

**Confirmed Minutes**  
**NW RTC incorporating North Wales**  
**HL & RTC Chair's Meeting**  
**Venue: Manchester Blood Centre**  
**Date: Monday 3<sup>rd</sup> December 2012, 10:00hrs**

**Attendees**

|                    |  |
|--------------------|--|
| Mike Desmond (MD)  | Chair, Liverpool Heart & Chest Hospital    |
| Jayne Addison (JA) | TLN, NHSBT Liverpool                       |
| Tony Davies (TD)   | TLP, NHSBT Manchester                      |
| Kate Pendry (KP)   | Consultant Haematologist, NHSBT Manchester |

**Minutes**

|                  |                   |
|------------------|-------------------|
| Jane Murphy (JM) | RTC Administrator |
|------------------|-------------------|

**Apologies**

|                  |  |
|------------------|--|
| Kate Pendry (KP) | Consultant Haematologist, NHSBT Manchester |
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**Actions**

| Item no. | Original Meeting Date | Action  | Owner | Status    |
|----------|-----------------------|---|-------|-----------|
| 2        | 03/12/2012            | Minutes of last meeting to be updated and changed to 'confirmed' on the website                         | JM    | Completed |
| 3 (4)    | 16/07/2012            | JM to draft document / toolkit for HTC Chair's and sent out for reviewed by MD & HL Team                | JM    | Completed |
| 4        | 03/12/2012            | MD to advise of speaker from LHCH for PMB Event   | MD    | Completed |
| 4        | 03/12/2012            | JA to contact Balsam / Dave re presenting at PBM Even   | JA    | Completed |
| 4        | 03/12/2012            | JA to update PBM programme with changes   | JA    | Completed |
| 5        | 03/12/2012            | KP to contact Jecko Thachill for support in arranging speakers for NW RTC Education Event in April 2013 | KP    | Completed |

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|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>Welcome &amp; Apologies</b>  |           |
|          | Mike welcomed everyone to the meeting and thanked everyone for attending.   |           |
| <b>2</b> | <b>Minutes of HL &amp; RTC Chair's Meeting 17<sup>th</sup> September 2012</b>   |           |
|          | The minutes of the last meeting were reviewed.  |           |
|          | <b>Action:</b> JM to update and change to 'confirmed' on website.   | <b>JM</b> |
| <b>3</b> | <b>Matters Arising and Current Action List</b>  |           |
|          | <b>4:</b> Document/toolkit for HTC Chair's to be drafted and sent out for review by MD & HL Team. To include:- HL contact list / terms of reference / roles & responsibilities / list of audits / list of planned events  |           |
|          | <b>Action:</b> JM to draft document and send out for review.  | <b>JM</b> |
|          | All other actions complete.   |           |
| <b>4</b> | <b>Patient Blood Management Event 6<sup>th</sup> February 2013</b>  |           |
|          | Update given on forthcoming event. Reviewed draft programme. Timings adjusted.  |           |
|          | <u>Speakers</u>   |           |
|          | 6 speakers confirmed. MD to chair session 3 and confirm speaker from LHCH for presentation on data. Kate to present on PBM KPI's. Request Balsam / Dave to present the launch of the NW RTC TEG Toolkit   |           |
|          | <b>Action:</b> MD to advise of speaker from LHCH.   | <b>MD</b> |
|          | <b>Action:</b> JA to contact Balsam / Dave re presenting at event.  | <b>JA</b> |
|          | <b>Action:</b> Programme to be updated with changes   | <b>JA</b> |
| <b>5</b> | <b>NW RTC Education Event 29<sup>th</sup> April 2013</b>  |           |
|          | Discussed possible topics for event. Agreed on 'HITT' as the subject and suggested presentations around the following:-   |           |
|          | <ul style="list-style-type: none"> <li>• Clinical problems – case studies</li> <li>• Screening testing</li> <li>• New anti-coagulant and platelet drugs</li> <li>• Overview – screening / diagnosing, what's available?</li> </ul>  |           |
|          | <b>Action:</b> KP to contact Jecko Thachill for support in arranging speakers.  | <b>KP</b> |
|          | Suggested sponsor: Mitsubishi Pharma Europe Ltd, key account manager <a href="mailto:jonathan.hayden@mitpharm.co.uk">jonathan.hayden@mitpharm.co.uk</a>   |           |
| <b>6</b> | <b>Working Groups</b>   |           |
| 6.1      | <b>Education and Training</b>   |           |
|          | <ul style="list-style-type: none"> <li>• BMS Study Day to be held 23<sup>rd</sup> January 2013 @ Manchester Blood Centre. Flyer to be distributed within next 2 weeks.</li> <li>• Transfusion Factor Event to be repeated on 18<sup>th</sup> March 2013 @ Manchester Blood Centre.</li> <li>• Kate Pendry and Rachel Brown looking at the Manchester Medical School website.</li> </ul> |           |

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- Members of the group to be reviewed in March 2013.
- 2012 / 2013 Objectives will be met.

**6.2 Audit**

- Massive Haemorrhage – Audit carried out July to September. 15 responses received so far. Another email has recently been sent to hospitals to follow up outstanding responses.
- Platelet – repeat of 2010 audit to take place in 2013. To review West Midlands proforma.

**6.3 Policies / Guidelines**

- Shared Care –The Christie have piloted 16 cases, target 20. CMFT are to issue key fobs to patients.
- TEG/ROTEM – Point of Care Testing and Massive Haemorrhage Study Day took place on 12<sup>th</sup> November 2012 at Wythenshawe Hospital. Event very well received with good feedback. Telecon planned for 18<sup>th</sup> December 2012 and workshop to be held 25<sup>th</sup> January 2013 @ Manchester Blood Centre.

**7 RTC / HTC Chair's Report**

Discussed. Template to be obtained.

BBT survey questionnaire being sent out week commencing 10<sup>th</sup> December 2012.

**8 RTC Budget**

JM confirmed budget for 2012/2013 will be spent and provided an update:-

- **Budget - £8,064**
- Sponsorship received - £2,650
- Spent to date - £6,490
- **Remaining - £4,224**
- **Recent & planned spending - £4,170**
  - Haydock – Oct '12; £2,000
  - Quality Workshop – Oct '12; £1,620
  - Blood Bulletin – to be arranged - £550
- **Within budget by £54**

**9 AOB**

None raised.

**13 Date of Next Meetings**

RTT ~ Monday 21<sup>st</sup> January 2013 @ 2pm, Manchester Blood Centre  
 HL & RTC Chair's ~ Monday 25<sup>th</sup> February 2013 @ 2pm, Manchester Blood Centre