

Confirmed Minutes
NW RTC incorporating North Wales
HL & RTC Chair's Meeting
Venue: Liverpool Blood Centre
Date: Monday 20th May 2013, 14:30hrs

Attendees

Mike Desmond (MD)	Chair, Liverpool Heart & Chest Hospital
Jayne Addison (JA)	TLN, NHSBT Liverpool
Tony Davies (TD)	TLP, NHSBT Manchester
Christine Gallagher (CG)	CSM, NHSBT Manchester
Kate Pendry (KP)	Consultant Haematologist, NHSBT Manchester
Tracey Scholes (TS)	Regional CSM, NHSBT
Laura	

Minutes

Jane Murphy (JM)	RTC Administrator
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Apologies

Kate Pendry (KP)	Consultant Haematologist, NHSBT Manchester
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Actions

Item no.	Original Meeting Date	Action	Owner	Status
2	20/05/2013	Minutes of last meeting to be updated and changed to 'confirmed' on the website	JM	Completed
4	20/05/2013	Unconfirmed minutes from NW RTC Meeting on 29 th April 2013 to be posted on the website	JM	Completed
6	20/05/2013	Feedback on changing frequency of RTC meetings/ events to be requested at next RTC meeting (evaluation forms)	JM	New
8	20/05/2013	TD to contact Helen New, Paula Bolton-Maggs and Ruth Gottstein regarding presenting at October event	TD	Completed
8	20/05/2013	JA to contact patient speaker regarding presenting at October event	JA	Completed
8	20/05/2013	JA to contact Tracey Hall at Alder Hey for recommendation of a cardiac anaesthetist speaker	JA	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 25th February 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	
	All actions complete.	
4	Minutes of NW RTC Meeting 29/04/13	
	Minutes reviewed and agreed. To be confirmed at next RTC Meeting on 14 th October 2013. Action: JM to post on website	JM
5	Matters Arising and Current Action List	
	All actions completed.	
6	NW RTC Meeting 29/04/2013 Attendance / Evaluation Results	
	<u>Attendance</u> 45 attendees – only 2 HTC Chair's attended, 1 being Mike Desmond. Hopefully, now the HTC Chair's Toolkit has been distributed we will see an increase of HTC Chair's attending future RTC Meetings.	
	The 6 trusts that were not represented are:- <ul style="list-style-type: none"> • Aintree (last attended Oct '12) • Arrowe Park (last attended May '11) • Countess of Chester (last attended Oct '12) • Leighton (last attended Oct '12) • Macclesfield (last attended prior to May '11) • Stepping Hill (last attended Oct '12) 	
	<u>Evaluation results</u> Reviewed and discussed. On the whole good feedback received, 100% would recommend this meeting. All top box results over 90%.	
	BSMS figures – discussed how to present this in a more 'user friendly' way at future meetings.	
	Highlights from HTC Reports – feedback to be presented by representatives from hospitals at future meetings to obtain engagement from attendees.	
	Suggested the possibility of having 3 business meetings and 1 full day education event per year. At October's meeting ask for feedback. Action: Feedback on changing frequency of meetings/events.	JM

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7	Education Day 'One HIT Wonders!' 29/04/13 – Evaluation Results	
	<u>Delegates</u> Overall, good feedback received. 100% would recommend a similar event to a colleague. Top box results over 95%. <p>Question: 'I am likely to change an aspect of my practice as a result of this education event' responses are irrelevant. Should be likely , unlikely etc</p> <u>Sponsors</u> Delegate list to be presented to sponsors' prior to the event in future.	
8	NW RTC Education Event 14th October 2013	
	Reviewed suggestions given on evaluation forms. Decided on a Paediatrics and Neonatal education day <p>Suggested speakers & topics:-</p> <ul style="list-style-type: none"> • Helen New: Development of, and key points from the new BCSH neonatal and children's' guidelines • Paula Bolton-Maggs: Paediatric SHOT • Ruth Gottstein: Aspects of neonatal transfusion support • Patient Speaker <p>Action: TD to contact Helen New, Paula Bolton-Maggs and Ruth Gottstein regarding presenting at the event. TD</p> <p>Action: JA to contact patient speaker. JA</p> <p>Action: JA to contact Tracey Hall at Alder Hey re recommending a cardiac anaesthetist speaker. JA</p>	
9	Working Groups	
9.1	Education and Training <ul style="list-style-type: none"> • Recruited 2 new lab managers as members. • Next meeting 5th July 2013 at Liverpool Blood Centre. Objectives to be set. 	
9.2	Audit <ul style="list-style-type: none"> • Massive Haemorrhage – No update given. 	
9.3	Policies / Guidelines <ul style="list-style-type: none"> • Shared Care – Group has come to its natural end. Document has been posed on the website and is available to use internally. Key fob for special requirements has gone 'live' at CMFT. • TEG/ROTEM – Toolkit almost done. About to go 'live' on the website and will have a link to the hospital science website. • MH Toolkit – To be reviewed and updated. Workshop planned for 25th May 2013 at Manchester Blood Centre. 11 delegates to attend. 	

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- Pre Op Anaemia – 1st meeting/ workshop of the group scheduled for 17th June 2013 at Liverpool Blood Centre. 25 delegates registered – Alwyn Kotze and Shubha Allard attending. Sponsorship from Pharmacosmos and Vifor Pharma.

10	RTC Budget	
	Budget for 2013/14 remains the same at £8,064.	
11	AOB	
	Alert system	
	MD made reference to a credit card type alert system.	
12	Date of Next Meetings	
	RTT ~ Monday 24 th June 2013 @ 2pm, Manchester Blood Centre	
	HL & RTC Chair's ~ Monday 15 th July 2013 @ 2pm, Manchester Blood Centre	