

Unconfirmed Minutes
North West RTC
Customer Services & RTC Chair's Meeting
Venue: Manchester Blood Centre
Date: Monday 9th September 2019, 13:30hrs

Attendees

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

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

Minutes

Jane Murphy (JM)

RTC Administrator

Actions

Item no.	Original Meeting Date	Action	Owner	Status
2	09/09/2019	Minutes from previous meeting, 25/03/2018 to be posted on the RTC website.	JM	Completed
4	09/09/2019	JM to update RTC Meeting agenda	JM	Completed
4	09/09/2019	JM to email Sruthi Narayan requesting who will be presenting at meeting	JM	Completed
4	09/09/2019	JM to check completed HTC reports and add any concerns or constraints to AOB of the agenda	JM	Completed
4	09/09/2019	JM to arrange Pre RTC-Meeting telecon for week commencing 30 th September	JM	Completed
5	09/09/2019	Update programme with suggested changes	JM	Completed
5	09/09/2019	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 at the event. Advise of poster dimensions	JM	Completed
5	09/09/2019	JM to contact confirmed speakers, advising of timings and send speaker form along with draft programme	JM	New
5	09/09/2019	JP to send follow up email to Dave Simcox regarding presenting at event and request that he includes clinical background of AIHA in his presentation	JP	New
5	09/09/2019	CC to contact Dr Sandy Abeyisiri regarding presenting at event	CC	Completed
5	09/09/2019	JM to contact additional suggested companies regarding attending and sponsoring event	JM	Completed
5	09/09/2019	JM to email Janet Coulson @ Salford to advertise event on NW Anaesthesia Website	JM	Completed

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1	Welcome & Apologies Everyone was present and welcomed to the meeting. Introductions given to Luke Carter, SpR who is with NHSBT until October 2019.	
2	Minutes of Customer Services & RTC Meeting, 25/03/2019 The minutes of the last meeting were reviewed and agreed. Action: JM to post on website.	JM
3	Matters arising and current action list All actions completed.	
4	NW RTC Meeting 4th October 2019 <u>Agenda</u> Reviewed and discussed draft agenda. Item 4: JB to update on "Challenges of O D Neg Supply" Item 5: Update title of presentation to "Implementation & feedback from clinical and lab perspective" Action: JM to update agenda. Item 6: Contact Shruthi Narayan to confirm who is presenting. Action: JM to email Sruthi Narayan requesting who will be presenting at meeting. Item 9: Check completed HTC reports for any concerns or constraints that have been listed for raising during AOB at meeting. Action: JM to check completed HTC reports and add any concerns or constraints to AOB of the agenda. <u>Pre RTC-Meeting Telecon</u> Telecon between JM / CC / JB to be arranged to run through the agenda. Action: JM to arrange telecon for week commencing 30 th September.	JM JM JM
5	NW RTC Education Event "Anaemia Revisited, 29th November 2019 To be held at Haydock Park Racecourse <u>Programme</u> Reviewed programme. CC to chair all 3 sessions. Action: Update programme with suggested changes. Following the success at the last RTC event, poster session to be included at this event. 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 at the event. Advise of poster dimensions.	JM JM

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Speakers

4 speakers confirmed.

Action: JM to contact confirmed speakers, advising of timings and send speaker form along with draft programme.

JM

Action: JP to send follow up email to Dave Simcox regarding presenting at event and request that he includes clinical background of AIHA in his presentation.

JP

Action: CC to contact Dr Sandy Abeysiri regarding presenting at event.

CC

Sponsors

3 companies confirmed for sponsoring the event, totalling £990.

Action: JM to contact additional suggested companies regarding attending and sponsoring event.

JM

Delegates

90 delegates currently registered for the event.

Action: JM to email Janet Coulson @ Salford to advertise event on NW Anaesthesia Website.

JM

Venue

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

6 Working Groups

Massive Haemorrhage

Toolkit is currently under review. Updated version due early 2020.

TEG/TEM

Clare Allen who led / arranged the study day's is currently on maternity leave. Therefore, group needs a new lead. Advised there is a local TEG/TEM group at Wythenshawe Hospital and Tim Hayes is the chair of this group. Suggested to contact Tim Hayes.

7 RTC Budget

The following scheduled items will use the remainder of the budget:-

- BBTS Annual Conference 2019, 18th – 20th September; 6 places plus travel
- RTC Meeting, 4th October
- RTC Education Event, 29th November
- RTT Meeting, 20th January 2020
- Customer Services & RTC Chair's Meeting, March 2020
- Stationery for education event

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8 AOB

NW MH Toolkit

CC to address at NBTC / RTC Chair's Meeting on 30th September 2019, suggestion regarding the MH Toolkit becoming national.

O Neg Task Group

JB highlighted current issues and challenges.

SaBTO

Discussed recent decision regarding UK plasma.

Highlight Report for NBTC

Report reviewed. Following items to be added:-

- Audits/Regional Surveys: Final report for 2018 NW Major Haemorrhage in Trauma Audit drafted
- Constraints/Concerns: Skills for Health UK Core Skills Training Framework does not include Blood

9 Date of Next Meetings

- Pre RTC Telecon ~ October '19 (TBC)
- RTT ~ 20/01/20, 1.30pm @ Manchester Blood Centre
- Customer Services & RTC Chair's ~ March '20 @ Manchester Blood Centre (TBC)