

## London Regional Transfusion Committee

### Minutes of London Regional Transfusion Team Meeting

Friday 20<sup>th</sup> April 2012

York House Great Ormond Street

London WC1N 3JN

At 14.00

<b>Present:</b>	<p>Claire Harrison (CH)  Shubha Allard (SA)  Gavin Cho (GC)  Clare Denison (CD)  Aman Dhesi (AD)  Sylvia Hennem (SH)  Rachel Moss (RM)  Brian Robertson (BR)  Megan Rowley (MR)  Sue Rudd (SR)  Sue Wood (SaW)  Steven Wiltshire (SW)  Hugh Boothe (HB)  Richard Whitmore (RW)  Brian Hockley (BH)</p>	<p>Chair RTC and Consultant Haematologist, GSST  Haematologist, NHSBT &amp; Bart's &amp; The London  Consultant Haematologist, North West London  Transfusion Liaison Practitioner, NHSBT  Transfusion Liaison Regional Lead, NHSBT  Transfusion Specialist, GOSH  Transfusion Practitioner, St Mary's  Transfusion Practitioner, Guy's &amp; St Thomas  Consultant Haematologist, NHSBT &amp; St Mary's  Transfusion Laboratory Mgr, St Helier Hospital  RTC Administrator  Transfusion Laboratory Manager, St George's  Transfusion Laboratory Manager, Homerton  Customer Service Manager, NHSBT  Data Analysis and Audit Manager, NHSBT</p>
<b>Apologies:</b>	<p>Mark Grumbridge  Helen Nulty  Dorothy Kasibante  Erika Rutherford (ER)  Louise Tillyer  Sue Mallett</p>	<p>Transfusion Practitioner, St Georges  Transfusion Laboratory Manager, GOSH  Transfusion Practitioner, HCA Laboratories  Customer Service Manager, NHSBT  Consultant Haematologist, Royal Brompton  Consultant Anaesthetist, Royal Free</p>

#### 1. Welcome & introductions

CH welcomed everyone to the RTT. CH introduced Richard Whitmore Customer Service Manager and explained his role in the NHSBY Olympic Planning process.

#### 2. Minutes of the last RTT meeting

The minutes from meeting held on 7<sup>th</sup> November 2011 were accepted as a true and accurate record.

**ACTION: CD to put on website**

#### 3. Actions from the last meeting

The meeting went through the action list from the RTT held on 7<sup>th</sup> November 2011.

Items 2, 3,5,6,7,10,1113,20,21,22 and 23 were completed and the other items would be covered in the agenda. Item 1 was ongoing and after discussion it was agreed to have a patient representative at meetings as required.

#### 4. Membership and Terms of Reference / Patient Rep

Mark Grumbridge (MG) and Peter Struik have stepped down as TP reps from the RTT. MG has requested to rejoin in a joint role with the MHRA.

The requirement for a new TP representative to join the RTT was discussed. TP Group to be asked for nominations.

**ACTION: CD/AD to request nominations from the TP group at the meeting on 25<sup>th</sup> May 2012.**

CH advised the meeting that she would be stepping down as RTC chair after summer 2012, and discussion was had on the role, time commitment and that the role was open to anyone within the RTC. CH asked for anyone interested to contact her for an informal discussion and it was agreed to email the RTC to advise that CH would be leaving and to seek a replacement.

**ACTION: SaW to email RTC to request nominations for a new RTC Chair.**

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### **NHSBT Customer Service Update**

RW attended the meeting on behalf of the Customer Service team. Discussion was held on the links between the different areas in the South East, the changing role and job description of the Customer Service Manager, the links between the RTC and the apparent lack of dialogue that seems to be happening across the regions.

There are still concerns with the implementation of the new transport boxes in London and the SE coast and this is an on going item.

**ACTION:** Report at RTC

## **5. RTC Meetings**

### **BMS Education Days – report from working group.**

AD has produced a report on the BMS Education and Empowerment Days that is to be circulated to the members of the TCC. RM told the meeting that Sue Cotton had picked up theme for Road shows.

**ACTION:** AD to send report to TCC and RTT members

The RTT decided it would be a good idea to survey the delegates that attended the BMS Empowerment Day in Jan 2012 and also their TLMs 6 months after the event to assess the impact of the day.

**ACTION:** AD/CD to devise survey to send to BMS Empowerment Day Delegates and their TLMs.

The March 2012 Full Day Education Day on Transfusion and Transplantation was a great success with over 100 delegates attended. The Patient Representative input was well received. The cost of the day seemed to be set at an appropriate level (£20 per delegate) and this along with sponsorship received from 5 commercial companies meant that the net cost of the day did not overly impact on the RTC end of year budget.

**ACTION:** SaW to circulate feedback from the day to the RTT.

### **May 2012 RTC.**

Lynda Hamlyn to attend and be asked to present on topics including the changing CMS role, Integrated Transfusion Services, Appropriate use of Blood, and the patient blood management event in June 2012.

**ACTION:** CH to contact Lynda Hamlyn's PA regarding presentation at London RTC.

## **6. Updates**

### **TP and TAG groups.**

CH would like a report from the three TAGs that include hospitals within the London RTC region (Colindale, Tooting & Brentwood) to the RTT. A template report is available and will be sent to the 3 TAG chairs for comment and future reports.

**ACTION:** SaW to send template report to TAG chairs for comment and completion.

CH would like to report back feedback from HTC chairs at the next RTC.

**ACTION:** SaW to email HTC chairs and request feedback of any issues/concerns for the RTC in May 2012.

A London TLM representative is required to join the NBTC TLM Group.

**ACTION:** CH to email TAG chairs to nominate a TLM and deputy.

TP group are discussing creating a transfusion training passport for the London Region based on the West Midlands Training Passport. This is to be discussed further at the TP group meeting in May 2012.

**ACTION:** TP group to discuss and develop Transfusion Training Passport.

### **NBTC**

CH circulated report from last NBTC and RTC Chairs Meeting held on 26<sup>th</sup> March 2012 which included NPSA Review Group, Education, NHSLA standards, SHOT and SaBTO guidance and Audit updates.

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The IT Survey had been issued and MR had extracted the London region report. Discussion was had on its content and the implementation of new IT systems. The report would be available on the NBTC website.

**ACTION:** MR/SaW to circulate to RTT

CH had received a letter from Teresa Little asking for a Representative from the London RTC to be on the National Laboratory Manager Group as Anna Capps Jenner had resigned.

**ACTION:** CH to email TAGs Chairman

### 7. RTC Work Plan

#### Trauma Network.

Megan Lawn has taken over as chair of this group from Shubha Allard. A separate section on the London RTC website is to be requested in order to upload any relevant documents including the ToR.

**ACTION:** CH to contact Sheena Cameron regarding creation of a new Trauma section on the London RTC website.

#### Jehovah's Witness Policy.

SA circulated the final version of the London RTC Blood Refusal Care Pathways, this will be presented at the next RTC meeting on 17<sup>th</sup> May 2012 and then uploaded to the London RTC website.

**ACTION:** SA to confirm member of the working group to present this pathway at the next RTC.

**SA to circulate pathways to RTT for any comments**

**SA to send final version to CD to upload onto RTC website.**

#### Shared Care Document.

This document has now been finalised by the working group and will be presented at the next RTC on 17<sup>th</sup> May 2012 by BR. A discussion of potential issues related to the recent SaBTO guidance on CMV occurred. Laura Green and Helen New to be asked to attend the RTC to answer questions related to paediatric patients and use of CMV seronegative components.

**ACTION:** CH to contact Laura Green and Helen New.

**CD to upload final document to RTC website.**

#### RTC Communications and Website.

RM, AD and CD have reviewed the contents of the RTC website and have requested appropriate changes to be made.

#### Nurse Prescribing.

This will be brought to the next RTC and be on going agenda item.

#### Educational Resource.

No progression has been made. AD and CD will take to TP meeting in May and then develop an action plan.

**Action CD and AD to take item to TP meeting and develop an action plan for implementation to RTC website**

#### London Platelet Action Group

Next meeting for LoPAG is planned on the 30<sup>th</sup> April 2012. RM described the work of the London Platelet Action Group (LoPAG) and the potential to perform a regional audit "Where do platelets go?".

### 8. Regional Conservation Policy

The Virgie James document on blood conservation is currently under review and the group is awaiting the June 2012 patient blood management event before this progresses any further.

### 9. Audits & Surveys

Brian Hockley was introduced as the Data Analysis and Audit Manager for NHSBT BTT team. His role will link in with each RTC in order to assist with regional audits.

The RTT also decided that there is potential to audit/survey use of CMV seronegative components across the region and also patient consent following the recent SaBTO guidance documents. It was

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agreed that it is too early to do a CMV survey. A consent survey will help share ideas on implementation.

**Action; Discuss options for London regional survey at LoPAG on where do platelets go**

### 10. Budget

The end of year budget position for 2011/12 was confirmed by AD as being £898.65 overspent. This is a great achievement considering that £4588.51 worth of unpaid invoices from 2010/11 were also taken out of this budget.

CH thanked CD, AD and SaW in securing sponsors for events that allows the RTC to support so many meetings and education days.

AD informed the group that the RTC budget for 2012/13 has not been officially confirmed but is unlikely to change, therefore will be allocated £5854.00.

A discussion regarding purchasing the electronic voting pads from the RTC budget took place.

Post meeting note – The business case for purchase of the electronic voting pads is to be presented by CH at the next NBTC Executive Working Group. Using the RTC budget is not allowed even though there were a significant number of invoices carried over from 2010/11.

**ACTION: CD to send CH business case for electronic voting pads for presentation at the NBTC.**

### 11. AOB

SA circulated and talked through the RTC Guidance Documents for transfer of blood between hospitals.

**ACTION: SA to send final documents to CD to upload to RTC website.**

**SA to contact Al Hunter**

AD circulated a draft of the HTC Annual Report that AD and CD are in the process of creating for all hospitals within the London RTC, the RTT requested that it include ad-hoc data, dates of forthcoming meetings and addition of RW to the contact list.

**ACTION: AD/CD to finalise annual reports and circulate to HTT members at each hospital.**

Al Hunter will be presenting on the Olympics at the RTC business meeting and what should be included in talk was discussed.

**Action: RW to send questions to be covered to CH, SA and CD**

### 12. Date of next meeting

The next meeting will 13<sup>th</sup> June 2012 in the Second Floor Conference Room, York House, Great Ormond Street.

**Post meeting note, the date and location of the next meeting has changed:**

**20<sup>th</sup> June 2012 Haematology Dept at Guys Hospital at 3pm.**

A working group convened after the main meeting to plan the RTC educational day agenda.

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### RTT – Action list – 20<sup>th</sup> April 2012

Item No	Action	By Whom	Completion
1	Terms of Reference for RTC/Patient Representation	CH/ALL	Ongoing
2	Confirmed Minutes for last meeting to be put on website	CD	Done
3	Email RTC members for nominations to take over from CH as RTC Chair.	SaW	Ongoing
4	Discuss new TP representative on RTT at TP Group meeting in May 2012.	AD/CD	Done
5	Circulate report on BMS Education and Empowerment Days to TCC members.	AD	Ongoing
6	Devise survey to send to BMS Empowerment Day delegates and their TLMs.	AD/CD	Ongoing
7	Circulate feedback from March 2012 Education Day “Transfusion and Transplantation” to RTT members.	SaW	Ongoing
8	Contact Lynda Hamlyn's PA regarding RTC presentation.	CH	Done
9	Email TAG chairs for feedback to RTC	SaW	Done
10	Contact Sheena Cameron regarding London RTC website changes.	CH	Done
11	Contact Laura Green and Helen New to invite to RTC meeting.	CH	Done
12	Send CH business case for electronic voting pads.	CD	Done
13	Talk to Chair of North/South London TAG to develop CSM/TAG feedback to RTT and present at RTC	CH	Done
14	Contact Di Harvey re Update/Deanery/GMC re NPSA SPN 14	CH	Ongoing
15	TP Group – London Regional Passport/Resources for Competency and Blood Training	AD/CD	Ongoing

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<b>16</b>	Possible PM session on ITS at next RTC	<b>AD/CD/ SaW</b>	Done
<b>17</b>	Speak to Adrian Newland re Pathology Modernisation	<b>CH</b>	Ongoing
<b>18</b>	Circulate London Trauma Office Annual Report and send Trauma TOR for RTC website	<b>SA</b>	Done
<b>19</b>	RTC Guidelines rebadged to cover 'all refusals of blood'	<b>SA</b>	Done
<b>20</b>	Share Care working group present outcomes at next RTC	<b>BR</b>	Done
<b>21</b>	Look at RTC website and feedback to RTT	<b>RM</b>	Done
<b>22</b>	Arrange Ambassador of Nurse Authorisation of Blood to Feedback to RTC	<b>SH</b>	Ongoing
<b>23</b>	Education Resource – arrange meeting with MR,GC,SM,LT and Karien Coffey	<b>AD</b>	Ongoing
<b>24</b>	Regional Blood Conservation Policy/Audit Regional HaemOnc Policy	<b>ALL</b>	Ongoing
<b>25</b>	Arrange meeting from London RTC Platelet Management Working Group	<b>RM/SaW</b>	Done
<b>26</b>	Dates for RTT meetings in 2012 – booked at GOSH. Circulate to RTT	<b>CH/SH/A D/CD/ SaW</b>	Done