

# **South Central Regional Transfusion Team**

## **Terms of Reference**

### **Remit**

The Regional Transfusion Team (RTT) is the executive working group for the Regional Transfusion Committee (RTC) and will ensure the momentum of the RTC's activities is maintained, reviewed and actions arising are completed in a timely manner.

The primary aim is to support the Hospital/Trust Transfusion Committees and the National Blood Transfusion Committee's Patient Blood Management recommendations in the South Central (SC) Region by leading working groups, education activities and audits on behalf of the RTC.

The RTT will develop an annual work plan for the RTC including all educational events and working group projects and measurable annual objectives. This will be reviewed at each RTT meeting and will be published retrospectively on the SC RTC web page in the form of an Annual Activity Summary Report.

The RTT will assist regional hospitals in implementing national recommendations and guidelines by providing advice, appropriate tools and assisting with interpretation. Specific transfusion related concerns or issues can be investigated at the request of the RTC.

The RTT is geographically aligned within the SC RTC boundaries.

### **Outcome measures**

- Provide regional data for discussion and benchmarking
- Plan, run and present regional transfusion audits to assess current practice
- Plan and evaluate RTC educational events at least 2 times a year with TP/TLM Groups
- Review actions for RTC working groups and ensure actions are completed by agreed deadlines
- Provide a forum to share resources and good practice with hospitals in the SC region based on regional data and hospital initiatives presented at RTC meetings

### **Membership**

The RTT will consist of the following members from the SC RTC region:

- 2 Consultant Haematologists, one to be from NHSBT
- A non-haematologist Consultant, where possible
- 2/3 Transfusion Laboratory Managers from hospitals within the region
- 2/3 Transfusion Practitioners
- A NHSBT Customer Service Manager
- A NHSBT Patient Blood Management Practitioner

The RTC Chair will be one of the above Consultant members.

The RTC Administrator will provide secretarial support for the meetings and will take minutes.

A member of the RTT will be nominated as Deputy Chair and will be asked to undertake Chair duties if the Chair is unable to attend the meeting.

There must be a representative from each group, for the meeting to be quorate. The representative groups being NHSBT, a Transfusion Laboratory Manager, a Transfusion Practitioner, the RTT Chair (or designated deputy) and a Consultant Haematologist. One member can represent more than one representative group.

### **Term of Members**

- The Chair will be in term for 2 years with the option to renew for a further 2 years.
- Membership will be reviewed by the committee every 2 years.
- Retirements should be staggered, where possible, to ensure continuity
- New members will be proposed and agreed by RTT members
- Any expressions of interest from the RTC to join the RTT will be considered on an individual basis
- If a member of the committee has not attended for 3 consecutive meetings the chair of the group will contact them to discuss continuation of membership

### **Working Arrangements**

- The RTT will be accountable to, and reports to, the SC RTC
- The meeting will be chaired by the Chair of the RTC (or, in his or her absence, the Deputy Chair)
- The RTT will meet at least 3 times a year, face to face or by teleconference
- Minutes of the RTT will be posted on the SC RTC website

The RTT terms of reference will be reviewed every 2 years

## Appendix 1

### RTT membership

Name	Role	Hospital	Date joined/review
Nigel Sargent	RTC Chair, RTT Chair, Consultant Haematologist	Hampshire Hospitals Trust	Joined Dec 2014 Reviewed Dec 2016 Reviewed Dec 2019
Simon Stanworth	RTC Secretary, Consultant Haematologist	NHSBT	
Anwen Davies	PBMP	NHSBT	Joined Dec 2016
Cathy Lim	CSM	NHSBT	Joined Dec 2016
Tanya Hawkins	Transfusion Practitioner	Royal Berkshire Hospital	
Kim East	Transfusion Practitioner	Frimley Park Hospitals Trust – Wexham Park	Joined Nov 2011
Kerry Dowling	Transfusion Laboratory Manager	University Hospitals of Southampton	Joined January 2016
Alison Davies	Transfusion Laboratory Manager	Queen Alexandra Hospital, Portsmouth NHS Trust	Joined May 2018
Vacant	Consultant (Non Haematology)		