

**Confirmed Minutes of Regional Transfusion Team (RTT)
Telecon Meeting
Monday 09 October 2017**

Present:

Dr Craig Taylor	(CT)	RTC Vice-Chair, Dudley Group of Hospitals NHS Trust
Suzy Biggs	(SB)	NHS Blood and Transplant
Mike Herbert	(MHe)	The Royal Wolverhampton NHS Trust
Angela Sherwood	(AS)	NHS Blood and Transplant
Maxine Boyd	(MB)	The Royal Wolverhampton NHS Trust

Apologies:

Dr Chris Newson	(CN)	RTC Chair, Walsall Hospitals NHS Trust
Dr Charles Baker	(CB)	Royal Stoke University Hospital NHS Trust
Gregory Barber	(GB)	Sandwell & West Birmingham Hospitals NHS Trust
Jayne Khorsandi	(JK)	Heart of England NHS Hospital Trust
Dr Suzy Morton	(SM)	University Hospital Birmingham/NHS Blood and Transplant
Cathy Lim	(CL)	NHS Blood and Transplant

1. Welcome and Apologies

The RTC Chair welcomed everyone to the meeting and the group expressed their concerns about the lack of numbers and wondered if the meeting was barely quorate.

2. Minutes and Actions from RTT Telecon Meeting – Tuesday 30 May 2017

RTT Telecon minutes were accepted as a true record.

Actions:

Patient Representative – this was at an impasse with this and will hold in abeyance for time being as we need to speak to CN for an update, who was not in attendance today.

Action: CN

Attendance at Meetings – SB will continue to log attendance at meetings on an ongoing basis.

Out of Hours Audit – This report had some final amendments to be made, and it is planned to send out over the next few weeks. AS/SB will arrange to send out by email for final comments.

Action: AS

All other actions completed or on the agenda.

3. RTC Conference “The Human Factor” – Monday 30 October 2017

It was confirmed that the venue (Worcester Hospital Foundation Trust) was able to seat 145 comfortably. We currently have places to fill so AS and SB suggested asking the RTC east of England team, if they wanted to attend this conference. They will send out an invite to the teams.

Action: AS/SB

4 AOB

RTT attendance – the team were asked to think about ways of gaining more regular attendance from the members, as the last couple of telecons' had proved short on people.

Action: All

5. Date and Time of Next Meeting

SB to confer with Dr Newson about dates in the diary.

Action: SB