

## **Terms of Reference:**

### **Remit**

The overall objective of the Regional Transfusion Team (RTT) is to support Hospital Transfusion Committees and promoting Patient Blood Management Initiatives by steering educational activities and audits initiated by the Regional Transfusion Committee (RTC).

### **RTT members**

Chair of the Regional Transfusion Committee

At least two Hospital Transfusion Committee members/users

At least two Transfusion Practitioners from within the region

At least two Transfusion Laboratory Managers from within the region

### **RTT supported by**

Regional Consultant Haematologist from the NHSBT Patients Clinical Team

PBM Practitioners from NHSBT PBM Team

Regional Customer Services Manager from NHSBT Service Delivery Team

Data Analyst and Audit Manager for RTC's

The RTC Administrator

### **Quorum**

Chair or deputy chair of the Regional Transfusion Committee

One HTC member/user

One Transfusion Practitioner

One Transfusion Laboratory Manager

NHSBT Representative

### **Working Arrangements**

The RTT will be accountable to the RTC. It will be chaired by the RTC Chair or Deputy. The RTT will be responsible for the day to day management of the RTC and will lead projects as agreed by the RTC. The RTT will develop project groups with other interested parties within the region to progress any agreed RTC projects. The RTT will meet at least twice a year, between RTC meetings. At least one meeting will be face to face.

### **Term of Member**

Two years, renewable every two years

Retirements should be staggered to ensure continuity

New members will be proposed and agreed by RTT members

### **Secretariat**

The RTC Administrator will service the committee and take minutes