

Confirmed Minutes
NW RTC incorporating North Wales
RTT Meeting
Date: Monday 24th June 2013, 14:00 – 16:00
Venue: Manchester Blood Centre

Attendees

Dr Mike Desmond	Chair, LHCH	MD
Jayne Addison	NHSBT	JA
Tony Davies	NHSBT	TD
Christine Gallagher	NHSBT	CG
Dr Kate Pendry	NHSBT	KP

Minutes

Jane Murphy	RTC Administrator	JM
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Apologies

Tony Coates	Wrexham Maelor Hospital
Laura Cooper	Salford Royal Hospital
Dr Lally Desoysa	Wrexham Maelor Hospital
Lilian Parry	Whiston Hospital
Elaine Wain	Gwynedd Hospital
Julie Yates	Warrington Hospital

Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	24/06/2013	Minutes from RTT meeting on 18 th March 2013 to be 'confirmed' on website	JM	Completed
3 (5)	11/02/2013	SH to provide an update on progress of Regional Cell Salvage Survey at next meeting	SH	Ongoing
8	24/06/2013	MD to email Paul Baine regarding presenting at RTC Education Event in October 2013	MD	Completed
8	24/06/2013	JM to advertise & distribute RTC Educational Event flyer once finalised	JM	Completed
8	24/06/2013	JM to email all speakers once flyer has been finalised	JM	Completed
8	24/06/13	KP to email Andrew Will regarding chairing a session at RTC Education Event	KP	Completed
8	24/06/13	JM to contact suggested companies requesting their attendance & sponsorship at RTC Educational Event	JM	Completed

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1	Welcome & Apologies	
	The persons listed above sent their apologies prior to the meeting date.	
2	Minutes of RTT Meeting 18th March 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 update. Therefore, carried forward until next meeting.	
	Action: SH to provide update on the progress of the survey at next meeting	SH
	All other actions completed.	
4	Minutes of NW RTC Meeting 29th April 2013	
	Minutes reviewed and agreed. For further review and to be confirmed at next RTC Meeting on 14 th October 2013.	
5	Matters arising and current action list	
	All actions completed.	
6	NW RTC Meeting 29th April 2013 Attendance / Evaluation Results	
	<u>Attendance</u>	
	Meeting was very well attended by Trusts - 45 attendees. Only 6 Trusts not represented. Attendance list has been posted on the NW RTC website.	
	<u>Evaluation results</u>	
	Reviewed and discussed for meeting. Good feedback received – 100% would recommend this meeting. All top box results over 90%. Completion rate of forms – 56%	
	Suggested that at future meetings to obtain engagement from attendees, the 'Highlights from HTC Reports' agenda item to be presented by representatives from hospitals within the region.	
7	Education Day 'One HIT Wonders!' 29th April 2013 – Evaluation Results	
	<u>Delegates</u>	
	Evaluation results reviewed and discussed. 68 delegates attended. 60% completed forms. Overall, event was well received and good feedback received. Top box results over 95%	
	<u>Sponsors</u>	
	Evaluation results reviewed. 83% felt they got value for their sponsorship. Sponsors requested a delegate list prior to future events. Delegates to be advised on acknowledgement email of place that their details will be passed onto sponsors.	

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8	Education Event ‘Are We Nearly there yet?’ 14th October 2013	
	<p><u>Speakers</u></p> <p>5 speakers confirmed. Once final speaker has been confirmed and flyer updated, JM to distribute flyer and email all speakers. Suggested to invite specialists to Chair the event.</p> <p>Action: MD to email Paul Baine regarding presenting at event. MD</p> <p>Action: JM to distribute flyer once finalised. JM</p> <p>Action: JM to email all speakers once flyer has been finalised. JM</p> <p>Action: KP to email Andrew Will asking if he would chair a session at the event. KP</p>	
	<p><u>Sponsors</u></p> <p>The following companies suggested:-</p> <ul style="list-style-type: none"> • Jehovah’s Witnesses • CSL Behring • ROTEM • Haemonetics • Octapharma • Masimo • Baxter Healthcare • Sarstedt • Becton Dickenson <p>Action: JM to contact the above companies requesting their sponsorship and attendance at event once flyer has been finalised. JM</p>	
9	Regional Apheresis Roadmap	
	<p>KP gave on an update.</p> <p>96 responses received, 49% response rate - most Trusts represented. Results confirmed a gap in the service. 71% confirmed they wanted a roadmap.</p> <p>Next meeting to be held in August at CMFT.</p>	
10	Working Groups	
10.1	<p>Education and Training</p> <ul style="list-style-type: none"> • 2 lab managers recruited onto the group. • Next meeting, 5th July 2013 at Liverpool Blood Centre. Objectives to be finalised at the meeting. 	
10.2	<p>Audit</p> <ul style="list-style-type: none"> • Massive Haemorrhage Audit: Revised audit pro-forma at last meeting. Another 3 month audit to be completed. Dates of audit to be confirmed. • Platelet Quick Audit: Piloted by Alder Hey & BCU. Alder Hey have submitted data. Plan to roll this out in September 2013. 	
10.3	<p>Policies/Guidelines</p> <ul style="list-style-type: none"> • Pre Op Anaemia: Workshop held 17th June 2013 at Liverpool Blood Centre. Representatives from 12/13 trusts. Wendy Lewis is the Enhanced Recovery Lead for the North West from AQUA attended workshop. North West to be the pilot region. Funding to be applied for a project manager. ‘Closing the Gap’ funding – deadline for bid application 23rd September 2013, decision February 2014. 	

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- TEG/ROTEM: 2nd study day to be held on 9th September 2013 at Aintree University Hospital. 100 delegates maximum. Mike Desmond to chair the event. All speakers confirmed. 4 companies have agreed to attend and sponsor the event.
- Massive Haemorrhage Toolkit: Toolkit recently updated, few changes applied. Waiting to hear from gastro lead regarding changes. Updated to be finalised by end of July 2013.

11	RTC Budget	
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	JM provided an update:- Annual budget : £8,064 Sponsorship received: £2,420 Spent to date: £5,579 Remaining: £4,905	
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12	AOB	
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	None raised	
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13	Date of Next RTT Meeting	
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	Monday 22nd August 2013 @ 2pm, Liverpool Heart & Chest Hospital – video link with North Wales colleagues.	
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