

Confirmed Minutes
NW RTC incorporating North Wales
HL & RTC Chair's Meeting
Venue: Manchester Blood Centre
Date: Monday 25th February 2013, 14:00hrs

Attendees

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

Minutes

Jane Murphy (JM)	RTC Administrator
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Apologies

Tony Davies (TD)	TLP, NHSBT Manchester
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Actions

Item no.	Original Meeting Date	Action	Owner	Status
2	25/02/2013	Minutes of last meeting to be updated and changed to 'confirmed' on the website	JM	Completed
4	25/02/2013	JM to draft RTC Meeting agenda which is to be discussed at RTT Meeting, 18 th March 2013	JM	Completed
4	25/02/2013	JM to email Balsam Altemimi regarding presenting TEG Toolkit at RTC Meeting	JM	Completed
4	25/02/2013	Draft RTC Objectives before RTT Meeting, 18 th March 2013	JM	Completed
5	25/02/2013	JA to compose questions to be included in HTC report and sent to team for comment	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 3rd December 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	
	All actions complete.	
4	NW RTC Meeting 29th April 2013	
	Discussed agenda items for forthcoming RTC Meeting. Items to be included:- <ul style="list-style-type: none"> • Customer Services update inc issue & wastage data • HTC reports • NBTC & RTC Chair's meeting updates • Working group updates – Mary Marsden to present key fob for special requirements for shared care. • Nurse Authorisation • TEG Toolkit – launch : Balsam to present • MH audit update • Platelet quick audit • RTC objectives 2013-14 Action: Draft agenda to be composed and discussed at RTT meeting, 18 th March 2013.	JM
	Action: JM to email Balsam Altemimi regarding presenting TEG Toolkit at RTC meeting.	JM
	Action: Draft RTC Objectives for 2013-14 before RTT meeting on 18 th March 2013.	JM
5	HTC Reports for RTC Meeting	
	Reviewed template for HTC Report and the following issues to be included:- <ul style="list-style-type: none"> • Management of pre op anaemia • 2nd sample to confirm ABO group Action: JA to compose above points into HTC report and send out to team for comment.	JA
6	NW RTC Education Event 29th April 2013	
	Updated given on planning so far. Flyer has been distributed as normal and including MH Network / Cardiac Units. <u>Speakers</u> All confirmed <u>Sponsors</u> 11 companies to ask once programme drafted.	

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7	Working Groups	
7.1	Education and Training	
	<ul style="list-style-type: none"> • Meeting planned for 1st March 2013 at Liverpool Blood Centre. • Transfusion Factor Event to be advertised - 18th March 2013 @ Manchester Blood Centre. 	
7.2	Audit	
	<ul style="list-style-type: none"> • Massive Haemorrhage – Audit carried out July to September. Elizabeth Jones is collating responses but currently on maternity leave; support to be given in writing the report which will be presented at RTC meeting. 	
7.3	Policies / Guidelines	
	<ul style="list-style-type: none"> • Shared Care –The pilot between The Christie and Stepping Hill was unsuccessful. CMFT are to issue key fobs to patients. • TEG/ROTEM – Toolkit almost done and will be launched at the RTC Meeting. • MH Toolkit – To be updated. Workshop to be planned for April/May. • Pre Op Anaemia – New group. Aim to devise a toolkit. Workshop to be arranged for May/June 2013. 	
8	RTC Budget	
	JM provided an update. Budget for 2012/13 spent. Look at what educational events RTC can fund delegates to attend in 2013/14.	
9	AOB	
	None raised.	
10	Date of Next Meetings	
	RTT ~ Monday 18 th March 2013 @ 2pm, LHCH	
	Pre RTC Meeting ~ Monday 15 th April 2013 @ 2pm, Liverpool Blood Centre	
	HL & RTC Chair's ~ Monday 20 th May 2013 @ 2pm, Liverpool Blood Centre	