

Confirmed Minutes
NW RTC incorporating North Wales
RTT Meeting
Date: Monday 4th July 2016, 14:00 – 16:00
Venue: Manchester Blood Centre

Attendees

Dr Craig Carroll	Chair, Salford Royal Hospital	CC
Dr Allameddine	Pennine Acute NHS Trust	AA
Jo Bark	NHSBT	JB
Rukhsana Hashmat	NHSBT	RH
Kate Pendry	NHSBT / CMFT	KP
Julie Yates	Warrington Hospital	JY
Joe Sharif	NHSBT / CMFT	JS

Minutes

Jane Murphy	RTC Administrator	JM
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Apologies

Jayne Addison	NHSBT
Seema Agarwal	LHCH
Lydia Baxter	Salford Royal Hospital
Lilian Parry	Whiston Hospital

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Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	04/07/2016	Minutes from RTT meeting on 11 th January 2016 to be 'confirmed' on website	JM	Completed
3 (6)	12/06/2014	Look at representation from Arrowe Park Hospital at April RTC meeting	CC (MD)	Completed
4	04/07/2016	Unconfirmed minutes from NW RTC Meeting 22 nd April 2016 to be posted on the NW RTC Website	JM	Completed
4	04/07/2016	Attendance list from April RTC Meeting to be posted on the NW RTC website	JM	Completed
4	04/07/2016	Ensure sufficient time for 'points to be raised' is given on the agenda at the RTC Meeting in October	JM	Completed
4	04/07/2016	JY to provide recent poster presentation from junior medics at Warrington	JY	New
5	04/07/2016	Invitation email to be sent to each HTC Chair for RTC Meeting on 21 st October 2016	JM	Completed
6	04/07/2016	HEP E Transmission – JS to put something together to send to HTC Chairs for dissemination to consultants in their own Trust.	JS	New
6	04/07/2016	AA to send to JS details of Pennine's policy on quick references	AA	New
6	04/07/2016	CC to speak to Deanery regarding post graduates	CC	New
6	04/07/2016	AA to lead and share Pennine's best practice on Shared Care of Special Requirements	AA	New
7	04/07/2016	NW RTC Meeting agenda 21 st October 2016 to be updated and sent to the group	JM	Completed
8	04/07/2016	Send speakers from RTC Event on 06/05/16 individual feedback	JM	Completed
8	04/07/2016	On future evaluation forms, request speciality of delegate	JM	Ongoing
9	04/07/2016	Flyer for RTC Event, 18 th November 2016 to be distributed	JM	Completed
9	04/07/2016	KP to contact Jecko Thachill regarding presenting at RTC Event, 18 th November 2016	KP	Completed
9	04/07/2016	CC to contact Martin Thomas regarding presenting at RTC Event, 18 th November 2016	CC	Completed
9	04/07/2016	JM to email Dr Allameddine confirming he will present at RTC Event, 18 th November 2016	JM	Completed
9	04/07/2016	JM to contact companies regarding sponsorship for RTC Event, 18 th November 2016	JM	Completed
11	04/07/2016	Template for NW RTC Objectives 2016/17 to be sent out to Customer Services Team & CC for updating	JM	Completed
12	04/07/2016	JY to request report from Rachel Wallace	JY	New
13	04/07/2016	Telecon to discuss 'Regional Approach to ICS Training and Delivery' to be arrange between CC, KP & SH	JM	New
14	04/07/2016	CC to speak to Martin Thomas regarding leading on the regional approach to Massive Haemorrhage Protocol development	CC	New
15	04/07/2016	KP to clarify with Seema Agarwal regarding leading on the TEG/ROTEM Working Group	KP	New

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Minutes

1	Apologies	
	The persons listed above sent their apologies prior to the meeting.	
2	Minutes of RTT Meeting 11th January 2016	
	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 TP has been recruited who will start in September Action: Carry forward to see if attendance at October's Meeting.	CC
	All other actions completed.	
4	NW RTC Meeting 22nd April 2016 Minutes / Attendance / Evaluation Results	
	Meeting held at Liverpool Blood Centre.	
	<u>Minutes</u> Minutes reviewed and approved. For further review at next RTC Meeting, 21 st October 2016. Action: JM to post 'unconfirmed' minutes on website.	JM
	<u>Attendance</u> Good attendance by members - 42 attendees including 3 HTC Chair's. 6 Trusts not represented. Action: Attendance list to be posted on the NW RTC website.	JM
	<u>Evaluation results</u> Reviewed and discussed for meeting. <ul style="list-style-type: none">• Completion rate of forms – 63%• Good feedback received – 100% would recommend this meeting• All top box results over 95% except questions; 'do you feel you were allowed to raise points?' 85% and 'do you feel enough time was given to raise any concerns / issues?' 81% Action: To ensure sufficient time is given on agenda at next RTC Meeting in October.	CC
	Action: JY asked to provide recent poster presentation from junior medics at Warrington Hospital.	JY
5	HTC Chairs Engagement	
	Discussed how to get more engagement from HTC Chair's at RTC Meetings. Members suggested the following:- <ul style="list-style-type: none">• Set up a Google Group• Hold a 'one off' separate late afternoon / early evening meeting for HTC Chairs.	

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- Send individual invites to forthcoming RTC Meeting.

Action: JM to email each HTC Chair, inviting them to RTC Meeting on 21st October 2016. **JM**

6 Issues to be Addressed Locally / Nationally from HTC Reports from RTC Meeting 22nd April 2016

Key Issues Locally

All points reviewed.

HEV Guidance/Policy

Dependant on SaBTO. No guidance to be issued until after meeting in September.

Action: HEP E Transmission – JS to put something to together to send to HTC Chairs for dissemination to consultants in their own Trust. **JS**

Action: AA to send to JS details of Pennine's policy on quick references. **AA**

Medics Passport

Discussion around training and competence assessments.

Action: CC to speak to Deanery regarding post graduates. **CC**

Shared Care of Special Requirements

Suggested working group to be reconvened

Action: AA to lead and share Pennine's best practice. **AA**

Key Issues Nationally

All points reviewed.

7 NW RTC Meeting 21st October 2016, Liverpool Blood Centre

Reviewed draft agenda. Items to be added:-

- Annual SHOT Symposium 9th July 2016, key message from delegates funded by RTC
- Transfusion Training Debate
- HEV Recommendations – update from SaBTO.

Action: Agenda to be updated and sent to group. **JM**

8 NW RTC Education Event "Managing Blood Loss in Trauma & Emergency Medicine" 6th May 2016

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, request speciality of delegate. **JM**

Good feedback received from sponsor's evaluation forms – liked venue.

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9 NW RTC Education Event “PBM in Gastroenterology and Hepatology” 18th November 2016

Venue confirmed – Hilton Hotel Manchester Airport.

Flyer

Reviewed and agreed. Discussion distribution of flyer. To include; NW Deanery and Health Education England

Action: JM to distribute flyer.

JM

Programme / Speakers

1 speaker confirmed, Beverley Hunt. Discussed presentations along with recommended speakers. Dr Allameddine volunteered to present.

Action: KP to contact Jecko Thachill regarding presenting.

KP

Action: CC to contact Martin Thomas regarding presenting.

CC

Action: JM to email Dr Allameddine.

JM

Sponsors

Recommended 10 sponsors

Action: JM to contact companies requesting sponsorship.

JM

10 NW RTC Meetings / Education Events 2017

NW RTC Meetings

Dates/venues for 2017 agreed as follows:-

- Monday 24th April, 1pm – 4pm; Salford Royal Hospital, Mayo Building
- Friday 20th October, 1pm – 4pm; Liverpool Blood Centre

Education Events

Dates/venues for 2017 agreed as follows:-

- Friday 5th May; Partnership for Learning Training & Conference Centre; Liverpool
- Friday 24th November; Manchester Conference Centre; Manchester

11 NW RTC Objectives 2016/17

Objectives for 2016/17 need to be set. Template to be sent for updating. Further review at Customer Services & RTC Chair's Meeting, 12th September 2016.

Action: JM to send template to Customer Services Team & CC for updating.

JM

12 Medical & LBT

JY provided an update.

E-learning modules not completed via NHSBT, these are done nationally. Therefore, hard to control. Rachel Wallace, lead for Liverpool area; is able to produce a report, listing those who have completed the modules.

Action: JY to request report from Rachel Wallace.

JY

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13 Regional Approach to ICS Training

To be discussed further between CC, KP and Sarah Haynes.

Action: Telecon to be arranged between CC, KP and Sarah Haynes. **JM**

14 MHP

Martin Thomas is to be asked to lead on the regional approach to Massive Haemorrhage Protocol development & liaise with Tim Heyes and Teresa Kelly.

Action: CC to speak to Martin Thomas. **CC**

15 Working Groups

Massive Haemorrhage in Trauma

Report for recent audit currently being written.

Pre-Op Anaemia

Next Workshop; 26th September 2016 at Manchester Blood Centre.

TEG/ROTEM

Annual study day held at Aintree Hospital on 27th June 2016. Toolkit and website to be updated.

Action: KP to clarify with Seema Agarwal regarding leading this group. **KP**

16 RTC Budget

Update provided by JM.

17 AOB

None raised.

18 Date of Next RTT Meeting

Monday 9th January 2017 @ 2pm, Manchester Blood Centre