

# DRAFT MINUTES OF THE MEETING OF THE EXECUTIVE WORKING GROUP

**EWG - 13:30 - 16:00**

**Monday, 11 June 2018**

Boardroom, West End Donor Centre

## Members:

Dr Jonathan Wallis	NBTC Chair
Dr Shubha Allard	NBTC Secretary, Royal College of Pathologists
Mr Stephen Bassey	Transfusion Laboratory Manager
Dr Paula Bolton-Maggs	SHOT Medical Director
Mr Graham Donald	Lay Member
Mrs Louise Sherliker	National Lead: Patient Blood Management Team NHSBT
Dr Huw Williams	Director of Diagnostic and Therapeutic Services, NHSBT

## Invited Attendees:

Dr Allistair Dodds	North East RTC
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## Apologies:

Dr Catherine Howell	Chief Nurse Diagnostic and Therapeutic Services, NHSBT
Dr Nicola Jones	East of England RTC
Dr Youssef Sorour	Chair of RTC Chairs

## AGENDA

<b>17/18</b>	<b>Executive Working Group meeting held on 22 January 2018</b>
	The minutes of the meeting held on 22 January 2018 were accepted as a true record subject to a typo on the date for the Annual Report which should read "Annual Report 2016/17".
	CBe to check that the NBTC Annual Report is loaded onto the JPAC website.
	<b>Action: CBe</b>
	Need to now progress 2017/18 Annual report.
	<b>Action JW/SA/CBe</b>
<b>18/18</b>	<b>Housekeeping</b>
	<b>The Chair presented the overview of the NBTC Members update:</b>
	Dr Alwyn Kotze is the new Royal College of Anaesthetists Rep on NBTC.

	Kath Hearnshaw - has resigned as Patient Representative. CBe to ask RTC Administrators on their conference call for any recommendations.
	<b>Action: CBe</b>
	Dr Jonathan Wallis is stepping down after meeting on 26 March 2019. Recruitment process needs to be started. The current line of accountability is via Sue Hill and need to make contact to engage and clarify recruitment process. The Chair and the Secretary to also discuss approaching NHS England. Steven Powys is newly appointed Medical Director for NHS England.
	<b>Action: JW/SA</b>
<b>19/18</b>	<b>Meeting of the National Blood Transfusion Committee (NBTC) - 18 March 2018</b>
	JW gave a synopsis of the key outputs and actions from discussions at the meeting. CBe to check that the minutes from the meeting were circulated to attendees.
	<b>Action: CBe</b>
	<b>Key points of discussion from Components workshop:</b>
	<ul style="list-style-type: none"> <li>➤ Evidence in favour of use of extended matched red cells in haematology patients.</li> <li>➤ Provision of extended matched red cells. constraints/Hb'opathy patients.</li> <li>➤ Donor red cell typing and blood availability.</li> <li>➤ Platelet donation by group.</li> <li>➤ Clinical use of platelets by group.</li> </ul>
	A new NBTC Emergency Planning working group has been formed. The remit entails updating guidance for hospitals following the many recent events and to also have an ongoing remit with keeping oversight on Emergency planning and consideration of new threats emerging. Heidi Doughty (HD) is Chair of the group in the process of updating Guidance with a view to presenting update at the forthcoming NBTC meeting on 24 September 2018. CBe to send invite to HD for the NBTC meeting on September 24 2018.
	<b>Action: CBe</b>
<b>20/18</b>	<b>Demand planning and supply challenges</b>
	Demand for blood is declining but groups are not declining at equal rates which causes problems for demand planning.
	The "Beast from the East" had a significant impact on blood donation.
	Demand is declining but demand for O neg has plateaued.
	Discussions on A neg platelet issues. Update from NHSBT to be presented at the forthcoming NBTC on 24 September.

	HW agreed to produce a presentation on what the strategy from NHSBT is doing to meet these demands. HW requested to arrange presentation on NHSBT strategy on provision of blood for Haemoglobinopathy patients.
	<b>Action: JW/SA/HW</b>
<b>21/18</b>	<b>NBTC and NHS England</b>
	Teleconference with Keith Willett and future engagement has been useful. SA and JW to write a briefing document that will clarify an appropriate clinical line of reporting.
	<b>Action: SA/JW</b>
	Laboratory staffing is still an issue and Professor Sue Hill remains difficult to engage. Professor Hill is responsible for modernising scientific careers. Suggestion is to go straight to Steven Powys, Medical Director NHS England to ask for his advice on recruitment of NBTC Chair. HW to link with Sally Johnson to assist this process.
	<b>Action: HW</b>
<b>22/18</b>	<b>Transfusion Symposium</b>
	Tuesday, 19 March 2019 (Royal College of GPs has been confirmed).
	A Transfusion Symposium has previously been run every 5 years.
	SA presented overview of the paper confirming that she had met with Erica Wood at ISBT this month who is keen to support this meeting on PBM providing and international perspective.
	JW stipulated the importance of commitment to maintaining the Transfusion Practitioner (TP) workforce.
	Regular telecoms will help know what outputs look like. Clear objectives need agreeing for the next 5 years of PBM. A writing group is to be formed of Louise Sherliker, Shubha Allard and Catherine Howell, Jonathan Wallis and Stephen Bassey (invite Stephen to be involved or nominate a representative to do so) together with an RTC Chair. SA to convene writing group.
	<b>Action: SA</b>
	PB-M has approached Mark Bellamy to present on Transfusion Laboratory Safety but not had a response to date. JW wants an integrated system. PB-M to follow up.
	<b>Action: PB-M (post meeting note - Mark Bellamy has responded and agreed to speak so no further action needed)</b>
	HW to speak to Mark Williams on RCI assists pilot and NHSBT support for hospital laboratories.
	<b>Action: HW</b>

	SA to chase Professor Sue Hill for her input on Influencing and changing practice - a panel discussion.
	<b>Action: SA</b>
<b>23/18</b>	<b>Budget</b>
	Review and discussion led by LS.
	There are constraints on funding with a reduction in budget of 15%. Discussions on how to achieve efficiencies while maintaining core function in supporting RTC activities and in particular education. Agreed to amalgamate the functions of the RTC Administrators where possible.
<b>24/18</b>	<b>Pathology modernisation - proposals from NHSi</b>
	SA provided update on discussion and RCPATH KPIs working group.
	PB-M confused as to why it has 'gone quiet' when there was so much pressure to sign by August 2017. SA to contact David Wells for a status update at the Sep NBTC.
	<b>Action: SA</b>
<b>25/18</b>	<b>NHSBT RCI Assist</b>
	HW confirmed good progress pilot project to support hospital laboratories. HW to update at NBTC on 24 September and discuss with Mark Williams regarding presentation at the Symposium in 2019.
	<b>Action: HW</b>
<b>26/18</b>	<b>National Commissioning Group (NCG)</b>
	Further discussions around blood pricing.
	HW is forward planning for the next 18 months.
<b>27/18</b>	<b>SaBTO</b>
	Points for discussion/approval - update on paediatric plasma procurement - JW confirmed that deliberations have been postponed pending work on modelling risk by Advisory Committee for Doug Cross Pathogens (AC/DC). Await update from SaBTO.
<b>28/18</b>	<b>Serious Hazards of Transfusion (SHOT)</b>
	PB-M presented papers.
	SHOT report and symposium. The Annual SHOT Report for incidents in 2017 is at an advanced stage of editing.
	The International Haemovigilance Network is holding its symposium on the

	two days before the SHOT meeting (Tuesday 10 <sup>th</sup> and Wednesday 11 <sup>th</sup> July)
	<p><b>1. Collaborations:</b></p> <ul style="list-style-type: none"> <li>a. SHOT data has been provided to the AFFINITE national research study.</li> <li>b. SHOT has participated in the planning of two national comparative audits (TACO, published this week, and vein to vein process).</li> <li>c. Sharran Grey, PB-M and Harriet Lucero have contributed to the international review of the TACO definitions. We participated in an international meeting in Amsterdam in November 2017, and Sharran Grey will speak on TACO at a workshop in Boston in October 2018. There is also an international group set up to discuss the TRALI definition; PB-M has participated in this and a draft publication is out for consultation which will be discussed at IHN.</li> <li>d. PB-M is a co-author on several recently published BSH guidelines (paediatrics, FFP use, blood component administration) and is working on the revision of indications for irradiation.</li> </ul>
<b>29/18</b>	<b>NBTC - Transfusion Laboratory Managers</b>
	SB briefed the meeting regarding ongoing staffing numbers and skill mix deficit. SB sees the collaboration with RCI as a positive output noting the change of attitude by hospital blood banks since initial resistance.
	Mike Dawe has returned to the MHRA and will be supporting the NBTC's Transfusion Laboratory Managers working group.
	SB is talking to RCI about service delivery, which has scored low on satisfaction.
	SB said it is time to look at better interfaces between laboratory systems and NHSBT. JW highlighted issues with many hospital LIMS systems being old.
<b>30/18</b>	<b>AOB</b>
	Declarations of Interest (DOI) - how often should these be reviewed? Discussions took place and it was agreed that CBe would send out a request for any updates or changes to those already submitted.
	<b>Action: CBe</b>
	SA - translation of research and guidance in practice - FFDNA implementation - is there more work to be done? To arrange update at Sep NBTC. SA to liaise with HW to include in NHSBT report.
	<b>Action: SA</b>
<b>32/18</b>	<b>Date of next NBTC EWG Meeting</b>
	CBe to secure dates for 2019 as a matter of urgency.
	<b>Action: CBe</b>

# NBTC Executive Working Group

## SUMMARY OF AGREED ACTIONS – Meeting held on 11 June 2018

Minute Ref	Agreed Action	Update:	Status:
<b>17/18</b>	<b>Executive Working Group meeting held on 22 January 2018</b>		
	Ensure that the NBTC Annual Report 2016/17 is loaded onto the JPAC website.	CBe	Complete.
	Develop NBTC Annual Report 2017/18	JW/SA	
<b>18/18</b>	<b>Housekeeping</b>		
	Patient Representation – ask RTC Administrators from the 10 regions for their recommendations for Patient Representatives.	CBe	Complete.
	Ask Royal Colleges and Specialist Societies for their nominations.	CBe	
	Approach NHS England regarding recruitment process for Chair, National Blood Transfusion Committee in preparation for Jonathan Wallis stepping down.	JW/SA	
<b>19/18</b>	<b>Meeting of the National Blood Transfusion Committee (NBTC) – 19 March 2018</b>		
	Follow up signing off on the minutes and circulate to attendees.	CBe	Completed.
	Invite Dr Heidi Doughty to the NBTC on 24 September 2018 in capacity as Chair, Emergency Planning Working Group.	CBe	Completed.
<b>20/18</b>	<b>Demand planning and supply challenges</b>		
	Produce a presentation on the strategy from NHSBT to meet demands.	HW	
	Arrange presentation on NHSBT strategy on provision of blood for Haemoglobinopathy patients.	HW	
	Add to agenda for NBTC on 24 September.	CBe	Completed.
<b>21/18</b>	<b>NBTC and NHS England</b>		
	Write a briefing document that will clarify an appropriate clinical line of reporting.	SA/JW	
	Contact Steven Powys, Medical Director NHS England to ask for his advice on recruitment of NBTC Chair. HW to link with Sally Johnson to assist this process.	HW	
<b>22/18</b>	<b>Transfusion Symposium</b>		
	Convene writing group (Jonathan Wallis, Shubha Allard, Louise Sherliker, Catherine Howell, Stephen Bassey or a	SA	

	nominated TP representative + an RTC Chair TBC)		
	Contact Mark Williams, Head of RCI on pilot and NHSBT support for hospital laboratories.	HW	
	Chase Professor Sue Hill regarding her input for changing practice for the panel discussion.	SA	
<b>25/18</b>	<b>NHSBT RCI Assist</b>		
	HW to provide and update to the NBTC meeting on 24 September and to contact Mark Williams regarding presentation at March 2019 Symposium.	HW	
<b>30/18</b>	<b>AOB</b>		
	Send out a request for any updates or changes to those already submitted.	CBe	
	FFDNA implementation. Arrange update for the NBTC meeting on 24 September.	SA	
<b>32/18</b>	<b>Date of next NBTC EWG Meeting</b>		
	Secure dates for 2019 as a matter of urgency.	CBe	