

Confirmed Minutes
North West RTC
Customer Services & RTC Chair's Meeting
Venue: Manchester Blood Centre
Date: Monday 25th March 2019, 13:30hrs

Attendees

Craig Carroll (CC)
Jo Bark (JB)
Rukhsana Hashmat (RH)
Jayne Peters (JP)

Chair & Consultant Anaesthetist, Salford Royal
PBM Practitioner, NHSBT Liverpool
CSM, NHSBT Manchester
Consultant Haematologist, NHSBT Manchester

Minutes

Jane Murphy (JM)

RTC Administrator

Actions

Item no.	Original Meeting Date	Action	Owner	Status
2	25/03/2019	Minutes from previous meeting, 10/09/2018 to be posted on the RTC website.	JM	Completed
3	25/03/2019	JM to update RTC Meeting agenda	JM	Completed
3	25/03/2019	JM to update HTC highlight report	JM	Completed
3	25/03/2019	JM to send highlight report to HTC's for completion for RTC Meeting giving a deadline for returning	JM	Completed
3	25/03/2019	JM to arrange Pre RTC-Meeting telecon for week commencing 13 th May	JM	Completed
4	25/03/2019	Timings to be altered on the RTC event programme	JM	Completed
4	25/03/2019	Ask HTC's, if anyone in their Trust have recently created a poster highlighting any recent audit or best practice that would be willing to display this during the lunch / afternoon breaks at the event	JM	Completed
4	25/03/2019	JP to bring Choosing Wisely poster to RTC event	JP	Completed
4	25/03/2019	JM to contact all speakers, advising of timings and send draft programme	JM	Completed
5	25/03/2019	Blank template to be sent to group for ideas on presentations and speakers for November's event	JM	Completed

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1	Welcome & Apologies	
	Everyone was present and welcomed to the meeting.	
2	Minutes of Customer Services & RTC Meeting, 10/09/2018	
	The minutes of the last meeting were reviewed and agreed.	
	Action: JM to post on website.	JM
	All actions completed	
3	NW RTC Meeting 17th May 2019	
	<u>Agenda</u>	
	Reviewed and discussed draft agenda.	
	Action: JM to update agenda.	JM
	<u>HTC Report</u>	
	Reviewed and CC suggested 3 headings to be included in section asking for progress with PBM:-	
	<ul style="list-style-type: none"> • Pre-op / Post op Anaemia • Restrictive Transfusion (single & review) • Peri op Surgical Measures (including use of tranexamic acid) 	
	Also; to ask on form, if there will be representation from Trust at the RTC Meeting.	
	Action: JM to update HTC highlight report.	JM
	Action: Send highlight report to HTC's for completion for RTC Meeting giving deadline for returning.	JM
	<u>Pre RTC-Meeting Telecon</u>	
	Telecon between JM / CC / JB to be arranged to finalise and run through the agenda.	
	Action: JM to arrange telecon for week commencing 13 th May.	JM
4	NW RTC Education Event "The Truth About Transfusion!" 17th May 2019	
	<u>Programme</u>	
	Reviewed programme.	
	Action: Timings to be altered as discussed.	JM
	Action: Ask HTC's, if anyone in their Trust have recently created a poster highlighting any recent audit or best practice that would be willing to display this during the lunch / afternoon break at the event.	JM
	Action: JP to bring Choosing Wisely poster.	JP
	<u>Speakers</u>	
	6 speakers confirmed.	
	Action: JM to contact all speakers, advising of timings and sending draft programme.	JM
	<u>Sponsors</u>	
	6 companies confirmed for sponsoring the event, totalling £2,145.	

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Delegates

93 delegates currently registered for the event.

Venue

JB/JM to visit Haydock Park to finalise arrangements before the event.

5 NW RTC Education Event, 15th November 2019

To be held at Haydock Park Racecourse. Briefly discussed topics for November's event which will be finalised at RTT Meeting, 1st July 2019.

Proposed topic "Anaemia Revisted". To include:-

- Pre / post
- Management in theatres
- Cell Salvage
- Haemoglobinopathy

Suggested speakers:

- Rachel Brown
- Joe Sharif
- Consultant from Bradford who is starting at the MRI in May

JM

Action: Blank template to be sent to group for ideas on presentations and speakers.

6 Working Groups

Massive Haemorrhage

Meeting arranged for Thursday 25th April 2019 at NHSBT, Manchester Blood Centre to finalise the toolkit. Prior to this, CC to send out documents to Google Group for feedback.

TEG/TEM

Next study day to be planned for Feb/Mar 2020.

7 RTC Budget

It has been confirmed that the budget for 2019/2020 will remain the same. However, all the existing allocated RTC budgets will be looked at and reallocated for 2020/2021.

Budget for 2018/2019 has been spent. JM provided an update:-

- Annual budget: £8,064
- Sponsorship received: £3,700
- Spent to date: £11,661.65
- Remaining budget: £102.35

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8 AOB

Jayne Peters

Congratulations to Jayne whose role is now permanent and commences on 1st April 2019.

Cell Salvage

Introduction of Cell Salvage training across the NCA at Salford Royal Hospital.

UKCSAG

CC is applying to be chair of this group.

9 Date of Next Meetings

- Pre RTC Telecon ~ May '19 (TBC)
- RTT ~ 01/07/19, 1.30pm @ Manchester Blood Centre
- Customer Services & RTC Chair's ~ 09/09/19 @ Manchester Blood Centre