

Confirmed Minutes
NW RTC incorporating North Wales
HL & RTC Chair's Meeting
Venue: Manchester Blood Centre
Date: Monday 21st May 2012, 14:00hrs

Attendees

Mike Desmond (MD)	Chair, Liverpool Heart & Chest Hospital
Jayne Addison (JA)	TLN, NHSBT Liverpool
Therese Callaghan (TC)	Consultant Haematologist, NHSBT Liverpool
Tony Davies (TD)	TLP, NHSBT Manchester
Kate Pendry (KP)	Consultant Haematologist, NHSBT Manchester
Tracey Scholes (TS)	CSM, NHSBT Manchester

Minutes

Jane Murphy (JM)	RTC Administrator
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Apologies

Therese Callaghan (TC)	Consultant Haematologist, NHSBT Liverpool
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Actions

Item no.	Original Meeting Date	Action	Owner	Status
2	27/02/2012	Minutes of last meeting to be updated and changed to 'confirmed' on the website	JM	Completed
3 (4)	27/02/2012	Outstanding platelet action plans to be followed up by JA / TD	JA/TD	Ongoing
7	21/05/2012	JM to liaise with KP re objectives to be included in HTC End of Year Reports	JM	Completed
7	21/05/2012	JM to send End of year Reports to every HTC	JM	Completed
12	21/05/2012	NW RTC Website to be reviewed and any documents prior to 2011 to be saved before 2 nd July 2012	JM/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 27th February 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: Trusts to be audited following completion of Platelet Action Plans. Still waiting action plans from 8 Trusts.	
	Action: JA to chase outstanding action plans for Merseyside – LHCH / Liverpool Women's / Halton General & Warrington / Royal Liverpool.	JA / TD
	TD to chase outstanding action plans for Manchester – Macclesfield / Cumbria / Pennine Acute / Tameside	
	All other actions complete.	
4	NW RTC Objectives 2012-13	
	Discussed and suggested the following to be included:-	
	<ul style="list-style-type: none"> Existing working groups Patient Blood Management Platelets & blood usage in general Transfer of blood policy Audits – MH ongoing / Obstetrics / Liver NCA Audits – presenting results LVT's in neonates 	
5	NW RTC Platelet Action Plan	
	RTC to have a 'hierarchy' action plan. RTC website to include a section for platelets.	
	Part of JA's remit is to do a quick audit on 'Where Do Platelet's Go?'	
6	Education Events 2012-13	
	NW RTC Education Event scheduled for Monday 15 th October 2012 at Haydock Park Racecourse. Discussed possible topics for event:-	
	<ul style="list-style-type: none"> Cell Salvage Obstetrics / MH / Orthopaedics / Vas & Gen 	
	To be discussed further at Education and Training Group meeting on 22 nd June and finalised at RTT meeting on 25 th June 2012.	
7	HTC End of Year reports	
	Reviewed draft report. Once key objectives 2012-13 have been completed, reports to be sent to HTC's at Trusts.	
	Action: JM to liaise with KP for Objectives for 2012-13 to be included on the report.	JM
	Action: JM to send reports to every HTC.	JM

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8	Survey Monkey	
	Northern BBT team are looking into this. No further action needed at this time.	
9	NW RTC FFP Project Group	
	No need for separate working group. Added to objectives for 2012-13.	
10	Working Groups	
10.1	Education and Training	
	<ul style="list-style-type: none"> Scheduled next face to face meeting for 22nd June 2012 at Manchester Blood Centre. Objectives for 2012-13 to be agreed and finalised at this meeting. 	
10.2	Audit	
	<ul style="list-style-type: none"> Massive Haemorrhage Audit – telecon of steering group scheduled for 25th May 2012 where it will be decided on the format of the next version of the spreadsheet so that the audit can be repeated July – September. 	
10.3	Policies / Guidelines	
	<ul style="list-style-type: none"> Shared Care – telecon to be arranged to discuss the progress of phase 2 of the pilot. TEG/ROTEM – Education event planned for 12th November 2012 at Wythenshawe Hospital. To include 2 breakout sessions. Target audience is junior anaesthetists and consultants. Professor Mike McCollum to chair the event in the morning and Mike Desmond to chair in the afternoon. 	
11	RTC Budget	
	JM provided an update. Budget for 2012-13 confirmed at £8,064. Spent £4,800 to date – received £2,650 in sponsorship for recent education event. Therefore, £5,200 remaining.	
12	AOB	
	<u>RTC Website</u> Mike Desmond is involved in a national working group looking at the contents of the RTC website. To make the site more user friendly. Action: NW RTC website to be reviewed before 2 nd July 2012 and any documents prior to 2011 must be saved as these will be removed from the website.	
		JM/JA
13	Date of Meetings	
	RTT ~ Monday 25th June 2012 @ 2pm, Liverpool Heart and Chest Hospital HL & RTC Chair's ~ Monday 16th July 2012 @ 2pm, Liverpool Blood Centre	