

**Confirmed Minutes of Regional Transfusion Team (RTT)
Telecon Meeting
Friday 13 May 2016**

Present:

Dr Chris Newson	(CN)	RTC Chair, Walsall Hospitals NHS Trust
Dr Craig Taylor	(CT)	RTC Vice-Chair, Dudley Group of Hospitals NHS Trust
Dr Suzy Morton	(SM)	University Hospital Birmingham/NHS Blood and Transplant
Mike Herbert	(MH)	The Royal Wolverhampton NHS Trust
Gregory Barber	(GB)	City and Sandwell NHS Foundation Trust
Angela Sherwood	(AS)	NHS Blood and Transplant
Cathy Lim	(CL)	NHS Blood and Transplant
Jayne Khorsandi	(JK)	Heart of England NHS Foundation Trust

Apologies:

Dr Charles Baker	(CB)	Royal Stoke University Hospital NHS Trust
Dr Sunil Bhudia	(SBh)	Royal Brompton and Harefield Foundation Trust
Craig Wilkes	(CW)	NHS Blood and Transplant
Suzy Biggs	(SB)	NHS Blood and Transplant
Mandeep Dhanda	(MD)	Walsall Hospitals NHS Trust

1. Welcome, Present and Apologies

The RTC Chair welcomed everyone to the meeting and apologies were received as above.

2. Minutes and Actions from RTT Telecon Meeting – 28 April 2016

RTT Telecon minutes were accepted as a true record.

Actions from previous minutes:

RTC website to have updated shared care email list – SB will update the list and make sure it is available on RTC website. Link for website can then be sent to hospitals to be distributed amongst transfusion and transplant teams.

3. RTC Objectives 2015/16

GB to lead the audit of compliance for the Regional Shared Care document, taking over from JT.?
Does the policy need to be updated

Aim for 2 regional audits will remain the same – best not to specify what the audits will be.

Action: SB to add JE to the RTC distribution list as she is the RTC lead involved in the regional TP group.

The majority of objectives do not require completion dates as they are ongoing, although some specific dates are required in regards to meeting dates.

All objectives are manageable and are being achieved.

4. HTTP Workshop & Business Meeting - Mon 11th July 2016

Venue will be at BNS in rooms 1 & 2.

Draft Title: "Improving Practice" – **Action: ALL to think of a more compelling title.**

Current draft workshop agenda:

- 09:30 – 10:00 – Arrival, coffee& tea and welcome
- 10:00 – 10:30 – 1st session (anaemia service at Stoke – **Action: CB to speak to DB to present**).
- 10:30 – 11:00 – 2nd session (A&E phlebotomy – MH to present)
- 11:00 – 11:30 – coffee break
- 11:30 – 12:30 – Guidelines update and case presentation
 - 11:30 – 12:00 – NICE and BCSH trauma guidelines. 2 hospitals to present interesting MHP case studies. **(Action: CN to ask MD to present recent MHP case studies comparing good and bad practice. Action: AS/CL to speak to CF at UHCW to present MHP video).**
 - 12:00 – 12:30 – Paeds guidelines **(Action: AS/CL to ask someone at BCH to present or Dr Anand).**
- 12:30 – Lunch/HTTP workshop end.

RTC business meeting agenda was agreed upon.

Hep E data will be presented in section 7.

NHSBT update will be added in section 8 as part d.

Flyer to be created and distributed. **Action: CL to create flyer.**

5. AOB

Executive decision made to remove Dr Sunil Bhudia from distribution list and RTC group.
Action: CN to email SB thanks and notification of removal from RTC distribution list.

Email to be sent to doctors to ask if they would be interested in taking on the vice-chair of the RTC role. **Action: SB to send round email to include Dr Jane Graham at UHNS and Maria Mushkabar at UHCW.**

6. Date of next meeting

To be arranged. **Action: SB to send out suggested dates for next RTT telecon.**