

West Midlands Regional Transfusion Committee
2016/17 Objectives / Workplan (31/08/16)

Objective	KPI / outcomes	Actions	RTC lead	Target completion date	Review of progress
Encourage stakeholder participation in regional activities	100% of all NHS Trusts to be represented at at least one RTC meeting during 2015/16	Early notification of RTC meeting dates	Suzy Biggs	At least 3 months before each meeting	ongoing
		Ask RTC members for RTC agenda items / presentations	Suzy Biggs	At least 2 months before each meeting	ongoing
		Maintain a spreadsheet of RTC attendance by hospital – request feedback from non-attendees	Suzy Biggs	Within 1 month of each RTC meeting	ongoing
		Gain feedback from all RTC meetings	Suzy Biggs	Within 1 month of each RTC meeting	ongoing
		RTC website to be reviewed and regularly updated	Suzy Biggs	Ongoing - monthly	ongoing
		Review of regional electronic communications (emails, forums', twitter, linkedin, facebook) – frequency and accessibility	Angela Sherwood	Nov 2016	AS will ask at meetings
Increase inter-operability	Regional shared policies	Regional Shared Care document – audit of compliance	Jane Tidman	Done	Completed and awaiting uploading onto JPAC
Promote Patient Blood Management (safe and appropriate use of and alternatives to blood components) through education and audit	1 x workshop and 2 x conferences during year	Regional Education:			
		RTC Workshop 11 July 2016: 'A Bloody Good Book'	Angela Sherwood / Suzy Morton	Done	ongoing
		TP Regional Conference 11 May 2016 "	Angela Sherwood / / TP group	Done	ongoing
		RTC Conference 2 November 2016 "A Day At The Movies"	Angela Sherwood / Suzy Morton	2 November 2016	ongoing
		Present new BCSH guidelines within year of publication	Angela Sherwood / Suzy Morton / Suzy Biggs	Ongoing	Ongoing

	RTC survey and audit reports	Regional Audit:				
		Aim for 2 regional audits / surveys per year (depending on complexity of audit and national programme)	Craig Taylor / Caroline Tuckwell	Ongoing	In progress	
	Meeting minutes	Regional cell salvage group:				
		The RTC cell salvage sub-group will meet 2 times during 2015/16	Angela Sherwood	18 March and 16 September 2016	ongoing	
	National Comparative Audit (NCA) presentations	Regional TP group:				
		The regional TP sub-group will meet 4 times during 2016/17	Angela Sherwood / Jayne Khorsandi	March, June, Sept & Dec 2016	ongoing	
		Review key findings from all NCA's and feedback at RTC business meetings	Angela Sherwood / Suzy Morton	Ongoing	AS to contact JGC	
		Review recommendations from annual SHOT report and determine if any regional actions are appropriate	Maxine Boyd	Ongoing	To raise at TP Mtg	
	RTC Business meeting minutes	Regional Lab Managers Group:				
		The regional Lab Managers group will meet 4 times during 2016/17	Mike Herbert / Cathy Lim / Craig Wilkes	March, July, Nov 2016	ongoing	
	Serious Hazards of Transfusion (SHOT) presentations	Review blood component usage and wastage data and present at RTC business meeting	Angela Sherwood / Suzy Morton	Ongoing - present in Nov 2016	Use to raise awareness & share good practice	
		Pre-operative Assessment:				
	Engage with Commissioners and CCG's to help drive forward pre-operative assessment	Craig Taylor / Charlie Baker	Needs work on this			

Completed / on target

In progress but not completed

Behind schedule