meeting.	

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Action: JM to send out a 2nd reminder to HTC's regarding completing and returning forms by 1st October 2012. **JM**

Agenda Item 5

Include review of recent Report on Platelet Issues from KP.

Action: JA to send copy of report to MD. **JA**

Agenda Item 10

Action point from RTC Meeting in April to carry forward agenda item 'Audit – Clinical Tracking of Blood Data' as due to time constraints this was not discussed. Also, if the Massive Haemorrhage Audit is to be an agenda item.

Action: JM to clarify with KP regarding the above audit items as agenda items. **JM**

All presentations for the meeting must be sent to JA/TD by Wednesday 10th October 2012 as there are IT System shut downs on 14th October 2012.

Agenda along with timings to be finalised at Pre RTC Meeting on Monday 8th October 2012, 2pm at Manchester Blood Centre.

6 Patient Blood Management

JA reviewed 'draft' programme. Key recommendations due in December which will be in time for this event. Mike Murphy and Mike Desmond have agreed to chair a session.

Speakers confirmed:-

- Prof Mike Murphy
- Dr Kate Pendry
- Dr Simon Stanworth
- Kenneth Halligan – patient speaker

A few more speakers are needed. MD suggested 2 speakers who are based at LHCH – Dr Mark Jackson and Dr Matthew Shaw.

Action: JA to contact Dr Jackson and Dr Shaw and to copy MD into email. **JA**

Delegates to be invited:-

- HTC Chairs,
- TP's
- Transfusion Leads
- Lab Managers
- Key Clinicians from the following areas:-
 - ITU
 - Surgery
 - Obstetrics
 - Paediatrics / Neonates
 - Cardiac

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Action: JA to email via TP Google Group requesting support in obtaining details of representatives as above. **JA**

7	?SP-ICE Presentations at RTC's	
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Agreed that this should be an agenda item at RTC.

Action: TS to include as part of NHSBT Customer Services update. **TS**

8	Working Groups	
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8.1	Education and Training	
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- Quality Audit Training Workshop to be held Friday 19th October 2012 at Liverpool Blood Centre. All 40 places are taken.
- Following the success of the 2 'Transfusion Factor – Have you Got It?' events held in March 2012, 2 additional events have been planned with 40 places available on each date. 22nd October 2012 at Liverpool Blood Centre and 18th March 2013 at Manchester Blood Centre.
- BMS Study Day planned for 23rd January 2013. Venue to be confirmed. Groups 2012/13 work plan now included in overall RTC Objectives for 2012/13.

8.2	Audit	
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- Massive Haemorrhage – Audit currently being repeated with Trusts participating during July through to end of September. Results to be presented at RTC Meeting.

8.3	Policies / Guidelines	
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- Shared Care – RTC Members to be emailed document and advised that it has been piloted in several Trusts and well received. Document to be posted on the RTC website.
- TEG/ROTEM – Point of Care Testing and Massive Haemorrhage Study Day, 12th November 2012 at Wythenshawe Hospital. 100 places taken. Overwhelming response received for this event.

9	RTC Budget	
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JM provided an update:-

- **Budget - £8,064**
- Sponsorship received - £2,650
- Spent to date - £6,490
- **Remaining - £4,224**
- **Planned spending - £4,445**
 - Haydock; £2,000
 - Quality Workshop; £1,620
 - TP Meeting; £75
 - BMS Study Day - £200
 - Blood Bulletin - £550
- **Budget overspent by £221**

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10	AOB
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	<u>SaBTO Recommendations</u>
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	TD asked MD to get clarification at NBTC on 24 th September 2012 regarding 'CMV for pregnant women'.
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13	Date of Next Meetings
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	RTT ~ Monday 19th November 2012 @ 2pm, Liverpool Heart & Chest Hospital.
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HL & RTC Chair's ~ Monday 17th December 2012 @ 2pm,
Liverpool Blood Centre