

Hospital Transfusion Committee

Chair's Toolkit



Guidance for New and Developing HTC Chairs

CONTENTS

Item	Page number
Foreword	3
Transfusion team infrastructures in England and North Wales	4-7
Patient Blood Management	8
PBM resources	9
NHS & Independent Hospitals/Trusts within EoE RTC including current HTC Chair's Names	10
East of England RTC Chair & NHSBT Customer Service Team	
Contact details, roles & responsibilities	11
Website	12
Audits	13
Policies	14
Forthcoming events	15
Appendices	16

Foreword

This toolkit has been produced to assist you in your role as Hospital Transfusion Committee Chair.

We hope it provides you with guidance to fulfil this important role and would welcome any feedback you may have on the document or suggestions how the RTC can support you further.

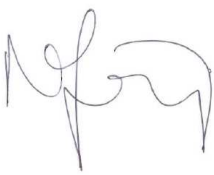
The NHSBT Patient Blood Management and Customer Service Teams welcome the opportunity to support your Hospital Transfusion Committees by aiming to attend at least one meeting per year. Although they all have different roles, their overall aim is to work collaboratively with hospitals to ensure that blood components are safe, used appropriately and available when you need them. Please do invite them and provide meeting dates as far in advance as possible.

For more details on the Customer Service Team's roles see page 11.

The function of the RTC is facilitated by the Regional Transfusion Team (RTT). There are also sub groups of the RTC for Transfusion Laboratory Managers: the EoE Transfusion Advice and Discussion Group, and Transfusion Practitioners: the EoE TP Network. Both groups meet quarterly and are actively involved in supporting the objectives of the RTC.

We would welcome your attendance at the RTC meetings which are held three times a year at St John's Innovation Centre, Cambridge. Dates and agendas are sent via email from our RTC administrator. The meetings provide an opportunity to keep up to date with transfusion news and issues both regionally and nationally, to share experiences, participate in active discussions and to network with colleagues from other hospitals.

In addition the RTC holds at least one education event every year on a wide range of transfusion related topics.



Nicola Jones
Chair, East of England Regional Transfusion Committee
Consultant in Cardiothoracic Anaesthesia and Critical Care
Papworth Hospital



Follow us on Twitter @EoE_RTC

Transfusion Team Infrastructures in England and North Wales

The aim of this section is to provide an overview of the different transfusion committees and teams who work collaboratively to improve transfusion practice.

National Blood Transfusion Committee (NBTC)

The NBTC was established in 2001. Its remit is to promote safe and appropriate transfusion practice. The committee provides a forum to discuss national transfusion issues and to channel information to the 10 Regional Transfusion Committees (RTCs) to share with hospitals in their regions.

The NBTC is made up of representatives from:

- NHS England
- Royal Colleges
- Specialist Societies e.g. British Society for Haematology (BSH), British Blood Transfusion Society (BBTS)
- Other organisations e.g. Serious Hazards of Transfusion (SHOT) scheme, Institute of Biomedical Sciences (IBMS), Medicines and Healthcare products Regulatory Agency (MHRA).
- NHS Blood and Transplant (NHSBT)
- Patient groups
- All Regional Transfusion Committee Chairs

The NBTC aims to meet twice a year. The minutes from each meeting are available via the NBTC website on the UK Blood Transfusion & Tissue Transplantation Services website: www.transfusionguidelines.org.uk The Executive Working Group is a subgroup of the NBTC, it ensures that the momentum of the committee's activities is maintained between full committee meetings; this group also meets up twice a year.

Regional Transfusion Committee (RTC)

The RTCs are responsible for implementing actions of the NBTC in England and North Wales. They oversee the activities of the local HTC and provide a link between the HTC and NBTC.

The RTC is usually made up of representatives from:

- Consultant Haematologists, HTC Chairs, TPs, and TLMs from all the region's hospitals (NHS and private hospitals)
- The NHSBT Customer Service Team
- Patient representative

There are three meetings of the East of England RTC per year; minutes and actions are disseminated to all members including Chairs of all HTCs in the region. The work of the RTC is co-ordinated by the Regional Transfusion Team (RTT). Information on RTCs can be accessed at: www.transfusionguidelines.org.uk

Hospital Transfusion Committee (HTC)

Every Trust involved in blood transfusion should have a HTC as stated by the DH in the Health Service Circular 2007/001: **Better Blood Transfusion - Safe and Appropriate Use of Blood**. The HTC should have the authority to take the necessary actions to improve transfusion practice.

An HTC should:

- Promote safe and appropriate blood transfusion practice through local protocols based on national guidelines
- Audit the practice of blood transfusion against the NHS Trust policy and national guidelines, focusing on critical points for patient safety and the appropriate use of blood
- Lead multi-professional audit of the use of blood within the NHS Trust, focusing on specialities where demand is high, including medical as well as surgical specialities, and the use of platelets, plasma, and other blood components as well as red cells
- Provide feedback on audit of transfusion practice and the use of blood to all NHS Trust staff involved in blood transfusion
- Regularly review and take appropriate action regarding data on blood stock management, wastage and blood utilisation provided by the Blood Stocks Management Scheme (BSMS) and other sources
- Develop and implement a strategy for the education and training for all clinical, laboratory and support staff involved in blood transfusion
- Promote patient education and information on blood transfusion including the risks of transfusion, blood avoidance strategies and the need to be correctly identified at all stages in the transfusion process
- Consult with local patient representative groups where appropriate
- Modify and improve blood transfusion protocols and clinical practice based on new guidance and evidence
- Be a focus for local contingency planning and management of blood shortages
- Report regularly to the RTC, and through them, to the NBTC
- Participate in the activities of the RTC
- Contribute to the development of clinical governance.

Although no recommendation is made from the DH regarding actual HTC membership, it is suggested that the committee membership should include:

- Chair
- Transfusion Laboratory Manager (TLM)
- Transfusion Practitioner (TP)
- Haematologist with responsibility for transfusion
- Senior nursing and midwifery representation
- Representatives from clinical high users of blood components
- Anaesthetist
- Member of risk management
- Representative from finance
- Representative from the Primary Care Trust or equivalent organisation

The committee should aim to meet at least 3 times per year. The HTC should report to senior management within the Trust, usually via the Risk Management Committee. A suggested organisational structure for HTC feedback is shown as follows:



Hospital Transfusion Team (HTT)

In accordance with the recommendations from the Health Service Circular 2007/001: **Better Blood Transfusion – Safe and Appropriate Use of Blood**, Trusts should establish a HTT for promoting good transfusion practice through the development of an effective local clinical infrastructure. The team should consist of the Lead Consultant for Transfusion (with sessions dedicated to blood transfusion), Transfusion Practitioner, Transfusion Laboratory Manager and possibly other members of the HTC. There should be identified clerical, technical, managerial and IT support, the team should also have access to audit and training resources to promote and monitor safe and effective use of blood and alternatives. The HTT should aim to meet on a monthly basis.

The role of the HTT is to:

- Implement the HTC's objectives
- Promote and provide advice and support to clinical teams on the safe and appropriate use of blood
- Promote patient information and education on blood transfusion safety and use of alternatives
- Actively promote the implementation of Patient Blood Management
- Be a source for training all NHS Trust staff involved in the process of blood transfusion
- Produce an annual report including its achievements, action plan and resource requirements for consideration by senior management at Board level through the HTC and the Trust's clinical governance and risk management arrangements.

NHS Blood and Transplant (NHSBT) Regional Team

A priority for NHSBT is to '*continue to work with hospitals to ensure best use made of blood through the Patient Blood Management initiative*' (NHSBT Strategic Plan 2014-15). The Regional Team structure is one of the initiatives established to drive forward the recommendations in the National PBM Guidelines released by the NBTC in July 2014 – see p8.

A regional team is linked to every Trust and hospital in England and North Wales. Each team works with the local healthcare community to ensure that the service provided by NHSBT is of the highest possible standard and to support clinical colleagues in Trusts to promote PBM. The team works in partnership with the other UK Blood Services and inputs into many national groups such as the NBTC, SHOT, National Comparative Audit (NCA) and Blood Consultative Committee (BCC). The team contribute to the development and dissemination of evidence based transfusion guidelines and policies. A key objective for the regional team is to support the activities of the RTC.

Each team includes representatives from the Customer Services, Patient Blood Management and Patient Clinical teams.

Consultant Haematologist - The Consultant Haematologist is a member of the PBM Patient Clinical Team. The primary focus of this role is to provide clinical support and advice to hospitals. The Patient Clinical team provide 24 hour on call support across England and North Wales. Posts are often joint with a local large trust.

Customer Service Manager (CSM) - The CSM is a member of the Customer Services Team. The CSM has a scientific background and is the primary link between the blood centre and the hospital transfusion laboratory. They ensure that hospital transfusion laboratories obtain the best quality of service from NHSBT by handling complaints and escalating requests for service improvements and developments.

Patient Blood Management Practitioner (PBMP) - The role of the Patient Blood Management Team is to support and promote Patient Blood Management initiatives to optimise the care of patients who may need transfusion. By acting as a resource and by facilitating networking, each regional PBMP works with hospital Transfusion Practitioners (TPs) to identify specific areas of support required. This support may involve 1:1 visits to the TP or attendance at HTTs or HTC's. The PBMP also facilitates regional training and educational events either as a support to TPs or as the event co-ordinator.

Patient Blood Management (PBM)

Patient Blood Management is an evidence-based, multidisciplinary approach to optimising the care of patients who might need transfusion. It puts the patient at the heart of decisions made about blood transfusion to ensure they receive the best treatment and avoidable, inappropriate use of blood and blood components is reduced. It represents an international initiative in best practice for transfusion medicine.

National, regional and local audits in England consistently show inappropriate use of all blood components; 15-20% of red cells and 20-30% of platelets/plasma. Evidence shows that the implementation of *Patient Blood Management* improves patient outcomes by focussing on measures for the avoidance of transfusion and reducing the inappropriate use of blood and therefore can help reduce health-care costs.

Patient Blood Management: The Future of Blood Transfusion conference was held on 18 June 2012. The event was jointly hosted by the Department of Health, the National Blood Transfusion Committee (NBTC) and NHS Blood and Transplant (NHSBT) and supported by Professor Sir Bruce Keogh, NHS Medical Director.

The aim of the multi-disciplinary conference was to share views on how blood transfusion practice could be improved to:

- Build on the success of previous *Better Blood Transfusion* initiatives and to further promote appropriate use of blood components.
- Improve the use of routinely collected data to influence transfusion practice.
- Provide practical examples of high quality transfusion practice and measures for the avoidance of transfusion, wherever appropriate.
- Consider the resources needed to deliver better transfusion practice including support from NHSBT.
- Understand the patient perspective on transfusion practice.

PBM recommendations developed from this conference were launched in June 2014. They are supported by NHS England and the NBTC. They provide initial recommendations about how the NHS should start implementing *Patient Blood Management*.

A toolkit to assist NHS Trusts has been developed and posted on the NBTC website or see appendices p14

<http://www.transfusionguidelines.org.uk/uk-transfusion-committees/national-blood-transfusion-committee/patient-blood-management>

Some key points from the PBM Recommendations for the HTC Chair to consider:

- All NHS Trusts should establish a multidisciplinary PBM programme through the HTC or as a subgroup of the HTC
- Analyse case mix and clinical services to determine the main targets for PBM
- Identify PBM champions to help educate staff and patients
- Establish a PBM committee (either stand-alone or within the Hospital Transfusion Committee) to oversee the PBM programme
- Obtain a mandate for PBM from hospital management
- Educate clinicians about PBM and evidence-based transfusion practice
- Adopt a PBM scorecard to share with senior NHS Trust members to monitor adherence to guidelines for blood avoidance and the use of blood, including the use of benchmarking to identify clinicians/clinical teams who are consistently well outside of average blood use for a specific procedure



@PBM_NHS

PATIENT BLOOD MANAGEMENT LOCATION OF RESOURCES

NHSBT Hospitals and Science website:

Single unit:

<http://hospital.blood.co.uk/patient-services/patient-blood-management/single-unit-blood-transfusions/>

PBM working group TOR template:

<http://hospital.blood.co.uk/patient-services/patient-blood-management/>

PBM Newsletters:

<http://hospital.blood.co.uk/patient-services/patient-blood-management/nhsbt-pbm-newsletters/>

IV iron business case template:

<http://hospital.blood.co.uk/patient-services/patient-blood-management/pre-operative-anaemia/>

Size matters poster:

<http://hospital.blood.co.uk/media/27082/140820-1-25596-patient-blood-management-size-matters-flyer-a5.pdf>

Transfusion Guidelines website:

PBM overview and recommendations:

<http://www.transfusionguidelines.org.uk/uk-transfusion-committees/national-blood-transfusion-committee/patient-blood-management>

London RTC anaemia recommendations:

<http://www.transfusionguidelines.org.uk/uk-transfusion-committees/regional-transfusion-committees/london/rtc-business/rtc-working-groups>

The National Institute for Health Care Excellence (NICE) produced Guidelines for Blood Transfusion in November 2015.

There can be accessed at: <https://www.nice.org.uk/guidance/ng24>

NHS & Independent Hospitals/Trusts within EoE RTC including HTC Chair's Name

Below is a list of Hospitals / Trusts which fall within the East of England Regional Transfusion Committee incorporating the HTC Chair's name. Only private hospitals which are direct customers of NHSBT are included in this list but all private hospitals in the region are welcome at the RTC.

Hospital	NHS Trust	Name	Role
Addenbrooke's	Cambridge University Hospitals	Dr James Bamber	Consultant Anaesthetist
Basildon	Basildon & Thurrock University Hospitals	Dr Judith Whitehead	Consultant Anaesthetist
Bedford	Bedford Hospital	Dr Swati Pradhan	Consultant Paediatrician
Broomfield	Mid Essex Hospital Services	Dr Graham Philpott	Consultant Anaesthetist
Colchester	Colchester Hospital University	Dr Simon Dixon	Consultant Anaesthetist
Lister QE II	East & North Herts	Dr Steven Bates	Consultant Anaesthetist
Hinchingbrooke	Hinchingbrooke Health Care NHS Trust	Dr George Koshy	Consultant Anaesthetist
Ipswich	Ipswich Hospital	Dr Gerald Glancey	Consultant Nephrologist
James Paget	James Paget University Hospital	Dr Vamsi Velchuru	Consultant Surgeon
Luton & Dunstable	Luton & Dunstable University Hospitals	Dr Henrietta Hill	Consultant Anaesthetist
Norfolk & Norwich	Norfolk & Norwich University Hospitals	Dr Debbie O'Hare	Consultant Anaesthetist
Papworth	Papworth Hospital	Dr Nicola Jones	Consultant Anaesthetist
Peterborough	Peterborough & Stamford Hospitals	Dr Bal Appadu	Consultant Anaesthetist
Princess Alexandra	Princess Alexandra Hospital	Dr Mahmoud Wagih	Consultant Anaesthetist
Southend	Southend University Hospital	Dr Mohammed Islam	Consultant Haematologist
Queen Elizabeth	Queen Elizabeth Hospital King's Lynn	Dr Angelo Giubileo	Clinical Specialist A & E
Watford	West Herts Hospitals	Dr Beena Parker	Consultant Anaesthetist
West Suffolk	West Suffolk Hospital	Dr Alain Sauvage	A & E Consultant
Independents			
Brentwood Nuffield		Dr Paul Cervi	Consultant Haematologist
Ramsay Rivers		Dr Faris Al-Refaie	Consultant Haematologist
Spire Hartwood		Dr Parag Jasani	Consultant Haematologist
Spire Cambridge Lea		Dr. Sarah Howlett	

East of England RTC Chair & NHSBT Customer Service Team

Contact Details, Roles & Responsibilities

Dr. Nicola Jones – RTC Chair

Nicola was elected to the Chair's role in December 2014. The Chair is responsible for ensuring the RTC meets its principle objective of promoting safe and effective transfusion practices within the region. The Chair represents the region at the bi-annual RTC Chairs and NBTC meetings and facilitates the circulation of NBTC recommendations to HTCs by reporting back on National activities to RTC meetings.

Ms. Jane O'Brien – RTC Administrator

jane.o'brien@nhsbt.nhs.uk

Direct line 01223 588906

Jane provides administrative and audit support to the RTC, the NHS Blood and Transplant (NHSBT) Hospital Liaison regional team and Chairs of the RTC sub groups. She also produces monthly and annual reports for hospitals.

Dr. Dora Foukaneli – Consultant Haematologist, Patients Clinical Team, Patient Blood Management

dora.foukaneli@nhsbt.nhs.uk

Direct Line 01223 5888098 / 07764280093 PA,

Dora works with NHSBT in a joint post with Cambridge University Hospitals NHS Foundation Trust. Dora works with the Customer Service Team at the Cambridge Blood Centre, the NHSBT Patient Blood Management Practitioner, the NHSBT Patients' Clinical Team and the Addenbrooke's Universities Hospital Trust Transfusion Team to improve transfusion practice in line with Patient Blood Management and other initiatives.

Ms. Frances Sear – PBM Practitioner – NHSBT Patient Blood Management Team

frances.sear@nhsbt.nhs.uk

Direct line 01223 588159 / Mobile 07889304606

Frances is responsible for leading activities designed to assist Patient Blood Management, including the provision of an on-going programme of support, education, audit, research and specialist transfusion advice

Mr. Mohammed Rashid – Customer Services Manager

mohammed.rashid@nhsbt.nhs.uk

Direct line 01223 588165 / Mobile

Mohammed provides a link between NHSBT and the hospitals served by the Cambridge and Brentwood Blood Centres, managing the communication, complaints and performance monitoring processes and ensures NHSBT works towards delivering an outstanding service. Mohammed acts as an advocate ensuring their views are considered in all NHSBT activities and developments and is responsible for managing all aspects of customer care.

East of England RTC Website

For up to date RTC news and information, please visit:

<http://www.transfusionguidelines.org.uk/uk-transfusion-committees/regional-transfusion-committees/east-of-england>

Extract from the East of England RTC Welcome page:

- East of England RTC
 - Audits
 - Calendar
 - Contacts
 - Education
 - Policies
 - RTC business

If you would like to suggest any changes or additions to the East of England website pages please contact:

Jane O'Brien RTC Administrator

E-mail: jane.o'brien@nhsbt.nhs.uk

Direct line 01223 588906

The East of England website is housed on the JPAC website- Joint United Kingdom (UK) Blood Transfusion and Tissue Transplantation Services Professional Advisory Committee;
<http://www.transfusionguidelines.org.uk/>

Extract from the home page of the JPAC website:

Welcome to JPAC

The Joint United Kingdom Blood Transfusion and Tissue Transplantation Services Professional Advisory Committee (JPAC) was created in 1987 and saw the beginning of closer collaboration between Blood centres across the whole of the UK.

The purpose of this website when launched in 2002 was to be a vehicle of publishing the various JPAC publications. This initial core function was soon extended to other aspects of the UK transfusion and Transplantation activities.

The site is used by clinicians, scientists and other healthcare professionals across the UK and abroad both from Blood Services and hospitals.

Other useful websites

British Committee for Standards in Haematology: www.bcsghguidelines.com

Serious Hazards of Transfusion: <http://www.shotuk.org/>

British Blood Transfusion Society: <https://www.bbts.org.uk/>

Audits

The National Comparative Audits (NCA) / Regional Audits currently in progress along with the plan for 2014:

National Comparative Audits

- Audit of the Use of Anti-D: 2013, report issued November 2014
- Patient Information and Consent audit: 2013, report issued November 2014
- Audit of Transfusion in Children & Adults with Sickle Cell Disease: January 2014
- Audit of Patient Blood Management in Surgery: April 2015
- Audit of Use of Blood In Haematology: January 2016

The NCA audit user's homepage can be found at www.nhsbtaudits.co.uk

http://hospital.blood.co.uk/safe_use/clinical_audit/National_Comparative/index.asp

Regional Audits

- In 2016 we are inviting all hospitals in the region to participate in audits of FFP and Cryo. These will take place at a time convenient to each laboratory during May and June.
- The Transfer of Blood Components with Patients– a 6 month audit of practice. 2013
An audit of practice following the introduction of regional paperwork for transfer of blood products with patients between hospitals. The results of this audit were published in Transfusion Medicine Sept. 2015



Transfer of blood
with patients EoE auc

- East of England Audit of pre-transfusion haemoglobin levels. 2014.
A regional audit of pre-transfusion Hb levels to allow a useful and interesting overview of red cell transfusions within the region and whether hospitals follow a restrictive or liberal transfusing policy.



EoE Hb audit final
report.pdf

- East of England re-audit of platelet use. 2014
Re-audit of the use of platelets within the region. Data collection between October 2014 and March 2015 and reported to the RTC in June 2015.



Q:\Final report EoE
Platelet audit 2014 - :

East of England RTC policies and guidelines

- [Protocol for massive blood loss in children](#) (Addenbrooke's Hospital) Adopted as a regional document by the East of England RTC.



MBL in children EoE
RTC .pdf

- [Major Haemorrhage Guidance](#) by the East of England RTC was recently updated following new guidelines from NICE and BCSH.



East of England RTC
Major Haemorrhage C

- [Acute Transfusion Reaction Guidelines](#) for the identification and treatment of acute transfusion reactions was produced by the East of England RTC so that hospital staff moving around the region's hospitals will find a common method of dealing with possible transfusion reactions. Updated January 2016.



East of England RTC
ATR Guidelines V2.pdf

- The East of England RTC has produced [regional guidelines on the transfer of blood with patients](#) and accompanying [blood and components transfer forms, version 2](#). These were derived from the national document.



Transfer of Blood
EoE RTC V1_.pdf



Transfer of Blood
Appendices EoE RTC

- The East of England TADG has compiled a list of [Group O RhD negative Top Ten Tips](#)



Q:\Group O RhD
Negative top tips.pdf

- The East of England has developed a regional [Single Unit Guideline](#), together with an [Algorithm](#) for laboratory review of red cell requests.



Q:\EoE Single unit
policy.pdf



Single unit\Algorithm
for reviewing red cell

- The East of England has a [Shared Care](#) document to ensure that patients whose treatment is shared by 2 or more hospitals receive the correct blood components. Details of special requirements and the duration of need is included on the reverse.



Shared care form V2
EoE 02.16.doc

Forthcoming Events 2016

Regional meetings

28th June 2016

EoE RTC Meeting

St Johns Innovation Centre, Cambridge
Time 10.00 – 13.00

11th October 2016

EoE RTC Meeting

St Johns Innovation Centre, Cambridge
Time 10.00 – 13.00

Regional education events:

9th June 2016

Mums, Babies & Blood

An education event for midwives
St John's Innovation centre, Cambridge
Time: 10 am to 3.00 pm

28th September 2016.

Main event as yet untitled.

An education event for all hospital staff interested in transfusion. This year we will have 3 sessions covering new and updated guidelines, adverse events and the future of blood transfusion
Granta Centre, Granta Park, Great Abington, Cambridge.
Time 9.30 am to 3.30 pm

National meetings:

8th, 15th & 22nd June 2016

BSMS Roadshows "Supply chain – end to end"

Birmingham, Sheffield & London respectively

7th July 2016.

SHOT Symposium

Salford, Manchester

21st – 23rd September 2016

BBTS Annual conference

Harrogate

24th – 25th November 2016

"Advances in Transfusion Medicine" RCPATH

London

Appendices

I. Person Specification for Lay/Patient Representative on Hospital Transfusion Committee (HTC)*



HTC Lay
Representative (appe

II. Strategies to improve clinician attendance at, and engagement with, Hospital Transfusion Committee (HTC) meetings**



HTC Attendance
(appendix 2).pdf

III. Duties of a Trust wide Transfusion Lead ***



Duties of a Trustwide
Transfusion Lead - SV

IV. Patient Blood Management and Recommendations and Action Plan



Q:\My Documents\
PBM\Recommendatio



Q:\My Documents\
PBM\Recommendatio



Q:\My Documents\
PBM\Recommendatio

Thank-you to:

- The Midlands and South West BBT Team for providing these documents* **
- South West RTC for providing this document ***
- Acknowledgment: The North West RTC Toolkit for HTC Chairs.