

**Confirmed Minutes**  
**NW RTC incorporating North Wales**  
**RTT Meeting**  
**Date: Monday 11th January 2016, 14:00 – 16:00**  
**Venue: Manchester Blood Centre**

**Attendees**

Dr Craig Carroll	Chair, Salford Royal Hospital	CC
Jayne Addison	NHSBT	JA
Dr Allameddine	Pennine Acute NHS Trust	AA
Rukhsana Hashmat	NHSBT	RH
Kate Pendry	NHSBT / CMFT	KP
Suruthi Narayan	NHSBT	SN

**Minutes**

Jane Murphy	RTC Administrator	JM
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**Apologies**

Seema Agarwal	LHCH
Jo Bark	NHSBT
Sarah Haynes	Wythenshawe Hospital
Lilian Parry	Whiston Hospital
Julie Yates	Warrington Hospital

**Actions**

Item no.	Original Meeting/Date	Action	Owner	Status
2	11/01/2016	Minutes from RTT meeting on 6 <sup>th</sup> July 2015 to be 'confirmed' on website	JM	Completed
<b>3 (6)</b>	<b>12/06/2014</b>	<b>Look at representation from Arrowe Park Hospital at April RTC meeting</b>	<b>CC (MD)</b>	<b>Ongoing</b>
4	11/01/2016	Attendance list from October RTC Meeting to be posted on the NW RTC website	JM	Completed
4	11/01/2016	Look into hiring PA system & microphone for next RTC meeting	JM	Completed
5	11/01/2016	Send speakers from RTC Event on 20/11/15 individual feedback	JM	Completed
5	11/01/2016	On future evaluation forms, remove sections asking for comments re Chairperson (s)	JM	Completed
7	11/01/2016	Email members requesting volunteers to present at next RTC Meeting, 22/04/16	JM	Completed
8	11/01/2016	Suitable venues to be found for May & November RTC Educational Events	JM	Completed
8	11/01/2016	Draft agenda to be put together for May's RTC Educational Event	CC	Completed
8	11/01/2016	Draft agenda to be put together for November's RTC Educational Event	AA	Completed
10	11/01/2016	Agenda item 'NHSBT e-learning at both Manchester and Liverpool Universities' to be carried forward	JM	Completed
11	11/01/2016	Agenda item 'NBTC Audits' to be carried forward	JM	Completed
12	11/01/2016	Agenda item 'Regional Approach to ICS Training and Delivery' to be carried forward	JM	Completed

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**1 Apologies**

The persons listed above sent their apologies prior to the meeting.

**2 Minutes of RTT Meeting 6<sup>th</sup> July 2015**

The minutes of the meeting were reviewed and agreed.

**Action:** JM to change to 'confirmed' and post on website. **JM**

**3 Matters Arising and Current Action List**

**6:** NW RTC Meeting Attendance

No representation at RTC Meetings from Arrowe Park Hospital since May 2011. New TLM now in post.

**Action:** Carry forward to see if attendance at April's Meeting. **CC**

All other actions completed.

**4 NW RTC Meeting 19th October 2015 Attendance / Evaluation Results**

Meeting held at Liverpool Blood Centre.

Attendance

Good attendance by members - 54 attendees including 3 HTC Chair's. 2 Trusts not represented.

**Action:** Attendance list to be posted on the NW RTC website. **JM**

Evaluation results

Reviewed and discussed for meeting.

- Completion rate of forms – 75%
- Good feedback received – 98% would recommend this meeting
- All top box results over 95% except question about the venue/facilities which scored 83% this was due to speakers not being able to be heard.

**Action:** Look into hiring a PA system & microphone for the next meeting. **JM**

**5 NW RTC Education Event "Patient Blood Management for Anaesthetists" 20th November 2015, Evaluation Results**

Evaluation results reviewed and discussed.

129 delegates attended, total attendance 136 - 43% completion rate.

Overall, event was well received and good feedback received.

Top box results over 95%

**Action:** Send speakers individual feedback. **JM**

**Action:** On future evaluation forms, remove sections asking for comments re Chairperson(s). **JM**

**6 Proposed Meeting Dates for 2016**

Dates for all the meetings for 2016 were discussed and agreed.

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<b>7</b>	<b>NW RTC Meetings 22<sup>nd</sup> April &amp; 21<sup>st</sup> October 2016 @ Liverpool Blood Centre</b>	
	Discussed format and agenda. As well as standard agenda items ask for volunteers who would be willing to share and give a presentation on any experiences, audits or good practices from their hospital / trust. <b>Action:</b> Email to be sent to members requesting volunteers to present at next RTC Meeting, 22/04/16	<b>JM</b>
<b>8</b>	<b>NW RTC Education Events 6<sup>th</sup> May &amp; 18<sup>th</sup> November 2016</b>	
	Venues and topics for the education event in 2016 were discussed.  <u>Venues</u> May date to be held in Liverpool and November date in Manchester. <b>Action:</b> JM to look into suitable venues for events	<b>JM</b>
	<u>Topics</u> Following the review of the evaluation forms from November's event, the following topics were agreed:- <ul style="list-style-type: none"> <li>• May – Transfusion for the Emergency Department <b>Action:</b> CC to put together a draft programme</li> <li>• November – Bleeding Patient in Gastroenterology <b>Action:</b> AA to put together a draft programme</li> </ul>	<b>CC</b> <b>AA</b>
<b>9</b>	<b>NW RTC Objectives 2015/16</b>	
	Discussed and reviewed current objectives.	
<b>10</b>	<b>NHSBT e-learning at both Manchester and Liverpool Universities</b>	
	Not discussed. <b>Action:</b> Carried forward	<b>JM</b>
<b>11</b>	<b>NBTC Audits</b>	
	Not discussed. <b>Action:</b> Carried forward	<b>JM</b>
<b>12</b>	<b>Regional Approach to ICS Training and Delivery</b>	
	Not discussed. <b>Action:</b> Carried forward	<b>JM</b>

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**13 Working Groups**

Massive Haemorrhage in Trauma

Audit to be carried out Feb – April. To be reported in May.

Pre-Op Anaemia

Workshop to be held in March Project Officer appointed and hopefully will start sometime in January. Once in post, group will be re-invigorated

TEG/ROTEM

Group to be handed over to Seema Agarwal. Annual study day to be held at Aintree Hospital on 27<sup>th</sup> June 2016.

**14 RTC Budget**

Update

JM provided an update:-

Annual budget : £8,064

Sponsorship received: £3,898

Spent to date: £11,395

Remaining: £567

**15 AOB**

None raised

**12 Date of Next RTT Meeting**

Monday 4<sup>th</sup> July 2016 @ 2pm, Manchester blood Centre