

**Confirmed Minutes of Regional Transfusion Team (RTT)  
Telecon Meeting  
Thursday 28 April 2016**

**Present:**

Dr Charles Baker	(CB)	Royal Stoke University Hospital NHS Trust
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
Cathy Lim	(CL)	NHS Blood and Transplant
Dr Suzy Morton	(SM)	University Hospital Birmingham/NHS Blood and Transplant

**Apologies:**

Dr Chris Newson	(CN)	RTC Chair, Walsall Hospitals NHS Trust
Gregory Barber	(GB)	City and Sandwell NHS Foundation Trust
Dr Sunil Bhudia	(SBh)	Royal Brompton and Harefield Foundation Trust
Jayne Khorsandi	(JK)	Heart of England NHS Foundation Trust
Angela Sherwood	(AS)	University Hospital Coventry and Warwickshire Foundation Trust
Craig Wilkes	(CW)	NHS Blood and Transplant

**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:**

***Patient Representative*** – CN was at an impasse with this and will hold in abeyance for time being.

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

***West Midlands Trauma Network Group (WMTNG)*** – Suzy Morton to look at this after she joins. This was something HD looked after.

**3. RTC Business Meeting – 05 November 2015**

Minutes signed off and all other actions are completed and on the agenda.

**4. RTC Objectives / Workplan – 2015/16**

These were discussed and SB will update the list.

**Action: SB**

**5. RTC Budgets and Sponsorship Updates**

SB is keeping up to date with the RTC Expenditures and keeping costs as low as possible, which is an ongoing process. The NHSBT budgets for this year have not yet been finalised.

## 6. HTTP Workshops and Business Meeting – Mon 11 July 2016

This will be held at the NHSBT Offices, New Street - Birmingham (conference timings will be circa 09:45 – 15:30).

RTC Business Meeting will follow the workshop (timings circa 15:30 – 17:00).

Agenda title will be “ ”.

Template agenda is currently:

- 09:30 – 11:00 (two sessions)
- 1<sup>st</sup> Session – Anaemia service
- 2<sup>nd</sup> Session – A+E Phlebotomy
- 11:00 – 11:30 – coffee break
- 11:30 – 12:30 – BCSH and NICE guidelines updates (case presentations to demonstrate how guidelines have been implemented and a look at how different trusts tackle perceived problems).

Also possibility to include:

- HEP E neg updates in the agenda – where are we now – broken down on a hospital by hospital basis including splits orders and miss matches - CL will get this data. **Action: CL**
- RTC audit updates (out of hours transfusion audit – still being worked on and will hopefully be going out soon. To be discussed at next audit meeting.)
- Business meeting from 13:30 – 15:30.

Draft programme and flyer - SB/CL will create one and email it to the RTT for comments.

**Action: SB/CL**

Anaemia Nurse – had been in post at North Midlands Trust since last year (Deborah Sumner). CB will ask her if she is happy to present at the Business meeting for her observations.

**Action: CB**

RTC Business Meeting to updates as follows:-

RTC Audit Updates – CT asked to add this to the Business Meeting Agenda for CMT to update the group on, to include “out of hours, WBITS and auditing blood”. CMT will confer with Brian Hockley for updates.

**Action: SB/CMT**

## 7. Regional Blood Component Data

This will be added to the Business Meeting Agenda.

## 8. AOB

National Commissioning Group – CT had noticed that the NBTC minutes were not on the website. CB will write to the contact and report back.

**Action: CB**

New consultant haematologist responsible for transfusion at UHNS Trust - Dr Jane Graham.

## 9. Date and Time of Next Meeting

Friday 13 May 2016 – SB to email round confirmation of telecon details.

**Action: SB**