

South West Regional Transfusion Committee (SWRTC) Action Plan for April 2014 – March 2015

The National Blood Transfusion Committee (NBTC) and the Regional Transfusion Committees (RTCs) of England promote effective, safe and appropriate transfusion, in accordance with Health Service Circular (2007/001) '*Better Blood Transfusion – Safe and Appropriate Use of Blood*'.

They provide a framework to channel information and advice to and from hospitals transfusion committees (HTCs) on good transfusion practice, and to monitor the performance of NHS Blood and Transplant (NHSBT). The South West RTC (SWRTC) supports the activities of HTCs within the region.

South West Regional Transfusion Committee (SWRTC)

Remit of SWRTC

- To provide timely communication from the NBTC to HTCs and feed back any issues.
- To create a programme of activities in line with the objectives agreed by the NBTC:
 - Educational activities on specific topics/areas of practice
 - Creation of project groups to aid implementation of identified good practice
 - Audit
- To undertake other activities to meet locally agreed requirements.
- To act as a resource for HTCs in trusts with outlying performance in transfusion practice, as identified by the annual SWRTC database report.
- To report on regional transfusion related activity to the NBTC.
- To raise NHSBT performance issues at regional and national level.

Working Arrangements of SWRTC

- The SWRTC is accountable to the NBTC.
- The Chair of the SWRTC is elected by the members of the SWRTC from one of the 'users of blood' in the region.
- The Chair holds membership of the NBTC, and will attend the biannual NBTC meetings and RTC chairs meetings on behalf of the SWRTC.
- The term of office for the Chair is 2 years, with the option of an additional 2.
- There will be at least 2 meetings of the SWRTC per year.
- SWRTC will maintain communication with Chairs of HTCs.
- Secretariat for the SWRTC will be provided by NHSBT.
- SWRTC will provide minutes of meetings to the NBTC, and produce a written report in advance of each NBTC meeting.

Membership of SWRTC

- RTC Chair (also acting as representative from the NBTC).
- Representatives from all HTCs (including private hospitals) in the South West region.
- NHSBT representatives (Patient Clinical Team Consultant, Customer Services Manager and Patient Blood Management Practitioner/s).
- Patient representative.
- RTC Administrator.

Format for SWRTC Meetings

- Meetings to take place twice per year, following each of the NBTC meetings.
- Agenda balanced between SWRTC business, hospital input and educational items.
- Agenda and supporting information distributed at least one week in advance (as far as possible).
- Venue to be central for the majority of hospitals in the region.
- Minutes recorded by the SWRTC Administrator and include an action log.
- Agenda, minutes and presentations (where possible) to be posted on the SWRTC website.

- Regular agenda items to include:
 - NBTC Feedback
 - Feedback from SWRTC Subgroups, and the regional Transfusion Laboratory Manager (TLM) / Transfusion Practitioner (TP) meetings
 - SWRTC Budget
 - Trust blood components wastage
 - National Comparative Audit / Regional and local audits
 - NHSBT KPI data
 - NHSBT Strategy (identify regional issues and highlight hospital concerns)

SWRTC Meetings Planned

May 2014 and November 2014 (exact dates to be confirmed).

South West Regional Transfusion Team (SWRTT)

The South West Regional Transfusion Team (SWRTT) continues the work of the SWRTC between meetings, and provides ongoing communication to the HTCs.

Remit of SWRTT

- SWRTT is the 'executive working group' of the SWRTC.
- Ensure SWRTC budget is used appropriately.
- Oversee the work of regional project groups.
- Prepare SWRTC meeting agenda and any other matters concerned with the running of the SWRTC.

Working Arrangements of SWRTT

- SWRTT is accountable to the SWRTC.
- Chair is the SWRTC Chair.
- Secretariat for the SWRTT to be provided by the SWRTC Administrator.
- Members of the SWRTT to stand for a period of 3 years, renewable at the discretion of the Chair and the endorsement of the members of the SWRTC.
- SWRTC will reimburse travel expenses of members attending SWRTT meetings.

Membership of the SWRTT

- SWRTC Chair.
- Representatives of the regional TLMs and TPs (one from each group).
- Other members of the SWRTC (as required).
- NHSBT representatives.
- SWRTC Administrator.

Format for SWRTT Meetings

- Meetings to take place every other month, preferably face to face, or by telecon.
- Agenda to be distributed at least one week in advance.
- Agenda items to be submitted to SWRTC Administrator 2 weeks in advance.
- Regular agenda items are the same as for SWRTC meeting, but also to include: trust/hospital blood component issues.
- Minutes recorded by SWRTC Administrator and include an action list.
- Agenda and minutes to be posted on the SWRTC website.

SWRTC Annual Plan for 2014/15

RTC Membership

- Every HTC Chair (or deputy) to attend at least one SWRTC meeting in 2014/15.
- Any HTC not sending a representative for two consecutive meetings will be contacted to offer any necessary support and encourage attendance.

Communication with NBTC

- SWRTC to submit a written report to each NBTC meeting in 2014/15.
- SWRTC Chair to report back on key issues that arise at the NBTC to SWRTC and SWRTT meetings or via email (or letter) at other times.

Distribute communication from other organisations

- Circulate quarterly BSMS blood usage and wastage reports to regional HTTs.
- Circulate NHSBT reports to regional HTTs as required.

HTC input at RTCs

- HTC Chairs to be invited to submit business items for the RTC meeting agenda at least six weeks in advance.
- HTCs to be invited to share examples of good practice, audits and points for discussion at SWRTC meetings, to be submitted for agenda six weeks in advance.
- SWRTT to review the proposed items and select those for the SWRTC agenda.

RTC Budget

- NHSBT PBMPs to be budget signatories.
- SWRTC budget to be a standard agenda item of SWRTC and SWRTT.
- SWRTT to plan activities that use budget appropriately.
- Support for SWRTC events may be sought from commercial sponsors, providing all formal protocols are observed.
- RTC Budget to be used to help fund:
 - The 2 SWRTC meetings and any educational symposiums as agreed by SWRTT and SWRTC subgroups.
 - Travel expenses for committee members attending RTT and RTC subgroups.
 - Assistance with requests for financial support from SWRTC members, in accordance with the SWRTC general rules and guidance on funding for educational events (as outlined in the information sheet available via the SWRTC website).
 - Other items as agreed by SWRTT.

Patient Involvement

- Patient representative (Pt. rep.) to be invited to all SWRTC meetings.
- Pt. rep. to be invited to participate in SWRTC Education Subgroup meetings.
- Pt. rep/patient involvement to be considered for every educational event and any new SWRTC Subgroups formed.

Working Groups (subgroups)

- Current working groups established by the SWRTT are:
 - SWRTC Education Subgroup
 - South West Blood Conservation Group [SWBCG] (this group is out with of the SWRTC).
- Working groups to have an annual plan, to be reviewed by the SWRTT.
- Working groups to have at least one member from the SWRTT.
- Working groups to provide a verbal/written report to each SWRTT and RTC.
- Details of working groups, including membership to be kept on the SWRTC website; Chairs to keep SWRTC Administrator informed of membership changes.
- The Chair of each group is responsible for the venue, agenda and minutes of the group meetings (with assistance from the SWRTC Administrator).
- Agenda and minutes to be posted on SWRTC website.
- SWRTC will support/collaborate with activities of the SWBCG:
 - work with NHSBT and SWBCG towards the development of a UK-wide cell salvage database

Audits and Surveys

- Regional audit and survey activity will be directed through the SWRTT, SWRTC Subgroups, and the TLM and TP groups where appropriate.
- SWRTT will review national and regional audit recommendations, present results at RTC and help support hospitals to develop/implement action plans.
- SWRTT will support and promote participation in National Comparative Audit, and identify non-participation and reasons for this.
- SWRTT will undertake at least one regional survey/audit per year on a topic of importance to the regional transfusion community:
 - conduct a survey of Quality of Life impact of red cell transfusion in chronic transfusion dependent patients (MDS), to be initiated in 2014/15.
- SWRTT will support the submission of presentations/posters from the SWRTC and HTCs to the BBTS annual conference and other appropriate conferences:
 - produce a poster on SWRTC consent for long term transfusion template for presentation at NATA 2014 conference.
 - produce a poster on SWRTC comparison of anti-D guidelines table for presentation at SHOT 2014 symposium.
 - produce a poster on SWRTC iv iron survey and on LIMS project (see below) for presentation at BBTS 2014 annual conference.

Benchmarking practice and blood component issues

- SWRTT will conduct an annual database survey of hospital transfusion practice on behalf of the SWRTC to offer hospitals a benchmark against BBT3 recommendations and regional practice; survey will be run using SNAP on-line survey tool for the first time in 2014.
- SWRTC/SWRTT will use this information to identify outlying performance in transfusion practice, and provide assistance to develop action plans if required. This will include annual figures for issues of group O RhD negative red cells as a percentage of total red cell against the NBTC benchmark of 10.5%.
- SWRTT will provide comparative blood component issues data for all HTC meetings.
- SWRTT will provide Trust vs. Region vs. National comparative wastage statistics for red cells and platelets, and the financial cost of Trust wastage, for all HTC meetings.
- Emphasis will be placed on the appropriate use of blood components, especially platelets and group O RhD negative red cells, and the avoidance of unnecessary use and use of alternatives where possible.
- SWRTT will promote appropriate use of CMV negative screened red cells and platelets, through analysis of issues data and identification of financial savings.
- Promote participation in National Comparative Audit and the Blood Stocks Management Scheme (BSMS) and use of BSMS Vanesa data management system.

Other specific actions:

- Arrange/support regional educational events for clinical and/or transfusion staff:
 - study day for transfusion laboratory staff;
 - anaemia study day;
 - midwives study day
 - other events as identified by the education subgroup to meet regional needs..
- Promote and help implement NBTC Patient Blood Management (PBM) recommendations in the region and present at RTC meeting in November:
 - focus SWRTC meeting agenda on PBM
 - identify possible working groups required
- Work with LIMS providers to produce an IT solution which links Hb data to transfusion episodes, and use to define levels of appropriate use of red cells amongst specialities within hospitals; submit an abstract for British Society for Haematology 2015 ASM in April 2015, with a view to launching this solution with an oral presentation.
- Develop regional transfusion competencies, in conjunction with the South West Transfusion Practitioners group.