

**Draft Minutes of the South Central RTT Telecon
Held on 2 October 2018**

Attendees	
Anwen Davies (AD) Nigel Sargent (NS) Alison Davies (ADa) Tanya Hawkins (TH) Kerry Dowling (KD)	Kim East (KE) Tanya Hawkins (TH) Jacky Nabb (JN) Nigel Sargent (NS) Cathy Lim (CL)
Apologies	
Simon Stanworth	

1	Minutes of Previous meeting The minutes of the meeting on 20 June 2018 were confirmed	
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2	<p>Actions from previous minutes</p> <ol style="list-style-type: none"> 1. WBIT The one page document has been produced, AD to review methods of publishing the data 2. KPIs The May audit results have been distributed, the deadline for the August audit results has passed, JN is chasing those outstanding 3. BMS Study day The day was held on July 4th feedback was good, it has been agreed to hold another one next year and is part of the work plan. Thanks were given to all involved in organising the day and especially to KD who put a lot of work into the content and presented for most of the morning. NS has asked if the slides would be appropriate for Haematology staff, Action KD to send slides to NS 4. Transfer of blood with patients – included in work plan 5. O Neg usage audit. Annual audit agreed at the joint meeting and is now part of the work plan 6. Neonates Audit The results of the initial audit have been distributed and future activity is part of the work plan 7. Poster competition at Transfusion Bites. Due to level of sponsorship and space available for displaying the posters it has been agreed to delay this to Transfusion Bites next year. Bombay Sapphire Gin have donated a prize, Action JN to ask if the prize can be used next year 8. BOOST Study Group, the first sessions were held at the joint meeting on Sept 11th with good feedback. A further two sessions will be held at Transfusion Bites 9. GDPR, E mail contact details for all members of the RTT and the TPs that responded to the e mail requesting permission to include their e mails on the web site have been included on the SC JPAC contact page 	<p>AD</p> <p>JN</p> <p>KD</p> <p>JN</p>
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3	<p>Meetings</p> <ol style="list-style-type: none"> 1. Joint TP/TLM meeting September 11 The feedback from the meeting was reviewed key points were: <ol style="list-style-type: none"> 1. The venue was difficult to get to 2. Preferred format is a mixture of presentations, feedback from hospitals, discussion on what has been achieved on the work plan and future projects 3. All agreed the meetings should be held annually <p>Actions</p> <ul style="list-style-type: none"> • Venue to be researched • Format and content of meeting to be discussed at the face to face RTT in February • Meeting to be arranged for September next year 2. Transfusion Bites November 7th <ol style="list-style-type: none"> 1. Awaiting title for the talk from Bucks Trust, also KE advised they have a change to their session, KE to send details to JN. Tom Cowdrey's talk to be moved to before lunch due to distance he has to travel. Action JN will send out the programme as soon as details have been received. 3. Feb 2019 RTC meeting and symposium – theme Human Factors <ol style="list-style-type: none"> 1. The date of the meeting has been agreed as Wednesday 27th February, the Regency Park Hotel has been provisionally booked 2. JN to ask for contact details for the pilot who has given talks in other regions from Frances Moll. Action JN 3. ADa will contact the surgeon in QA who has given talks on this subject to check if he is able to present. If not Ada will try to identify a speaker from the military Action ADa 4. WBIT It was suggested that a debate on the pros and cons of electronic systems and impact on WBIT. KD to ask Julie Staves about speaking pro electronic sampling system, KD will speak against. It was suggested that an interactive session be held before and after the debate. Regional Stats to be shown at beginning of the session and the financial implication included in the pros and cons debate. Action KD 5. MHRA capacity planning, JN to contact for availability, content of session to be agreed following BBTS and SEC Education Day Action JN 4. Blood Usage Presentation It was agreed to survey the region to ascertain usefulness of the current Blood Usage Presentation. We will ask if the current content is useful and if there is anything else they would like to see. Also whether they would prefer to get it electronically and or presented at the meeting 	<p>JN</p> <p>KE JN</p> <p>JN ADa</p> <p>KD</p> <p>JN</p> <p>JN</p>
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4	RTT Membership <u>Non Haem Consultant</u> KD has been in contact with Consultant Anaesthetist at Southampton. who is interested in joining the RTT but it is depending on other project work finishing. KD is waiting to hear and has invited her to attend Transfusion Bites to meet the team. Actions <ul style="list-style-type: none"> • KD to advise once she hears from Cons Haem • JN to send e mail to Cons Haem inviting her to attend Transfusion Bites free of charge. 	KD JN
5	TP Update Current workload is restricting the time TPs have available for project work. NS advised that at the NBTC meeting on 24 September it was suggested that a National TP group through BBTS could help to support TPs. It was suggested that at least one TP per region join BBTS to provide two-way feedback. We believe there are at least 2 TPs who are members of BBTS, this will be discussed at the TP meeting in November. TH advised that a National TP Group had been formed but that the latest telecon was postponed due to availability of members. Action JN/TH to add to TP agenda	JN/TH
6	TLM Update Concerns around workload, staffing levels and the uncertainty around the NHSI network. NS requested feedback on NHSI concerns and issues to take to the NHSBT meeting in March. CL advised that a representative from NHSI will present at the Wessex and Oxford user group meetings. Action CL will collate issues and concerns with NHSI network and feedback to NS	CL
mhra7	Budget Due to the charge relating to the cancelled meeting in the previous financial year we have less funds available, sponsors have been sourced which should provide sufficient funds for Transfusion Bites and the Feb RTC	
8	AOB None	
9	Next meeting February 1 st face to face meeting, venue to be agreed	JN