

# **South East Coast Regional Transfusion Practitioners Group**

## **Terms of Reference**

### **Remit**

The South East Coast Regional Transfusion Practitioners Group (SEC TPG) is a working group whose primary aim is to support SEC 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 2015) and related Quality Standard (QS138 2016), 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
- 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 Central 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**

- Provide regional data relating to PBM and NICE transfusion guidelines for discussion and benchmarking
- Plan, run and present regional transfusion audits to assess current practice
- Plan, deliver and evaluate regular educational events and, where possible, educational resources
- Organise working groups as required to address specific issues and ensure actions are completed by agreed deadlines

## **Membership**

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

- Chair
- Deputy Chair
- An NHSBT Patient Blood Management Practitioner (who will assist with the organisation of the meeting and will carry the title of 'Secretary' for this purpose)
- All SEC TPs
- All health care professionals (NHS & private providers) working in an equivalent role

## **Term of Members**

- The Chair and Deputy Chair will be in post for 2 years with the option to renew for a further 2 years.
- Nominations for the posts will be sought from the SEC TPG by the Secretary; if necessary, the post will be decided by voting
- If there are no nominations the Chair, Deputy Chair and Secretary will consult on the best way forward

## **Working Arrangements**

- The SEC TPG will report to the SEC Regional meetings
- The SEC TPG will meet a minimum of 3 times per annum
- The Chair/Deputy Chair and the Secretary 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 Chair/Deputy Chair
  - Where attendance is anticipated to be very low (<5) the Chair/Deputy Chair and the Secretary 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, the Deputy Chair)
- A minute taker will be assigned at each meeting; this will rotate through the group. The minutes of the meeting will be given to the Chair / Deputy Chair for approval within 2 weeks of the meeting.
- Minutes of the SEC TPG will be distributed by the Chair / Deputy Chair to the TPG within 1 month of the meeting concerned.
- Leads for particular projects will be decided and evenly distributed between members
- The SEC TPG terms of reference will be reviewed every 2 years