

EAST OF ENGLAND REGIONAL TRANSFUSION TEAM

Minutes of the meeting held on 6th February 2019 at the Hallmark Hotel Cambridge from 2 – 4 pm.

Attendance:

Name	Organisation	Name	Organisation
Nicola Jones NJ <i>Chair</i>	Papworth	Claire Newsam CN	CUH
Frances Sear FS	NHSBT	Carol Harvey CH	Colchester
Dora Foukaneli DF	NHSBT	Debbie Asher DA	NNUH
Veronica Hilbert VH <i>Minutes</i>	NHSBT	Lisa Cooke LC	QEHKL

Apologies: Mohammed Rashid

1. Welcome: NJ welcomed those present. CN standing in for Kath Philpott who is on maternity leave

2. Minutes agreed and Action plan 2018 – 19 updated

3. RTC administer role

- 15 hour per week role. Should be more manageable as audits no longer part of the role. Interviews are being held on 8th February 2019.

4. RTC business

- Extension of staff survey
- Obstetric use of blood audit – this is a multi-regional audit. It is not essential and we would need more information before taking part. FS will gain more information.

5. Education events for 2019

- Consider 'Transfusion/Transplantation' for November 2019
- NC & DF will meet to put together a plan and discuss at the next RTT

6. Audit

- Staffing
- Shared care
- Anaemia

7. Shared care form audit

- As discussed

8. AOB

- Add TADG reports to RTC agenda
- Add TP reports to RTC agenda

Date of next meeting TBC

Actions:

No	Action	Responsibility	Status/due date
1	FS to gain more information on Obstetric Use of Blood	FS	
2	NC & DF to meet to discuss the next education event in November	NC & DF	
3	Add TADG reports to RTC agenda	RTT administrator	
4	Add TP reports to RTC agenda	RTT administrator	

DRAFT