

**CONFIRMED MINUTES OF MEETING OF THE NORTH WEST
REGIONAL TRANSFUSION COMMITTEE INCORPORATING NORTH WALES**

Held on

Monday 29th April 2013 at Haydock Park Racecourse, Merseyside

Present

Rachael Abram	Southport Hospital
Jayne Addison	NHSBT - Liverpool
Pete Baker	RLBUH
Helen Buchanan	Whiston Hospital
N Butt	RLBUH
Gill Cassie	Royal Preston Hospital
Rachel Clement	Royal Lancaster Infirmary
Tony Coates	BCUHB
Laura Cooper	Salford Royal Hospital
Tony Davies	NHSBT – Manchester
Garry Dean	BCUHB
Mike Desmond – Chair (MD)	LHCH
Christina Dragomir	Liverpool Women's Hospital
Jenny Duckworth	Royal Preston Hospital
Sumaya Elhanash	Wythenshawe Hospital
Christine Gallagher	NHSBT
Sharran Grey	Royal Bolton Hospital
Tracey Hall	Alder Hey Children's Hospital
Sarah Haynes	Wythenshawe Hospital
Caroline Holt	Tameside Hospital
Peter Hudson	Blackpool Victoria Hospital
Sharon Jackson	Christie Hospital
Howard Jenkins	Pennine Acute Hospitals
Claire Jones	RLBUHT
Jill Livingstone	Royal Lancaster Infirmary
Louise McCreery	Royal Albert Edward Infirmary
Lynne Mannion	Royal Blackburn Hospital
Mary Marsden	CMFT
Susannah Martin	Wythenshawe Hospital
Carys O'Leary	Wrexham Maelor Hospital
Julie Oakes	Royal Preston Hospital
Lilian Parry	Whiston Hospital
Hitesh Patel	Royal Albert Edward Infirmary
Kate Pendry	NHSBT – Manchester/ CMFT
Chris Philips	NHSBT
Chris Porada	North Manchester General Hospital
Michelle Rimmington	Southport Hospital
Jenny Rodger	Wrexham Maelor Hospital
Tracey Scholes	NHSBT – Manchester
Bev Sedman	Fairfield General
Anil Seth	Royal Preston Hospital
Rebecca Sullivan	Wythenshawe Hospital
Derek Wallbank	Royal Preston Hospital
Denise Watson	NHSBT
Julie Yates	Warrington Hospital

Minutes

Jane Murphy (JM)

NHSBT

Apologies

Lesley Adams
Balsam Altemimi
Diane Benson
Stuart Blackwell
Therese Callaghan
David Goodridge
Eithne Hughes
Roxanne Plummer
Val Wallace

Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	RTC 29/04/13	Minutes from RTC meeting on 15 th October 2012 to be 'confirmed' on website	JM	Completed
3	RTC 29/04/13	RTC Objectives to be posted on the RTC Website	JM	Completed
4.1	RTC 29/04/13	TEG/ROTEM Toolkit to be posted on the RTC Website	KP/JM	New
4.2	RTC 29/04/13	Email to be sent out via TLN User Group requesting new members for Education & Training Working Group	JA	New
8	RTC 29/04/13	HTC Chair's Toolkit to be sent out to all HTC Chair's by the end of May	JM	New
9	RTC 29/04/13	Future course dates for Transfusion Medicine for Nurses & Midwives to be sent out	JA	New
10	RTC 29/04/13	Consent presentation to be sent out to all HTT's	JM	Completed

1. Welcome & Apologies

Mike Desmond welcomed everyone to the meeting. The persons listed above sent their apologies prior to the meeting date.

2. Minutes of RTC Meeting 15/10/2012

The minutes of the last meeting were reviewed and agreed.

Action: To be changed to confirmed on website. (JM)

2.1 Action List: All completed.

3. NW RTC Objectives

Kate Pendry gave an update on the RTC Objectives for 2012/13 and an overview of for 2013/14.

Action: RTC Objectives for 2013/14 to be posted on the RTC Website (JM)

4. Working Groups

Reports were issued with the agenda for the working groups. Highlights for each group are listed below:-

4.1 Policies / Guidelines

Shared Care of Special Requirements

Update given by Jayne Addison:-

- The pilot between The Christie and Stockport was unsuccessful.
- Special requirements form has been placed on the RTC Website as a tool to use internally.

Special Requirements Key Fob

CMFT are piloting the issue of a special blood requirements key fob to patients.

Mary Marsden, TP at CMFT gave a presentation and the main highlights are:-

- To issue patients with a special blood requirement key fob to alert health professionals who can contact their local transfusion laboratory.
- The local laboratory can then contact the Trust indicated on the key fob.
- The fob will be issued with an accompanying letter and verbal explanation given to the patient.
- A letter will be circulated to all North West Laboratory Managers and Transfusion Practitioners prior to the commencement of issue.
- On issue the information will be placed on to Medisec.

Regional Apheresis Roadmap

Presentation by Kate Pendry. Highlights:-

- Survey of current service provision sent to over 250 clinicians in the Region (North West & North Wales)
- 30% response rate so far, improvement in response is being escalated (targeted phone calls, letters to Chief Operating Officers)
- Action plan for service improvement will be developed in May 2013.

Massive Haemorrhage Toolkit

Presentation by Kate Pendry. Highlights:-

- Follow up meeting convened Friday 24th May 2013 at Manchester Blood Centre to:-
 - Update toolkit
 - Develop key performances indicators
 - Review audit process

Pre op Anaemia Working Group

New group to be launched. Aim is to produce a toolkit that can support the development of pre operative anaemia management services. 1st meeting is on Monday 17th June 2013 at Liverpool Blood Centre.

TEG / ROTEM

Presentation by Kate Pendry. Highlights:-

- Toolkit has been developed and will be sited on www.hospital.blood.co.uk website.
- Opportunities for research and audit collaboration.
- Future plans to develop support for implementation of near patient platelet function testing.

Launch of TEG/ROTEM Toolkit

Tony Davies presented on behalf of Balsam Altemimi. The presentation included an overview of the background, baseline audit, work streams, workshops, survey and business case. The toolkit is ready for publication on the RTC Website. 2nd Massive Haemorrhage & POC Testing Study Day to be held on 9th September 2013 at Aintree Hospital, Liverpool.

Action: Toolkit to be posted on the RTC Website **(KP/JM)**

This presentation is available by contacting Jane Murphy, NW RTC Administrator jane.murphy@nhsbt.nhs.uk

4.2 Education and Training

Presentation by Jayne Addison. Highlights:-

- Work plan reviewed for 2012/13 and it's available on NW RTC Website.
- Transfusion Factor events held: 22nd October 2012 in Liverpool Blood Centre and 18th March 2013 in Manchester Blood Centre. 80 delegates in total attended.
- Study Day for Laboratory Staff: 23rd January 2013 at Manchester Blood Centre. 25 delegates in total attended.
- Contributed an article to NW Blood Bulletin which is currently going to print.
- Provide year 3 medical students (Manchester) with additional transfusion education tools to supplement their learning website in the Heart, Lung, Blood Module.
- Initial stages of devising work plan for 2013/14.
- End of 2 year membership for current members. New members welcome.

Action: Email to be sent out via TLN User Group requesting new members **(JA)**

4.3 Northern Assistant Transfusion Practitioners

Presentation by Jayne Addison. Highlights:-

- Group developing a Transfusion Toolkit to use as resources for teaching HCA's and students in their own hospitals. To include:-
 - Laboratory visit
 - PowerPoint presentation on the role of the ATP
 - Patient ID and WBIT
 - Jehovah's Witnesses and alternatives
 - Anti-D and HDN

5. Feedback from Hospitals

Tony Davies delivered a presentation which highlighted the key issues from the 19 HTC reports received.

This presentation is available by contacting Jane Murphy, NW RTC Administrator jane.murphy@nhsbt.nhs.uk

6. Feedback from NBTC & RTC Chair's Meetings ~ 22nd April 2013

Mike Desmond attended both these meetings.

RTC Chair's meeting was held in the morning, followed by the NBTC in the afternoon. Highlights from these meetings were presented which included:-

- Platelet usage:
 - rate of rise has reduced
 - Working group working with BSMS to produce more readily understandable graphs
- Website: To be updated and will go live later this year.
- Thawed FFP: Survey on demand carried out, results/data confusing.
- SaBTO: Prion reduction filters – no longer proceeding.
- West Nile Virus: Donors tested who visited the area during 2012 – no positives from testing carried out.

7. NHSBT Customer Services

Christine Gallagher provided an update on the following areas:-

- SP-ICE
- ITS
- Pooled Granulocytes
- Credits
- Lancaster SHU

BSMS report for Q3 of 2012/2013

This was circulated with the agenda and reviewed by Tracey Scholes.

8. HTC Chair's Toolkit

Jayne Addison provided a presentation launching the HTC Chair's Toolkit. This is guidance for new and developing HTC Chair's.

The toolkit will be sent to all HTC Chair's within the North West and North Wales region with an accompanying letter from the RTC Chair. The toolkit will include information on the following:-

- Transfusion Team Infrastructure in England & North Wales
- List of hospitals & Trusts in NW including names of HTC Chair's
- Contact details and roles of NHSBT HL Team
- Link to NW RTC Website
- Regional & National Audits
- Forthcoming dates of events

Appendices:-

- Person specification for lay/patient representative on HTC
- Strategies to improve clinician attendance at & engagement with HTC
- Duties of a Trust Wide Transfusion Lead
- NW RTC Objectives 2013-14

Action: HTC Chair's Toolkit to be sent out to all HTC Chair's by the end of May 2013 **(JM)**

9. Nurse Authorisation

Following the attendance on the Transfusion Medicine for Nurses and Midwives course in March 2012; attendees were asked to complete a short survey on their progress with authorising blood components within their Trust.

Results from the survey were presented by Jayne Addison which is available by contacting Jane Murphy, NW RTC Administrator jane.murphy@nhsbt.nhs.uk

Action: Future courses are to be held in September & December 2013. Reminder email with dates to be sent out **(JA)**

10. Consent

Jayne Addison delivered a presentation to support Trusts with implementing Consent for Blood Transfusion. This presentation will be sent out to HTT's. It has been designed to assist with promoting Consent Guidance from SaBTO and it can be used in full or adapted to suit the needs of individual Trusts.

Action: Consent presentation to be sent to all HTT's (JM)

11. Audits

Regional Platelet Quick Audit

Jayne Addison gave a presentation which gave an overview of the proposed quick audit. Pilot to take place week commencing 13th May 2013 and rolled out week commencing 1st July 2013.

Action: Email to be sent out requesting a hospital to pilot the audit which will involve completing 15 cases (JA)

2011 Medical Use of Blood Audit

Kate Pendry delivered a presentation which is available by contacting Jane Murphy, NW RTC Administrator jane.murphy@nhsbt.nhs.uk

Massive Haemorrhage

Kate Pendry presented an update following the collection of data between July 2012 – September 2012. This presentation is available by contacting Jane Murphy, NW RTC Administrator jane.murphy@nhsbt.nhs.uk

12. A.O.B.

None raised.

13. Evaluation Form

Feedback is vital from members who attend RTC meetings. This helps plan and support future meetings. Members were encouraged to complete the evaluation forms on the day or return direct to Jane Murphy, NWRTC Administrator at Liverpool Blood Centre. 24 forms were completed out of the 45 members who attended (53%).

14. Papers for Information

RTC Budget

Jane Murphy produced a report which provided an update on the NW RTC budget for the financial year 2012-13.

Any future events/ educational symposiums people would benefit from attending, please let the RTC know by emailing nwrtc@nhsbt.nhs.uk All requested will be raised at RTT meetings.

Website Downloads – Q4 2012

Details of the most frequently downloaded documents from the NBTC and RTC areas of the Transfusion Guidelines website during quarter 4 of 2012.

2012 Audit of Blood Sample, Collection & Labelling

Regional slideshow for information.

BBTS HoT SIG / TP Conference

14th & 15th May 2013 – Crown Plaza Hotel, Birmingham www.bbts.org.uk/

SHOT Symposium

10th July 2013 – Royal Society of Medicine, London shot@nhsbt.nhs.uk

National Trauma Conference

12th July 2013 – Aintree university Hospital, Liverpool

POCT & MH Study Day

9th September 2013 – Aintree University Hospital, Liverpool (details to follow)

15. Date of Next Meeting

Monday 14th October 2013 at Haydock Park Racecourse, Merseyside.