

## London Regional Transfusion Committee

### Minutes of London Regional Transfusion Team Meeting

**Wednesday 20<sup>th</sup> June 2012**  
**Haematology Dept – 4<sup>th</sup> Floor**  
**Guy's Hospital**  
**At 3 pm**

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

#### 1. Welcome & introductions

CH welcomed everyone to the RTT. CH introduced John Laurie, a student working with her at Guy's and who would be observing the meeting. CH congratulated Clare Denison (CD) on her happy news – baby due in November 2012 and welcomed Sue Wood back after a period of sickness.

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

The minutes from meeting held on 20<sup>th</sup> April 2012 were accepted as a true and accurate record and agreed by those present at the meeting on 20<sup>th</sup> June 2012.

**ACTION: CD to put on website**

#### 3. Actions from the last meeting

The meeting went through the list of actions:

1. Terms of Reference For RTC/Patient Representation  
Patients' representatives have attended RTC meetings speaking on relevant subjects and also been involved with audits.
2. RTC Minutes had been put on Transfusion Guidelines website.
3. RTC Days  
The feedback for the RTC held on 17<sup>th</sup> May had been completed and would be sent out again. **ACTION: AD**

4. Talk to Chair of North/South TAG  
Richard Whitmore said he was attending 2 TAG meetings as ER not available. RW told the meeting about the NHSBT Olympic contingency/finalised arrangements and that a meeting was being held on 22<sup>nd</sup> June 2012. It was agreed to re-send the email to HTC chairs as a reminder and to catch any that had not received the original invitation – **ACTION RW/SaW**  
Discussion was had on “platelets on the van” and the need to ‘opt’ in, the trial is being carried out with the bigger users – King’s, Guy’s and St Thomas’s. One week pilot with a possible roll out across London after the Olympics. Feedback to the RTT from Friday’s meeting was discussed.  
**ACTION: RW**
5. TP Representative Request  
CD said that this had been taken to TP meeting and Amanda Hobson from Barnet and Chase Farm has agreed. **ACTION: AD/CD to invite to next RTT meeting.**
6. Nominations for RTC Chair  
An invitation had been sent out requesting nominations for the post of Chair for the London RTC as CH was standing down in September 2012. Gavin Cho Consultant Haematologist at Central Middx/NWP had agreed to take on the role and CH would support him in the transition period. i.e. take to NBTC RTC Chairs meeting. **ACTION – CH/GC**
7. Transport Boxes  
This was an on ongoing subject and would remain on the RTT agenda. AD told the meeting that this would be going live on Monday 25<sup>th</sup> June 2012.
8. Shared Care  
This was now completed and the final document would be put on website.  
**ACTION: AD**
9. BMS Education Day Circulation. This had been completed
10. TP Group – London Regional Passport Resource  
This is a rolling item and is on the agenda for this meeting. Discussion was had on forming a working group, distributing a Survey Monkey, the minimum requirements, non-clinical involvement, patient input, whether generic (NHS London/RTC) shared resource.
11. ITS Session at RTC - Completed
12. Adrian Newland/Pathology Modernisation – Ongoing
13. Survey re BMS Empowerment Day – it was agreed to email delegates and TLMs to ascertain reaction to day and whether it had provided a useful training session.  
**ACTION: AD/CD**
14. Feedback from RTC on March 7<sup>th</sup> 2012 - to be circulated. **ACTION: SaW**
15. Shared Care Outcomes - Completed
16. Contact Lynda Hamlyn - Completed
17. Ambassador for Nurse Authorisation of Blood -Ongoing agenda item.  
Discussion was had at a NHSBT PCT Face-to-Face event with Kate Pendry summarising some data she had collected together with information from Denise Watson (NHSBT TLP) regarding what was happening in the UK. There are different approaches to training but very few numbers of nurses wish to take on this role in most hospitals. **ACTION: MR**

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18. Education Resource  
This would be put together with the training passport on website. Discussion was had on the expiry after one year condition being applied to the website. AD was going to ask for volunteers to join working group from RTC via email.  
**ACTION: AD**
19. Regional Blood Conservation Policy/Audit and Regional HaemOnc policy - Ongoing
20. Template Report to TAG Chairs - Completed
21. HTC chairs – Completed with 3 HTC chairs responding and this was taken to RTC on May 17<sup>th</sup> 2012.
22. TLM Manager and Deputy Rep - Tracey Tomlinson from Chelsea and Westminster had agreed to be the North London TAG Representative (nominated by Carol Cantwell, chair of this TAG).  
**ACTION: CD – To confirm and inform Teresa Little**
23. Transfusion Training Passport - On-going
24. IT survey to circulation to RTT -Completed
25. NLM group report circulation -Completed
26. Trauma Section on London RTC website -Completed
27. London Refusal of Blood Pathways - Completed
28. SaBTO guidance on CMV – CH - Completed
29. LoPAG – ‘Where do platelets go?’ - On agenda
30. Electronic voting pads – the business case was submitted and rejected. Discussion on possible tri-region resource and whether to charge for use and ‘how useful’ survey. The system already used was Trust owned and accessed through the SE Coast RTC.
31. Transfer of Blood Document - Completed
32. Olympics Transfer of Blood Q & A – Completed
33. HTC Annual Reports – Completed. There was discussion on the feedback, the accuracy of data, 2008 audits, manual gathering, how often provided and the labour intensity of preparing (5 days), sharing with the CSM and saving in Hospital folder and on continuation. This is an ongoing dialogue with HTC cross-over to be encouraged across the RTC regions to improve communications issues including dialogue with regard to shared care and transfusion reactions and ‘granularity’. RW informed the meeting that the CSM team were back to full strength and this would help the backlog and improve service globally.
34. RTT date change - Completed

### **Olympics**

RW talked to the meeting regarding the Olympic provisions and the meeting planned on Friday 22<sup>nd</sup> June 2012. Email had been sent to all Transfusion Laboratory Managers, Transfusion Teams, Transfusion Consultants and TPs at hospitals included in the Olympic Cohort (26 hospitals) and RW had received 15 replies to date. It was agreed to send out again to HTC chairs again as a reminder.

**ACTION RW to email SaW text of email and hospital Thursday am. SaW will circulate to HTC chairs to cover all hospitals ASAP.**

Discussion was held on 'Platelets on Vans', the short pilot run (involving Kings College Hospital and Guys & St Thomas' Hospital), led by John Watts with the pilot running during the Olympics. RW explained that hospitals should contact Tooting if they needed platelets after the routine order had left the blood centre. There would be 1 platelet unit per box on the van with a variety of blood groups and these would be allocated by hospital services to the hospital that had requested them. On another matter, RW confirmed that credit was available for units that were issued as CMV negative and or irradiated where this was not a specific requirement requirement for the patient.

#### 4. RTT Membership and New Chair

The matter was dealt with under Action 6 from the previous minutes. Gavin Cho would take over in September 2012. CD and SaW would arrange to meet with GC

**ACTION: CH to support GC as new chair**

**CD/SaW meet with GC to discuss RTT/RTC**

#### 5. RTC Meetings

##### BMS Education Days

It was agreed that there would be 2 days – 24<sup>th</sup> October and 21<sup>st</sup> November 2012 at Guy's. A working group to include Megan Rowley Carol Cantwell and Malcolm Robinson would meet to discuss topics, timings and agenda. Discussion was held on whether there should be a nominal charge of £10 to help cover the costs as gaining sponsorship is increasingly difficult to obtain and the increasing costs of venues and providing catering. CH mentioned she was trying to negotiate a better deal re the provision of catering at Guy's. CH congratulated the team on a great job last year with all the education days.

##### RTC – Full Day Education – 13<sup>th</sup> September 2012 – Robens Suite - Guy's Hospital

##### Topic - Patient Blood Management

Discussion was had on the format for this education day with reference to the national meeting held on 18<sup>th</sup> June 2012 at the RCPATH. The topics presented included USA and Australian approaches, pilot NHSBT/BBT regional road shows, the approach to new terminology, AIM II programme, ethics, ownership, cell salvage, capacity, cardiac ops, transplants, point of care, performance targets plus performance indicators. SM told the meeting about an initiative by Toby Richards at UCH involving near patient testing. It was agreed to set up a working group and a telecon would be arranged to take forward agenda.

**ACTION: AD/CD take to BBT team on 19<sup>th</sup> June 2012 – email feedback.**

**CD/SaW RTT telecon to be arranged**

##### RTC on 11<sup>th</sup> October 2012

The format of the day was discussed. It would be a standard RTC day - business meeting in am and education session. Discussion was had on topic for afternoon session including

- Obstetrics (Anti 'D' audit, midwives – case studies – transfusion training)
- Transfusion reactions - how to manage, how to investigate, prevention and empower patients in choice/management, components, educate clinical staff how to recognise, analysis – increase/decrease, regional comparison, SHOT/SABRE. DK mentioned Russian children's reactions to platelets.

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It was decided to have transfusion reactions as topic for 11<sup>th</sup> October and full day education in 2013 on Obstetrics.

**ACTION: BR - Draft agenda for Transfusion Reactions Working Group  
BR/DK/CD/MR.**

**ALL - Draft for Obstetrics Full Day Education Day March 2013 –  
themes/topics/speakers**

### 6. Updates

#### TP and TAG groups.

#### TAG

RW gave the report as ER unavailable to attend this RTT meeting.

RW said we have to be realistic with regard to attendance and take into consideration staffing problems and finance issues experienced in hospitals together with the work commitment of TLMs. The meeting discussed the Brentwood TAG and possible combination with Colindale. Carol Harvey was stepping down as BUG Chair.

*A post meeting note is that Hugh Boothe will be taking over this role.*

#### TP meeting

Actions from RTT and RTC had been taken to meeting. Passport and Education Resource were on-going. Discussion at meeting on leadership, isolation, freeze on jobs, BMS involvement and staffing problems experienced within hospitals.

#### NBTC

This is an on going agenda item. CH will support GC with a September 2012 hand over.

**ACTION: Hand over/support CH/GC**

**On-going agenda item – SaW**

### 7. RTC Work Plan

#### Trauma Network.

Megan Lawn is now chairing the group and an updated membership list will be put on website. This will be a rolling item on the RTT/RTC agenda. Discussion was had on the group's affiliation to the London Trauma network, practice, common themes, BOBs, stock on air ambulances and the roll out involvement of Sussex, Kent, St George's and the Royal London.

**ACTION: Update membership and rolling agenda item ML/CD/SAW**

#### Jehovah's Witness Policy.

This is now complete and on website

#### Shared Care Document.

This was complete and had been up loaded onto website as a template which could be opened and adapted to suit hospital. Discussion on SaBTO policy, responsibilities of hospitals whose clinicians had decided not to follow this guidance..

**ACTION: Rolling agenda item SaW**

#### RTC Communications and Website.

The website was constantly being updated and discussion was had on length of time items would be available.

**ACTION: Updating and on-going agenda item CD/SaW**

### Nurse Prescribing.

The meeting was informed that GOSH were going to put on another course and the NHSBT were re-running theirs in Manchester and hopefully London. Discussion was had on non-standardisation including no clear national framework with regard to charting, ordering and prescribing, NBTC support, RCN involvement and the non-pick up of the document produced by Jan Green together with the need for a National Nursing group to take on. This would be taken to next RTC and discussion had on Education Resource and whether RTC should push forward

**ACTION: Business meeting agenda on 11<sup>th</sup> October 2012 – SH/SaW**

### London Platelet Action Group

RM and MR reported back on the talk at the RTC and on the progress since that meeting. A Survey Monkey with regard to the 'Top Ten Tips' had been put together and circulated. The meeting discussed the need for more champions with the region and a possible education resource with collaboration from Andy Miller

It was agreed to take to BMS education days and for a 'Doodle' group to be circulated for face to face or telecon to discuss way forward

**ACTION: BMS Day – RM/MR**

**Doodle Group/Meeting – RM/CD/SaW**

### **8. Audits & Surveys**

Platelets Audit- 'Where do platelets go'?

It was decided to put a Survey Monkey together and then carry out a sampling audit covering cause analysis and inappropriate use by using quick audit tools with involvement possibly from John Grant Casey and Brian Hockley.

**ACTION: Survey Monkey/Audit**

### Shared Care

It was agreed to carry out an audit next year to ascertain if picked up, who used and how effective

**ACTION: AD/BR**

### Patients with Cirrhosis

MR talked through the background details of letter received from Simon Stanworth and explained the audit was in the early stages of preparation.

This was a Royal Free pilot joint audit with British Society of Gastroenterology with involvement from Mallika Sekhar and covers blood support for patients with cirrhosis.

Discussion was had on whether it was an audit the RTC would contribute to and this depended whether scheduling in January 2012 would allow sufficient time to participate in the NCABT Consent Audit.

**ACTION: RTT would look discuss later in the year**



#### Other Audits

Sue Mallett informed the meeting about a proposed audit by the European Society of Anaesthesiology (ESA) transfusion and haemostasis committee on blood use in elective surgical patients. There was an Education grant available for clinical staffing and funding available for stationery and admin support. It would be covering elective surgery except cardiac and the recruitment of possibly 150 centres throughout Europe with 5 within the UK. Discussion was had on its format i.e. A4 sheet tick box answers, application, benchmarks, performance indicators and comparable data, who collects data, consent for audit project and who within the NHSBT should be contacted i.e. Mike Murphy

It was agreed to include on RTC. SM will get someone to give talk as she will be unavailable.

**ACTION: SM email SaW –details of talk and speaker**

**SM discussion with Royal Free/John Grant MR email SM**

#### **9. Budget**

CD reported on budget for last year and the costings involved in putting on the RTC/BMS days. CD would be taking over budget from April 2012. Discussion was had on funding from NHSBT for Education Day in September as rolling out road show. Discussion on whether or not to charge for days as budget restraints would apply for coming year – to be considered at later date

**ACTION: AD to seek funding for 13<sup>th</sup> September 2012**

#### **10. AOB**

CD said that Tracey Tomlinson at Chelsea and Westminster had been approached to act as London Region Rep on NBTC TL Managers Group  
Awaiting confirmation.

The RTT thanked CH for her years as Chair and her excellent contribution to the London Region. They presented her with card, flowers and a gift.

#### **11. Date of next meeting**

Discussion was had on date and venue for next RTT meeting

- 19<sup>th</sup> September 2012 and time CH offered GSTT

**ACTION: Email/Doodle re early September – Face to face or telecon CD/SaW/RTT**

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### London RTT

#### Action list – 20<sup>th</sup> June 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/SW	ongoing
3	RTC Days - Feedback on RTC and BMS Days	ALL	Ongoing
4	TP Representative for RTT – Amanda Hobson Barnet and Chase Farm Hospital	AD/CD	Invite to RTT mtg
5	Shared Care – RTC rolling agenda item Audit in 2012	AD/BR/ SaW	On going
6	TP Group – London Regional Passport/Resources for Competency and Blood Training	AD/CD	Ongoing
7	Speak to Adrian Newland re Pathology Modernisation	CH	Ongoing
8	Devise survey to send to BMS Empowerment Day Delegates and their TLMs	AD/CD	Ongoing
9	Education Resource/Transfusion Training Passport	AD	Ongoing
10	Regional Blood Conservation Policy/Audit Regional HaemOnc Policy	Ongoing	
11	Representative for NBTC TLM Managers Group – CD to confirm rep and email Teresa Little	CD	
12	Arrange meeting with GC as new chair to discuss RTC	CD/SaW	
13	RTC Patient Blood Management Education Day – input/seek funding from NHSBT. Email outcome	AD	
14	Arrange telecon to discuss RTC Ed Day and BMS Ed Days	CD/SaW	



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<b>15</b>	Draft suggestions for Transfusion Reactions session - 11 <sup>th</sup> October 2012	<b>BR</b>	
<b>16</b>	Working Group for BMS Days	<b>BR/DK/C D/MR</b>	
<b>17</b>	Proposals for Obstetric Day in early 2012	<b>ALL</b>	
<b>18</b>	NBTC	<b>Ongoing</b>	
<b>19</b>	Trauma Group - Update membership and rolling agenda item	<b>ML/CD/ SaW</b>	
<b>20</b>	RTC Website	<b>Ongoing</b>	
<b>21</b>	Nurse Prescribing – on Business Agenda for 11 <sup>th</sup> October	<b>SH/SaW</b>	
<b>22</b>	London Platelet Group – BMS Day and Doodle Group for meeting, Audit	<b>CD/RM/ MR/SaW</b>	
<b>23</b>	Olympic Email and Feedback to RTT	<b>RW/SaW</b>	
<b>24</b>	Patients with Cirrhosis	<b>ALL - RTT</b>	
<b>25</b>	Date of Next meeting – 19 <sup>th</sup> September 2012 ? Face to Face/Telecon – move of venue	<b>CD/SaW/ ALL</b>	