

Confirmed Minutes
NW RTC incorporating North Wales
Customer Services & RTC Chair's Meeting
Venue: Manchester Blood Centre
Date: Monday 30th March 2015, 14:00hrs

Attendees

Mike Desmond (MD)	Chair, Liverpool Heart & Chest Hospital
Jayne Addison (JA)	PBM Practitioner, NHSBT Liverpool
Tony Davies (TD)	PBM Practitioner, NHSBT Manchester
Christine Gallagher (CG)	CSM, NHSBT Manchester
Kate Pendry (KP)	Consultant Haematologist, NHSBT Manchester
Kate Foley	SpR, CMFT

Apologies

Tony Davies (TD)	PBM Practitioner, NHSBT Manchester
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Minutes

Jane Murphy (JM)	RTC Administrator
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Actions

Item no.	Original Meeting Date	Action	Owner	Status
2	30/03/2015	Minutes of last meeting to be updated and changed to 'confirmed' on the website	JM	Completed
4	30/03/2015	Agenda item 3; send latest version of NW RTC Objectives for 2014/15 to HL Team for updating	JM	Completed
4	30/03/2015	Agenda item 3; send template for NW RTC Objectives for 2015/16 to HL Team	JM	Completed
4	30/03/2015	Agenda item 11; send out working group reports to complete	JM	Completed
4	30/03/2015	Agenda item 12, send reminder for completion of HTC reports	JM	Completed
4	30/03/2015	Reply to Dr Allameddine requesting him to present at RTC Meeting on 27 th April and Education Event on 8 th May	JM	Completed
6.2	30/03/2015	When sending out TEG/TEM survey, deadline for completion to be given as 20 th April and reminder to be sent 16 th April	JM	Completed
6.3	30/03/2015	Evaluations to be collated from 3 rd MH & POCT Study Day and sent out to speakers	JM	Completed

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1	Welcome & Apologies	
	Mike welcomed everyone to the meeting and thanked everyone for attending. Introductions were given to Kate Foley. Tony sent his apologies prior to the meeting.	
2	Minutes of HL & RTC Chair's Meeting 16th December 2013	
	The minutes of the last meeting were reviewed.	
	Action: JM to update and change to 'confirmed' on website once available.	JM
3	Matters Arising and Current Action List	
	All actions complete.	
4	NW RTC Meeting 27th April 2015	
	<u>Agenda</u>	
	Reviewed, discussed and finalised agenda.	
	Action: Agenda item 3; send latest version of NW RTC Objectives for 2014/15 to HL Team for updating.	JM
	Action: Agenda item 3; send template for NW RTC Objectives for 2015/16 to HL Team.	JM
	Action: Agenda item 11; send out working group reports to complete.	JM
	Action: Agenda item 12, send reminder for completion of HTC reports.	JM
	Action: Reply to Dr Allameddine requesting him to present at RTC Meeting on 27 th April and Education Event on 8 th May.	JM
5	NW RTC Education Event 'Optimising the care of Mothers and Babies who may need Transfusion, 8th May 2015	
	<u>Delegates</u>	
	54 delegates currently registered for the event.	
	<u>Sponsors</u>	
	4 companies sponsoring the event, totalling £1,250. Waiting confirmation from 1 other company.	
	<u>Speakers</u>	
	12 speakers and 3 chairs confirmed.	
	<u>Programme</u>	
	The programme was reviewed and slight changed made to order of presentations.	
6	Working Groups	
6.1	Education and Training	
	<ul style="list-style-type: none"> • 5th Year Medical Students Review Group <ul style="list-style-type: none"> - Manchester: Nothing to report from Carmel Parker. - Liverpool: all will have to complete learnblood transfusion. 	

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6.2 Audit

- Survey on uptake of TEG/TEM being sent out for completion.
Action: When sending out survey, deadline for completion to be given as 20th April and reminder to be sent 16th April.

JM

6.3 Policies / Guidelines

- TEG/ROTEM: 3rd annual event held 23rd March 2015 at Whiston Hospital. Day was very well received. Workshop to be held on 30th April 2015 at Liverpool Blood Centre to agree algorithms.

Action: Evaluations to be collated and sent out to speakers.

JM

- Pre Op Anaemia: Workshop held 27th March at Manchester Blood Centre. Trying to obtain commissioning for pathway.

7 RTC Budget

JM provided an update:-

Annual budget : £8,064

Sponsorship received: £2,550

Spent to date: £12,491

Remaining: £773

8 AOB

None raised.

9 Date of Next Meetings

- Pre RTC Meeting ~ 22/04/2015, 2pm @ Liverpool Blood Centre
- RTT ~ 06/07/2015, 2pm @ Liverpool Heart & Chest Hospital
- HL & RTC Chair's ~ 14/09/2015, 2pm @ Manchester Blood Centre