

EAST OF ENGLAND REGIONAL TRANSFUSION TEAM

Minutes of the meeting held on 31 October 2019, The DoubleTree by Hilton
Cambridge Belfry
14:00pm – 16:00pm

Attendance:

Name	Organisation	Name	Organisation
Nicola Jones NJ <i>Chair</i>	Royal Papworth	Claire Sidaway CS	Hinchingbrooke
Dora Foukaneli DF	CUH / NHSBT	Michaela Lewin ML	CUH
Frances Sear FS	NHSBT	Katherine Philpott KP	CUH
Clare Neal CN <i>Minutes</i>	NHSBT	Mohammed Rashid MR	NHSBT
Debbie Asher DA	NNUH	Tracy Nevin TN	Princess Alexandra

Apologies: Gilda Bass **GB** Hamish Lyall **HL**

1. Welcome: **NJ** welcomed those present.

2. Minutes agreed

3. RTC Business

NJ asked if there was anything from the RTC that needed discussing. **ML** suggested coming together as a region for donor day in future. **DF** asked what happened with the SERV motorbike drivers as they had been put forward for a Queens Award. **KP** advised they are being presented with that a week Saturday. It was suggested they are invited to attend a meeting to discuss their work.

4. Education Events for 2020

- Mums, Babies and Blood.
This has been taking place now for 10 years. **DF** suggested running it in a different area of the region. **NJ** said if the material is already in place, it could easily be lifted and delivered elsewhere. It doesn't have to be a large event but smaller events across the region and could be shortened to half a day if needed. **DA / TN** will explore for their regions. **DF** keen to have at Addenbrooke's.
- BSMS
Clive would be willing to do workshops for groups of lab staff. He would not be able to visit individual hospitals. **CS** noted staff had felt it useful when they worked on their own data. A lot of staff wanted to attend but there was not enough space. **FS** advised that you need IT access but there is no cost to run. Who can host?
- Human Factors
FS suggested some workshops. Explore further and look at options.
- Haematology Trainees
The curriculum for trainees is being reviewed and a draft will be available on 12th December 2019. It is felt that trainees are not gaining the confidence to fulfil their role adequately. **DF** felt that it was important to make trainees stronger by training the trainers as they will impact the Haematologists of the future. **NJ** suggested written toolkits, study days, information available to them on-line. **DF** noted that East Midlands have good results, what are they doing to achieve this?
- Trauma Intermediate Life Support Course
ML felt this course was very beneficial. It included simulation which made it a fantastic day. Princess Alexandra has had training similar.

5. Survey – Toolkits

FS has not received much feedback from the toolkits. It would be useful to have a volunteer to look at the documents. **ML** volunteered to help review

RTT membership needs to be updated. **HL** is stepping down as deputy chair. RTT to feedback on possible ideas for a deputy in 2-3 weeks. If no one is suggested it will be opened up to the RTC.

DA discussed her feedback for the lab survey. It would be beneficial to capture other information such as:-

- How many locums do you have?
- Monitoring sickness.
- How many unpaid staff are there?
- What is the WTE staff / vacancies? **DA** noted that they do not always have vacancies but inexperienced staff.

FS asked for other feedback to be sent to her. Brian will update the survey and it will be circulated to TLM's.

6. AOB

ML asked that emails are sent to her NHS Net account.

7. Date and time of next meeting and close

Tuesday 11th February 2020, Venue to be confirmed

Tuesday 12th May 2020, Venue to be confirmed

Thursday 22nd October 2020, Venue to be confirmed

Actions:

No	Action	Responsibility	Status/due date
1	Education Events <ul style="list-style-type: none"> • Mums Babies Blood – Explore Regions • Blood Stocks – Advise FS if can host • Human Factors – Explore Further 	ALL	Next RTT
2	Toolkits Feedback to FS ML to look at documents		
3	RTT Membership Suggested names for Deputy Chair to NJ / FS / CN	ALL	2-3 Weeks
4	Lab Survey Feedback to FS Brian will update survey Survey sent to TLMS's	ALL FS CN	ASAP