South East Coast 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 East Coast (SEC) 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 hosted on the SEC RTC web page www.transfusionguidelines.org.uk

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 SEC 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 twice a year with Transfusion Practitioner (TP)/TADG Groups
- Review actions for RTC working groups and ensure actions are completed by agreed deadlines
- Develop ‘Good Practice Guidance’ for hospitals in the SEC region based on regional data and hospital initiatives presented at RTC meetings

Membership

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

- Chair of the RTC
- Two/three Transfusion Laboratory Managers from hospitals within the region
- Two/three Transfusion Practitioners
- Two Consultant Haematologists, one to be from NHSBT
- A NHSBT Customer Service Manager
- A NHSBT Patient Blood Management Practitioner
- A Consultant representative (non-haematologist)
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 minimum of five members present, covering each representative group, including a Consultant Haematologist, for the meeting to be quorate.

**Term of Members**

- The Chair will be in term for two years with the option to renew for a further two years
- Membership will be reviewed by the Committee every two 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 three 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 SEC 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 three times a year, face to face or by teleconference
- Minutes of the RTT will be posted on the SEC RTC website

The RTT terms of reference will be reviewed every two years to align with review of the HTC Chair.