

**Confirmed Minutes of Regional Transfusion Committee Audit Group  
Wednesday 06 July 2016  
Russell's Hall Hospital, Dudley**

**Present:**

Dr Craig Taylor	(CT)	RTC Audit Chair, Dudley Group of Hospitals NHS Trust
Suzy Biggs	(SB)	NHS Blood and Transplant
Jennifer Ford	(JF)	Dudley Group of Hospitals NHS Trust
Angela Sherwood	(AS)	NHS Blood and Transplant
Dr Suzy Morton	(SM)	NHS Blood and Transplant
Caroline Tuckwell	(CMT)	Dudley Group of Hospitals NHS Trust

**Apologies:**

Dr Charles Baker	(CB)	Royal Stoke University Hospital NHS Trust
Brian Hockley	(BH)	NHS Blood and Transplant
Cathy Lim	(CL)	NHS Blood and Transplant

**1. Welcome and Apologies**

CT welcomed everyone to the meeting.

**2. Minutes and matters arising from Audit Group Meeting – 04 February 2016**

*Pre-op assessment/optimisation* - CT said this still outstanding but will aim to produce a brief article aimed at educating GPs – to try and get them involved into what is happening. CT needs to locate a WM regional clinical commissioning group (CCG) and publish an article in the GP newsletters.

**Action: CT to find out about CCG and compile a report**

*Wrong Blood In Tube (WBIT)* – CT noted that DGH had done an observational audit of sample labelling/WBIT in ED. We need to discuss this further as to whether to do this regionally - CMT will gauge interest at RTC board meeting on 11 July and report back.

**Action: CMT to discuss on 11 July 2016**

*Albumin Survey* – Survey results had been delivered but it had been concluded that this was not a top priority therefore would be put on hold for the foreseeable future. JF and CT will lead on this when things change.

*IV Iron Survey* – CMT is to look at RCN guidelines and create an educational document for nurses. The group felt that a specific section on the NHSBT website could be created and used as a sharing and learning tool, with other iron deficiency resources and audits from other regions. Updates need to be sent to Christine Roberts the NHSBT website manager.

**Action: CMT/SB to create an audit proforma for an education document and send an executive summary and link out**

The minutes were accepted as a true record and all actions included on agenda.

**3. Out of Hours Audit**

SB had sent an email out inviting hospitals to take part. It was agreed that each hospital or trust could select their own week in July, as long as it was 7 full days (one continual week). The deadline is 31 July.

CT reported that we need to make clear who the audit lead is – ie, in this case CMT, therefore, an email should come from CMT explaining this.

**Action: CMT to email out**

CT reported that we need to make sure documents are standardised (ie. planning tool, letter and SOP) which will make it easier for future audits. Also, we need to make certain that the audit lead is always available for signing off documentation.

**Action: JF will write a SOP for the above**

When audit data has been gathered SB will arrange a telecon so that we can make sure we all go through each page, one by one, so we are certain of all the detail within.

**Action: SB to arrange telecon**

#### 4. Future Plans

- Phlebotomists to be audited
- WBIT – regional
- ED Audit – Samples

**Action: CMT will ask on 11 July**

- A suggestion made that 'Twitter' account can be used to send out quick updates
- Provide IV Iron Deficiencies and audits – to be updated on educational website
- Ask if generic email addresses on website can be used under shared care banner
- HEP E – more readily identified

**Action: JF/SM will work on this**

- Tranexamic acid guidelines – should we promote regionally? To do survey?
- RUH Bath and Royal Stoke both have TXA guidance and AS will ask the PBM team for this.

**Action: AS to ask at PBM meeting**

**Action: AS/SM to write a map and email to BH then do audit?**

- Neonates and Paeds – Identified problems with babies/twins not having wrist bands (ie. as not having been registered yet)

**Action: raise in 2017 perhaps?**

- NCA - Lower GI Bleeding and Sickle Cell – taking too long to be issued. AS to email.

**Action: AS to contact JGC NHSBT**

#### 5. AOB

*Membership of Audit Group* - The RTC Audit group required representatives from other trusts as currently there was a breakdown as follows:-

- NHSBT x 4
- Dudley group x 3
- North Midlands Trust x1

SM had previously suggested contacting 2 new consultants (Dr Maria Mushkbar – UHCW and Dr Jane Graham – UHNMT) but both had declined due to current work pressures, but may be interested in the future.

CT said will require 2 TPs, 2 TLMs, 2 hospital consultants (we currently have 1)

We will rotate the venues' accordingly, to make it fair for all. As long as meetings were held between the hours of 10.30 – 15:00.

SM - Shared care – Transplant document to be updated and ratified.

**Action: All to try and find new members and let SB know**

**Action: SB to email out to HTT groups**

**Action: CT will raise at RTC Board meeting on 11 July**

#### 6. Date of Next Meeting

SB will email the group with dates in Sept/Oct at either Bham New Street/Vincent Drive.

**Action: SB to email the group**