

**Confirmed Minutes**  
**NW RTC incorporating North Wales**  
**Customer Services & RTC Chair's Meeting**  
**Venue: Manchester Blood Centre**  
**Date: Friday 16<sup>th</sup> September 2016, 14:00hrs**

**Attendees**

Craig Carroll (CC)	Chair & Consultant Anaesthetist, Salford Royal
Kate Pendry (KP)	Consultant Haematologist, NHSBT Manchester
Jayne Addison (JA)	PBM Practitioner, NHSBT Manchester
Jo Bark (JB)	PBM Practitioner, NHSBT Liverpool
Rukhsana Hashmat (RH)	CSM, NHSBT Manchester

**Minutes**

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

**Actions**

Item no.	Original Meeting Date	Action	Owner	Status
2	16/09/2016	Minutes of last meeting to be updated and changed to 'confirmed' on the website	JM	Completed
4	16/09/2016	JM to amend RTC Objectives for 2016/17 and send to group for final review	JM	Completed
4	16/09/2016	Include RTC Objectives for 2016/17 as a paper with RTC Meeting agenda	JM	Completed
<b>4</b>	<b>16/09/2016</b>	<b>CC to contact Sarah Haynes regarding being a pilot site for ICS which would involve access to the training at Salford Royal</b>	<b>CC</b>	<b>New</b>
5	16/09/2016	CC to speak to KP to agree main highlights from recent NBTC & RTC Chair's Meeting for feedback at RTC Meeting	CC	Completed
5	16/09/2016	JM to update RTC Meeting agenda with changes	JM	Completed
6	16/09/2016	JM to resend education event flyer	JM	Completed
6	16/09/2016	CC to contact Martin Thomas regarding presenting on 'Massive Haemorrhage Policy – The management of variceal bleeding'	CC	Completed
6	16/09/2016	JB to contact Julie Yates regarding presenting on their 'Anaemia Management Pathway'	JB	Completed

**Confirmed Minutes**  
**NW RTC incorporating North Wales**  
**Customer Services & RTC Chair's Meeting**  
**Venue: Manchester Blood Centre**  
**Date: Friday 16<sup>th</sup> September 2016, 14:00hrs**

<b>1</b>	<b>Welcome</b>	
	Everyone was welcomed to the meeting.	
<b>2</b>	<b>Minutes of Customer Services &amp; RTC Chair's Meeting, 17<sup>th</sup> March 2016</b>	
	The minutes of the last meeting were reviewed and agreed. <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>	
	All actions complete.	
<b>4</b>	<b>NW RTC Objectives 2016/17</b>	
	Objectives reviewed and discussed. Few changes required. Agreed objectives set are achievable. Paper to be included with RTC Meeting agenda. <b>Action:</b> JM to amend objectives and send to group for final review.	<b>JM</b>
	<b>Action:</b> Include Objectives 2016/17 as a paper with RTC Meeting agenda.	<b>JM</b>
	<u>ICS</u> Salford Royal have training manuals for all involved. Entire package / module that is successful. <b>Action:</b> CC to contact Sarah Haynes regarding being a pilot site which would involve access to the training at Salford Royal.	<b>CC</b>
	<u>Transfusion Leads Toolkit</u> East of England have composed a toolkit for transfusion leads. <b>Action:</b> JA to send to KP.	<b>JA</b>
<b>5</b>	<b>NW RTC Meeting 21<sup>st</sup> October 2016</b>	
	<u>Agenda</u> Reviewed and discussed draft agenda. Welcome checklist to be produced; to include: new members, members who have left and patient reps.  <b>Action:</b> CC to speak to KP to agree main highlights from recent NBTC & RTC Chair's Meeting – item 3 on agenda.	<b>CC</b>
	<b>Action:</b> JM to update agenda with agreed changes.	<b>JM</b>
	<u>HTC Chairs</u> Following personal invite sent to all HTC Chairs, 5 chairs have confirmed they will be attending.	
<b>6</b>	<b>NW RTC Education Event 'Patient Blood Management in Gastroenterology &amp; Hepatology' 18<sup>th</sup> November 2016</b>	
	<u>Delegates</u> 38 delegates currently registered for the event. <b>Action:</b> JM to resend flyer out.	<b>JM</b>

**Confirmed Minutes**  
**NW RTC incorporating North Wales**  
**Customer Services & RTC Chair's Meeting**  
**Venue: Manchester Blood Centre**  
**Date: Friday 16<sup>th</sup> September 2016, 14:00hrs**

Sponsors

7 companies sponsoring the event, totalling £2,300.

Speakers

5 speakers confirmed. Awaiting confirmation from Mark Donnelly. 2 more speakers required.

**CC**

**Action:** CC to contact Martin Thomas regarding presenting on 'Massive Haemorrhage Policy – The management of variceal bleeding'.

**JB**

**Action:** JB to contact Julie Yates regarding presenting on their 'Anaemia Management Pathway'.

**7 National Commissioning Group for Blood Pricing Proposals**

Following email sent out requesting feedback from HTT's, 2 responses were received. CC will feedback these at the NBTC Meeting on 19<sup>th</sup> September 2016.

**8 Working Groups**

**7.1 Audit**

- Recent repeat of Major Haemorrhage Audit in Trauma to be feedback at RTC Meeting on 21<sup>st</sup> October 2016.

**7.2 Policies / Guidelines**

- TEG/ROTEM: Nothing to report. KP to speak to Seema Agarwal as no official face to face handover has been done.
- Pre Op Anaemia: Workshop to be held 26<sup>th</sup> September 2016 at Manchester Blood Centre.
- Massive Haemorrhage: CC to take lead on this working group.

**9 RTC Budget**

JM provided an update:-

Annual budget : £8,064

Sponsorship received: £2,450

Spent to date: £9,325

Remaining: £1,189

**10 AOB**

New Highlight Reports

Looking to roll out across all regions soon. These will replace current HTC reports.

**Confirmed Minutes**  
**NW RTC incorporating North Wales**  
**Customer Services & RTC Chair's Meeting**  
**Venue: Manchester Blood Centre**  
**Date: Friday 16<sup>th</sup> September 2016, 14:00hrs**

**11 Date of Next Meetings**

- Pre RTC Telecon ~ 13/10/16, 12:30pm
- NW RTC Meeting ~ 21/10/16, 10am @ Liverpool Blood Centre
- RTT ~ 09/01/17, 2pm @ Manchester Blood Centre
- Customer Services & RTC Chair's ~ March '17 @ Manchester Blood Centre; TBC