

South Central Regional Transfusion Practitioners Group

Terms of Reference

Remit

The South Central Regional Transfusion Practitioners Group (SC TPG) is a working group whose primary aim is to support SC Transfusion Practitioners (TP) to meet the National Blood Transfusion Committee's Patient Blood Management (PBM) recommendations, the National Institute for Health & Care Excellence (NICE) transfusion guidance (NG 24 2016) and related Quality Standards, and the British Standards in Haematology (BSH) transfusion guidelines. The primary focus is to improve patient safety and experience in relation to transfusion.

This will be achieved by

- Supporting TPs by sharing of good practice and provision of educational opportunities and resources, and by reducing professional isolation through encouragement of networking and mutual support.
- Providing educational information at each meeting, where possible and relevant there will be external speakers
- Providing a forum to discuss implications of new guidelines
- Development and promotion of educational resources
- Development of regional audits to provide benchmark data to guide future work and support through National audits
- Reviewing clinical incidents through reflection on annual SHOT benchmarking data
- Developing working groups where these are required
- Giving feedback from local and national study days, conferences and regional meetings and discussing implications for practice.
- Organising regional study days either alone or in collaboration with other groups e.g. TADG, South East Coast TPG, London TPG
- Representing the voice of TPs at the Regional meetings
- Providing regional TP representation on national groups and feeding back to the regional group as required

Outcome measures

- Educational events held and any educational resources developed are positively evaluated by the target audience.
- Actions set by any working groups organised to address specific issues are completed by agreed deadlines.
- Key Performance Indicators (KPI) of the constituent trusts are within or are moving towards defined target ranges.
- South Central data presented in the NHSBT Hospital Highlight Report show a similar or superior trend when compared to national figures.
- Any regional transfusion audits are planned and run to a high standard, producing objective results and clear recommendations for practice.
- Following audit, any locally or nationally developed recommendations are evaluated by individual trusts and are implemented if appropriate and practicable.

Membership

The SC TPG will consist of the following members from the SC TPG region:

- Chair
- An NHSBT Patient Blood Management Practitioner (PBMP)
- An NHSBT Regional Transfusion Committee Administrator (RTC Admin)
- All SC TPs
- All health care professionals (NHS & private providers) working in an equivalent role

Term of Members

- The Chair will be in post for 2 years with the option to renew for a further 2 years.
- If the Chair is unable to attend a meeting or telecon a nominated representative will stand in.
- Nominations for the posts will be sought from the SC TPG; if necessary the post will be decided by voting
- If there are no nominations the Chair and PBMP will consult on the best way forward

Working Arrangements

- The SC TPG will report to the SC Regional meetings
- The SC TPG will meet a minimum of 3 times per annum, including telecons where appropriate.
- The Chair and the RTC Admin will be responsible for booking the required meeting rooms
- Calendar invitations will be sent out in advance of the meeting (aiming for 2 months' notice)
- An agenda will be sent out within 2 weeks of the forthcoming meeting by the RTC Admin
- There must be a minimum of the Chair, or nominated representative, plus 4 TPs present for the meeting to be quorate, if attendance is less than this the Chair and the RTC Admin will liaise to assess whether to cancel the meeting with a minimum of 4 working days notice
- Where attendance on the day of the meeting is lower than expected the meeting will continue if at all possible, to avoid inconveniencing those that have attended and who have incurred travel expenses
- The meeting will be chaired by the Chair (or, in his or her absence, a nominated representative)
- A minute taker will be assigned at each meeting; the minutes of the meeting will be given to the Chair for approval within 2 weeks of the meeting.
- Minutes of the SC TPG will be distributed by the RTC Admin to the TPG within 1 month of the meeting concerned.
- Working groups for particular projects will be decided and evenly distributed between members
- The SC TPG terms of reference will be reviewed every 2 years