

Confirmed Minutes
NW RTC incorporating North Wales
RTT Meeting
Date: Monday 18th March 2013, 14:00 – 16:00
Venue: Liverpool Heart & Chest Hospital

Attendees

Dr Mike Desmond	Chair, LHCH	MD
Tony Coates	Wrexham Maelor Hospital	TC
Tony Davies	NHSBT	TD
Lilian Parry	Whiston Hospital	LP
Dr Kate Pendry	NHSBT	KP
Jenny Rodger	Wrexham Maelor Hospital	JR

Minutes

Jane Murphy	RTC Administrator	JM
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Apologies

Jayne Addison	NHSBT
Laura Cooper	Salford Royal Hospital
Christine Gallagher	NHSBT
Sarah Haynes	Wythenshawe Hospital
Eithne Hughes	Clan Clywd Hospital
Tracey Scholes	NHSBT
Lesley Sutton	Wythenshawe Hospital
Elaine Wain	Gwynedd Hospital
Julie Yates	Warrington Hospital

Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	18/03/2013	Minutes from RTT meeting on 11 th February 2013 to be 'confirmed' on website	JM	Completed
3 (5)	11/02/2013	KP to contact SH for update on progress of Regional Cell Salvage Survey	KP	New
4	18/03/2013	KP to update RTC Objectives 2013/14 and send to HL Team to update appropriate sections	KP	Completed
4	18/03/2013	KP to present RTC Objectives 2013/14 at RTC Meeting on 29/04/2013	TP	Completed
5	18/03/2013	JM to update RTC Meeting agenda with amendments	JM	Completed
6	18/03/2013	JM to send follow up email to Horiba Medical and Roche regarding sponsorship for RTC Education Event	JM	Completed
7	18/03/2013	HTC Chair's Toolkit to be included on RTC Meeting agenda	JM	Completed
7	18/03/2013	HTC Chair's Toolkit to be updated, binded and sent out to to HTC Chairs	JA / JM	Completed
8.2	18/03/2013	KP to collate MH Audit results and present at RTC Meeting	KP	Completed
8.3	18/03/2013	JM to contact Balsam Altemimi regarding the launch of the TEG/TEM Toolkit at RTC Meeting	JM	Completed
9	18/03/2013	JM to speak to JA regarding RTC funding for educational event and conferences during 2013/14	JM	Completed

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1	Welcome & Apologies	
	MD thanked everyone for coming along to the meeting, especially our North Wales colleagues who had made the journey.	
	The persons listed above sent their apologies prior to the meeting date.	
2	Minutes of RTT Meeting 11th February 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 not present at meeting, therefore, KP to contact for update.	
	Action: KP to contact SH for update on the progress of the survey.	KP
	All other actions completed.	
4	NW RTC Objectives 2013/14	
	KP gave update for 2012/13 - a few items to be carried forward to 2013/14 as still on going.	
	Discussed draft document for 2013/14.	
	Action: KP to update NW RTC Objectives 2013/14 with recommendations and send to HL Team to update appropriate sections.	KP
	Action: KP to present at RTC Meeting on 29/04/2013.	KP
5	NW RTC Meeting 29/04/2013	
	Reviewed draft agenda. To be updated with amendments and finalised at 'pre-RTC meeting' on 15/04/2013.	
	Action: JM to update agenda with amendments.	JM
6	NW RTC Education Event 'One HIT Wonders' 29/04/2013	
	Reviewed draft programme and JM provided an update.	

Speakers

All 5 speakers have confirmed there attendance.

Sponsors

We have secured £1,950 in sponsorship and attendance from the following 6 companies:-

- o CSL Behring
- o Jehovah's Witnesses
- o Glen Dimplex Professional Appliances
- o Mitsubishi Pharma Europe Ltd
- o Pfizer UK
- o Stago UK

Still waiting to hear from Horiba Medical and Roche Diagnostics Ltd.

Action: JM to send follow up email to both companies.

JM

Delegates

50 delegates registered so far.

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7	HTC Chair's Toolkit	
	Hard copy of toolkit brought along to the meeting. Suggested to include within 'foreward' about HTC Chairs attending RTC Meetings. Toolkit to be launched at RTC Meeting on 29/04/13.	
	Action: Toolkit to be included on RTC Meeting agenda on 29/04/13.	JM
	Action: Toolkit to be updated, binded and sent out to HTC Chairs.	JA / JM
8	Working Groups	
8.1	Education and Training	
	<ul style="list-style-type: none"> Meeting held on 1st March 2013 at Liverpool Blood Centre. Objectives for 2013/14 were set. The Transfusion Factor event is being held today, 18th March 2013 at Manchester Blood Centre. TEG/TEM Study Day to be moved into this section. Event scheduled for 9th September 2013 at Aintree Hospital. KP to engage with Liverpool Medical School. Feedback given by JR regarding student medical training in North Wales. ½ day training given at Wrexham Meallor and 1 day given at Gwynedd within 5th year usually in April. 	
8.2	Audit	
	<ul style="list-style-type: none"> Massive Haemorrhage Audit: Audit completed July 2012 – September 2012. As Elizabeth is now on maternity leave, KP to collate the results for presenting at RTC Meeting on 29/04/2013. Suggested KPI's to be developed for future audits. 	
	Action: KP to collate MH Audit results and present at RTC Meeting, 29/04/13.	KP
	<ul style="list-style-type: none"> Platelets Quick Audit: Proforma produced. Information on 10 episodes per hospital/trust to be submitted. Awaiting confirmation from John Grant-Casey. No other regional audits planned as there are several national audits planned for this year. National audits during 2013:- <ul style="list-style-type: none"> - Liver Disease - PBM Survey - Anti D - Consent 	
8.3	Policies/Guidelines	
	<ul style="list-style-type: none"> Shared Care: No further update. TEG/ROTEM: Toolkit almost completed, just the research section to be updated. Once completed, toolkit to be posted on the website and launched at RTC Meeting, 29/04/2013 – suggested Balsam Altemimi to do this. 	
	Action: JM to contact Balsam Altemimi regarding availability to present and launch toolkit at RTC Meeting.	JM
	<ul style="list-style-type: none"> Massive Haemorrhage Toolkit: To be updated with a few small changes. Meeting of group to be arranged for May 2013. 	
9	NW RTC Funding of Educational Events & Conferences 2013/14	
	NW RTC has allocated £1,000 towards funding for delegates to attend educational events and conferences during April 2013 to March 2014. JM recently sent out an email to RTC Members asking members to register their interest for events. Suggested possibility of 5 bursaries of	

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£200.

Action: JM to speak to JA regarding feasibility of the above.

JM

10	RTC Budget	
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	JM provided an update. Budget for 2012/13 spent. Budget for 2013/14 has not been confirmed yet but hopefully will remain the same.	
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11	AOB	
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	PBM Educational Event being held at Glan Clwyd Hospital on 26/06/2013. 40+ delegates registered so far.	
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12	Date of Next RTT Meeting	
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	Monday 24 th June 2013 @ 2pm, Manchester Blood Centre	
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