

## **THE REGIONAL TRANSFUSION COMMITTEES**

### **TERMS OF REFERENCE**

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##### **01. REMIT**

01.1 The overall objective of the Regional Transfusion Committees (RTCs) is to support the activities of Hospital Transfusion Committees, thus enabling the National Transfusion Blood Committee to achieve its aims.

01.2 Specific objectives include: -

- To provide timely communication from the National Blood Transfusion Committee (NBTC) to local Trusts
- To create a programme of activities in line with the objectives agreed by the NBTC. The activities are likely to include:
  - Workshops on specific topics to identify examples of good practice within local Trusts
  - Creation of project groups to aid implementation of identified good practice in participating neighbouring Trusts
  - Audit
- To undertake similar activities to meet locally agreed agendas
- To organise educational meetings on at least an annual basis
- To identify outlying Trust performance in external quality assessment and benchmarking schemes and those with difficulties meeting accreditation requirements
- To act as a resource for Hospital Transfusion Teams in Trusts with outlying performance in transfusion practice
- To report regularly on the output of the RTC to the NBTC
- To raise documented specific NHSBT performance issues at a national level.

##### **02. SCOPE**

02.1 The RTCs should be aligned to the boundaries of the ten original Strategic Health Authorities (SHAs) - East Midlands, East of England, London, North East, North West, South Central, South East Coast, South West, West Midlands and Yorkshire and The Humber

### **03. MEMBERSHIP**

#### **03.1 Each RTC will comprise: -**

Representatives from all Hospital Transfusion Committees (including private hospitals) in the relevant area  
3 NHSBT representatives  
1 Patient representative

### **04. WORKING ARRANGEMENTS**

#### **04.1 The RTCs will be accountable to the NBTC.**

#### **04.2 The Chair of the RTC will be elected by the current members of each RTC. Nominations for RTC Chairs must be approved by the NBTC Executive Working Group prior to election. The chair will be a professionally qualified healthcare worker member of the RTC but may be a person who is not currently an RTC member.**

He/She will serve a term of 3 years renewable by RTC election (and subject to NBTC Executive Working Group approval) thereafter on a 3 year cycle. The RTC chair will represent the RTC on the NBTC. The RTC Chair may appoint a deputy from the RTC membership and who may be someone without prescribing rights for blood, and therefore can be clinician or biomedical scientist.

#### **04.3 There will be at least 2 meetings of each RTC each year.**

#### **04.4 The RTCs should maintain good lines of communication with Chairs of Hospital Transfusion Committees.**

#### **04.5 The RTCs should establish a Regional Transfusion Team to ensure that the momentum of the Committees' activities is maintained between full Committee meetings. The term of hospital members will be 3 years renewable thereafter on a 3-year lifecycle.**

#### **04.6 The Regional Transfusion Team should organise educational meetings for representatives of Hospital Transfusion Committees once or twice a year.**

#### **04.7 Each Regional Transfusion Team should decide on attendance and tenure of membership of the RTC and Working Groups.**

#### **04.8 The secretariat for the Committees and Regional Transfusion Teams will be provided by NHSBT.**

#### **04.9 NHSBT will reimburse travelling expenses, according to an agreed formula, of members attending meetings of the Regional Transfusion Team.**

- 04.10 The RTCs will provide reports of their meetings to the NBTC and a written structured report one month in advance of each meeting.
- 04.11 The RTC Chairs will elect a Chair for their meetings. The term of the Chair will end after 3 years or when he/she completes their term as RTC Chair, whichever is the earlier.
- 04.12 The Chair of the RTC Chairs will attend the NBTC Executive Working Group meetings, with the additional attendance of another rotating RTC chair.

## **05. OUTCOME MEASURES**

- 05.1 Providing data on the transfusion practice of Trusts in the Region.
- 05.2 Monitoring and recording transfusion audit on a regional basis.
- 05.3 Demonstrating regional education in good transfusion practice.
- 05.4 Reporting on performance monitoring of the transfusion-related services provided by NHSBT.
- 05.5 Providing information on patients' experiences about the provision of transfusion services.