

Draft minutes
South East Regional Transfusion Team Meeting

Thursday 17 June 2021 (14.15) via Microsoft Teams

Attendees – see appendix 1 for full membership and roles of the RTT

Howard Wakeling (HW)	Fatts Chowdhury (FC)
Simon Stanworth (SS)	Anwen Davies (AD)
Kerry Dowling (KD)	Kim East (KE)
Tanya Hawkins (TH)	Lisa March (LM)
Ruth O'Donnell (RO)	Emma O'Donovan (EO)
Simon Rang (SR)	Jonathan Ricks (JR)
Roeese Spicer (RS)	Liz Tatam (LT)
Shabana Tufail (SF)	Frances Moll (FM)
Jacky Nabb (JN)	

Apologies

Zoe Sammut	Emma Taylor
Richard Whitmore	Nelson Johnson

	Action
<p>1) <u>Welcome</u> Howard Wakeling welcomed everybody to the inaugural meeting of the South East Regional Transfusion Committee RTT meeting. Those at the meeting introduced themselves to the rest of the team, FM to send a full list of RTT members including hospital and role to the RTT group.</p>	FM
<p>2) <u>Background Document</u></p> <p>a) Membership Nicholas Goddard is unable to continue with his role as RTC Chair and has stepped down with immediate effect. It was agreed that a Deputy Chair should be appointed, HW asked for volunteers from the RTT team to take on the role. Kerry Dowling, TLM at Southampton Hospital, was appointed as Deputy Chair with agreement from those at the meeting</p> <p>b) Workplan There are no current projects to be completed and any outstanding items can be taken forward as the SE RTC if it is still felt to be relevant. It was agreed that we continue with the current workplan and review the plan for next year at a joint TP/TLM meeting in September. This will be ratified at the RTT meeting to be held at the end of this year beginning of next. Items for discussion at the joint meeting to be put forward by the TP and TLM groups at the next meeting of the relevant group</p> <p>c) Working groups Meetings of the working groups within the SE region are taking place. The TPs met in May and are meeting again on 8 July. The TLMs have upcoming meetings planned, London/South East Transfusion Advisory Group (TADG) meeting on 29 June, Southampton/Oxford User Group meeting on 7 July.</p> <p>d) NHSBT - CSM and PBM, Standard agenda items 1) Feedback from each working group represented within the region NBTC, TP, TLM groups x 2 (TADG and Southampton/Oxford), London and</p>	JR/KD/RS

<p>South East Haematology and Trauma group, NHSBT - CSM and PBM, As TLM groups are structured by NHSBT centre each of the centres should be included in the CSM feedback.</p> <p>2) Workplan</p> <p>3) RTC meetings and Education Days</p>	
<p>3) <u>Terms of reference</u></p> <p>a) Additional paragraph referencing Transfusion 2024 to be added to remit section</p> <p>b) The additional paragraph in the SC RTC TORs within outcome measures section to be added to the SE RTC TOR document</p> <p>c) Quorum – it was agreed that at each meeting there should be two representatives from each of the TLM/TP groups, a Consultant Haematologist. an NHSBT representative plus the Chair or nominated Deputy. Representation is required from each of the 3 NHSBT centres (Oxford/Southampton/Tooting).</p> <p>d) A minimum of three RTT meetings per year to be held</p> <p>Revised draft to be produced and circulated by e mail. RTT team to verify by e mail unless there is a need for further discussion</p>	<p>FM</p>
<p>4) <u>2021/22 meetings and priorities</u></p> <p>It was agreed to continue with online meetings for the rest of the year, this will be reviewed at the RTT meeting to be held at the end of the year.</p> <p>Proposed dates for the following meetings will be sent to the relevant teams to identify the best date.</p> <p>a) RTT Meetings RTT meetings to be held at least three times per annum</p> <p>b) RTC meetings / Education Events It was suggested that whilst Education Meetings are being held electronically there could be a separate meeting following the education section with a separate link for RTC members to enable regional discussion. For face to face meetings suitable venue(s) will need to be sourced for location and capacity</p> <p>c) TLM/TP Meeting It was agreed to hold an online TLM/TP meeting in the last week of September</p> <p>d) BMS Study Day It was agreed to hold the BMS Study Day as an online event in the first week of September. Suggested dates will be sent to TLMs in the SE RTC</p> <p>e) Transfusion Bites It was agreed to hold Transfusion Bites in the third week of October as an online event which will be offered to other regions as a National event.</p>	<p>JN/FM</p>
<p>5) <u>Date of next meetings</u></p> <p>The next RTT meeting will be held online in the first week of October with a further meeting to be held at the end of the year to agree the workplan for 2022.</p>	
<p>6) Meeting Close 15.20</p>	

APPENDIX 1

Amalgamated RTT Membership – South East Region		
Name	Role	Organisation
Howard Wakeling	RTC Chair	St Richard's Hospital
Simon Stanworth	Cons Haem	NHSBT
Fatts Chowdhury	Cons Haem	NHSBT / Imperial College
Anwen Davies	PBMP	NHSBT
Richard Whitmore	CSM	NHSBT
Emma Taylor	CSM	NHSBT
Shabana Tufail	CSM	NHSBT
Emma O'Donovan	Cons Haem	East Surrey Hospital
Simon Rang	Consultant Anaesthetist	QE, the QM Hospital
Kerry Dowling	TLM / Deputy Chair	Southampton Hospital
Zoe Sammut	TLM	Worthing Hospital
Nelson Johnson	TLM	Frimley Park Hospital
Roese Spicer	Senior BMS	Kent & Canterbury Hospital
Kim East	Lead TP	Berkshire & Surrey Pathology Network
Tanya Hawkins	TP	Royal Berkshire Hospital
Jonathan Ricks	TP	Southampton Hospital
Lisa March	TP	QE, the QM Hospital
Ruth O'Donnell	TP	Worthing Hospital
Liz Tatam	TP	East Surrey Hospital
Frances Moll	RTC Admin	NHSBT
Jacky Nabb	RTC Admin	NHSBT