

Confirmed Minutes
North West Regional Transfusion Committee incorporating
North Wales - HL & RTC Chair's Meeting
Venue: Liverpool Blood Centre
Date: Monday 27th February 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
Brian Hockley	Data Analyst and Audit Manager

Minutes

Jane Murphy (JM)	RTC Administrator
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Apologies

Tracey Scholes (TS)	CSM, NHSBT Manchester
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Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	HL & RTC Chairs 27/02/12	Minutes of last meeting to be updated and changed to 'confirmed' on the website.	JM	Completed
4	HL & RTC Chairs 27/02/12	Platelet action plan to be sent to HTC's along with HTC report for RTC meeting.	JM	Completed
4	HL & RTC Chairs 27/02/12	Trusts to be audited in 3 months following completion of platelet action plan.	KP / BH	New
5	HL & RTC Chairs 27/02/12	HTC report for RTC to be updated.	JM	Completed
6	HL & RTC Chairs 27/02/12	'Draft' agenda to be updated.	JM	Completed
6	HL & RTC Chairs 27/02/12	Schedule a pre RTC meeting wc 16 th April 2012.	JM	Completed
7	HL & RTC Chairs 27/02/12	Kate Ryan to be contacted for patient speaker details.	JM	Completed
7	HL & RTC Chairs 27/02/12	Speakers to be contacted requesting completion of speaker biography form.	JM	Completed

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1	Welcome & Apologies	
	Mike welcomed everyone to the meeting and thanked everyone for attending especially Brian Hockley, the Data Analyst and Audit Manager. Introductions were given. Tracey sent her apologies prior to the meeting.	
2	Minutes of HL & RTC Chair's Meeting 12th December 2011	
	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	RTC Platelet Action Plan	
	Reviewed action plan. Recommendations taken from letter issued on 7 th December 2011. This was sent to HTC's and RTC Chair's. Action: Platelet Action Plan template to be sent to HTC's along with the HTC Report.	JM
	Action: Trusts to be audited in 3 months following the completion of the Platelet Action Plan. Results to be feedback at RTC in October. Brian to provide support.	KP / BH
5	HTC Report / Platelet Action Plan	
	Reviewed template for HTC Report and the following question / point to be included:- <ul style="list-style-type: none"> Is there an area of transfusion your HTC would benefit from by doing a regional audit? Please complete the attached Platelet Action Plan and return with this form. 	
	Action: JM to add the above to the HTC Report template.	JM
6	RTC Meeting – 30th April 2012	
	Draft meeting agenda reviewed and agreed.	
	Action: JM to update with amendments.	JM
	Action: Schedule a pre RTC meeting to discuss presentations 2 weeks prior to RTC – wc 16 th April 2012.	JM
7	RTC Education Day 'Transfusion Bites!' – 30th April 2012	
	Programme reviewed. Patient speaker to be given 10 minutes for presentation – increase both interactive session and coffee break by 10 minutes.	
	Action: JM to contact Kate Ryan and request details of patient speaker.	JM
	Action: JM to contact speakers requesting completion of speaker form for delegate pack.	JM

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8	Working Groups	
8.1	Education and Training	
	<ul style="list-style-type: none"> Group will have achieved objectives set for 2011/2012 2 study days for 'Newly Qualified Nurses' to be held in March 2012. 1 in Liverpool / 1 in Manchester. Good response received so far. 	
8.2	Audit	
	<ul style="list-style-type: none"> Massive Haemorrhage Prospective Audit – deadline line for returning questionnaire and spreadsheet contacting 3 months worth of data is 14th March 2012. Results to be fed back at RTC meeting. 	
8.3	Policies / Guidelines	
	<ul style="list-style-type: none"> Shared Care – Phase 1 of pilot completed in September 2011. Phase 2, to pilot form externally between the following hospitals – CMFT with Blackpool Victoria and Hope with Wigan. Possible launch of form at Lab Manager's meeting in June. TEG/ROTEM – Workshop to be held this Friday, 2nd March 2012 at Manchester Blood Centre. 	
9	RTC Budget	
	JM provided an update on spending for financial year 2011/2012. Confirmed budget will be spent.	
10	AOB	
	South East Book Mark – BBT Team have purchased 10,000.	
10	Date of Meetings	
	RTT ~ Monday 12th March 2012 @ 2pm, Manchester Blood Centre	
	HL & RTC Chair's ~ Monday 21st May 2012 @ 2pm, Manchester Blood Centre	