

Confirmed Minutes
NW RTC incorporating North Wales
RTT Meeting
Date: Monday 25th June 2012, 14:00 – 16:00
Venue: Liverpool Heart & Chest Hospital

Attendees

Dr Mike Desmond	Chair, LHCH	MD
Jayne Addison	NHSBT	JA
Lydia Baxter	Salford Royal Hospital	LB
Tony Davies	NHSBT	TD
Sarah Haynes	Wythenshawe Hospital	SH
Eithne Hughes	Glan Clywd Hospital	EH
Dr Kate Pendry	NHSBT	KP
Lesley Sutton	Wythenshawe Hospital	LS
Julie Yates	Warrington Hospital	JY

Minutes

Jane Murphy	RTC Administrator	JM
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Apologies

Therese Callaghan	NHSBT
Lilian Parry	Whiston Hospital
Jenny Rodger	Wrexham Maelor Hospital
Tracey Scholes	NHSBT

Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	25/06/2012	Minutes from RTT meeting on 12 th March 2012 to be 'confirmed' on website	JM	Completed
3 (7)	14/11/2011	Outstanding Transfusion Alternatives Questionnaires to be chased and results collated	JA / TD	Completed
3 (4)	12/03/2012	Wastage figures to be included on HTC Report for October's RTC. Sue Cotton to be invited to meeting	JM	Completed
3 (6)	12/03/2012	Apheresis to be an RTC agenda item at RTC Meeting in October	JM	Completed
4	25/06/2012	NW RTC Objectives to be updated with appropriate items from Education & Training Group work plan	JA	Completed
4	25/06/2012	TS to update NW RTC Objectives as indicated.	TS	Completed
5	25/06/2012	NW RTC Minutes to be reviewed at next RTT Meeting, 20/08/2012	JM	Completed
5	25/06/2012	Matters arising & current action list from NW RTC Minutes to be reviewed at next RTT Meeting, 20/08/2012	JM	Completed
10	25/06/2012	Draft Flyer and programme for October RTC Education Day Send out for comment and put on agenda at HL & RTC Chair's Meeting, 16/07/2012	JA / JM	Completed
12.1	25/06/2012	JY to speak to Andy Houghton and get contact for Liverpool student medical training	JY	New
14	25/06/2012	Collate attendance at RTT meetings over last year and contact members who haven't attended	JM	Completed

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1	Apologies	
	The persons listed above sent their apologies prior to the meeting date.	
2	Minutes of RTT Meeting 12th March 2012	
	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	
	7: Transfusion Alternatives Questionnaires	
	Received from 27 Trusts. Hoping to receive more completed questionnaires from Trusts.	
	Action: JA/TD to follow up and collate results	JA/ TD
	4: RTC Meeting, 15th October 2012	
	Wastage figures to be included on HTC report for October's meeting.	
	Sue Cotton to be invited to meeting.	
	Action: Carried forward from last meeting, 12 th March 2012	JM
	6: Apheresis	
	To be an agenda item at RTC meeting in October 2012.	
	Action: Carried forward from last meeting, 12 th March 2012	JM
	All other actions completed.	
4	NW RTC Objectives 2012/13	
	Kate Pendry reviewed latest draft document.	
	Following the meeting on 22 nd June 2012 of the Education & Training Working group, the work plan for 2012/13 was set. JA to update NW RTC objectives.	
	Action: JA to update appropriate section on NW RTC Objectives to include Education & Training work plan.	JA
	Action: TS to update document as indicated.	TS
5	Minutes of NW RTC Meeting 30th April 2012	
	Agenda item to be carried forward to next RTT Meeting.	
	Action: Minutes to be reviewed at next RTT meeting on 20 th August 2012.	JM
6	Matters Arising and Current Action List	
	Agenda item to be carried forward to next RTT Meeting.	
	Action: Minutes to be reviewed at next RTT meeting on 20 th August 2012.	JM
7	NW RTC Meeting 30th April 2012 - Attendance / Evaluation Results	
	<u>Attendance</u>	
	Meeting was very well attended by Trusts - 46 attendees. Only 5 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 – 97% would recommend this meeting. Completion rate of forms – 67%	

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8	Issues to be Addressed Locally / Nationally Highlighted on HTC Reports for HTC	
	Majority of issues are included in NW RTC Objectives for 2012/13.	
9	Education Day ‘Transfusion Bites!’ 30th April 2012 – Evaluation Results	
	<u>Delegates</u> Evaluation results reviewed and discussed. 94 delegates attended. 83% completed forms. Overall, event was well received and good feedback received.	
	<u>Sponsors</u> Evaluation results reviewed. Sponsors at future events to be tailored inline with agenda.	
10	NW RTC Education Event 15th October 2012	
	Suggested theme for next event ‘Blood Component Awareness’, to include:- <ul style="list-style-type: none"> • Platelets – HLA matched • FFP use in liver disease • O Neg / FFP – effects of Trauma Centre • Cyro v Fibrinogen Concentrate • ECMO programme <p>Lesley Sutton suggested a speaker to present on the ECMO programme – consultant at Wythenshawe Hospital.</p> <p>Kate Pendry suggested possible speakers to present on FFP use in liver disease – Jecko Thachil or Simon Stanworth.</p> <p>Suggested title “It’s In The Bag!”</p> <p>Flyer and ‘draft’ programme to be finalised at HL & RTC Chair’s meeting on 16th July 2012.</p> <p>Action: JA/JM to draft flyer and programme. Send out for comment and put on agenda at HL & RTC Chair’s meeting, 16th July 2012.</p>	JA / JM
11	Apheresis	
	Kate Pendry planning to do road map. Currently on hold due to ‘political issues’.	
12	Working Groups	
12.1	Education and Training	
	Meeting held 22 nd June 2012 at Manchester Blood Centre. Work plan agreed for 2012/13. To include:- <ul style="list-style-type: none"> • Training material for year 3 medical students in Manchester: explore opportunity to supply material for website. To look into Liverpool student medical training, invite Andy Houghton and Vanessa Martlew to join group. <p>Action: JY to speak to Andy Houghton and get contact for Liverpool student medical training.</p>	JY

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- Quality Audit Training Workshop: this is a 1 day event which has been very well received in 2 other regions. Canvas interest from lab staff.
- BMS Day: Date to be set at either Liverpool or Manchester Blood Centre and then advertise to determine interest. Events reviewed from other regions.
- Transfusion Factor: Repeat event September 2012/March 2013.

12.2 Audit

- Survey of Massive Haemorrhage audit tool - proforma being redesigned. Audit to be repeated July – September.
- Use of blood in obstetrics – possible audit to take place later in the year.

12.3 Policies/Guidelines

- Shared Care – telecon to be arranged. Form to be audited at pilot sites.
- TEG/ROTEM – received volunteers for different work streams and leads identified. Next workshop to be arranged for August 2012. Good engagement with reps. Study day arranged for 12th November 2012 at University Hospital of South Manchester.
- Massive Haemorrhage Toolkit – 2nd version of the toolkit has been released and posted on the website.

13 RTC Budget

JM provided an update:-
 Annual budget : £8,064
 Sponsorship received: £2,650
 Spent to date: £5,497
 Remaining: £5,217

14 AOB

Annual SHOT Symposium

To fund additional place for Cathy Jones, Senior BMS Southport & Ormskirk NHS Trust, due to her place on the BSMS Road show being lost due to cancelation of the event.

Review of RTT Members

List of members reviewed. To look at who has attended meetings within the past year. Contact any members who haven't attended and request if they still wish to be part of the RTT.

Action: JM to collate attendance at RTT meetings over last year and contact members who haven't attended.

JM

15 Date of Next RTT Meeting

Monday 20th August 2012 @ 2pm, Manchester Blood Centre