

# **TERMS OF REFERENCE**

## **SOUTH WEST REGIONAL TRANSFUSION PRACTITIONERS GROUP**

Revised October 2021  
Ratified by SWTP Group October 2021

**South West Regional Transfusion Practitioners Group**  
**Terms of Reference**

<b>Date</b>	October 2021
<b>Version No</b>	1.2
<b>Next Review Date</b>	October 2023
<b>Approving Body/Committee</b>	South West Transfusion Practitioner (SWTP) Group
<b>Date Approved</b>	October 2021
<b>Target Audience</b>	SWTP members

<b>Document History</b>				
<b>Date of issue</b>	<b>Version No</b>	<b>Next Review Date</b>	<b>Date Approved</b>	<b>Nature of Change</b>
21/05/2010	1.0			Created
24/04/2018	1.1	03/2019	24/04/2018	Reviewed and updated, includes affiliation to Regional Transfusion Committee, Vice Chair role, quorate minimum, updated aims and review period
06/10/2021	1.2	10/2023	06/10/2021	Minor format changes, quorate minimum discussed and agreed for formal meetings only

## **1 Aims/Remit of the group**

- Promote safe and effective transfusion practice.
- Promote the sharing of good practice across the region.
- Promote the sharing of learning experiences from both good practice and incidents/events/near misses.
- Reduce professional isolation by encouraging networking and mutual support, including additional support for newly appointed TP's.
- Promote the role of the Transfusion Practitioner locally, regionally and nationally.
- Provide educational information / opportunities for Transfusion Practitioners.
- Give feedback from local and national study days, conferences and regional meetings and discuss implications for practice.
- Represent the voice of Transfusion Practitioners at the Regional Transfusion Committee meetings.
- To provide regional Transfusion Practitioner representation on national groups and to feed back to the regional group as required.
- To, where possible, standardise the approach to implementation of new guidance/initiatives/education thus supporting regional transference of knowledge and skills as well as the transference of evidence of these.
- To work with the SW RTC in the implementation of new guidance and safety initiatives.
- To actively seek information and guidance of existing and new treatments, processes and procedures as individuals and as a group to ensure continued practice development and improvement.

## **2 Membership**

Membership of the group is open to Transfusion Practitioners (TP's), all health care Professionals working in an equivalent role and National Health Service Blood and Transplant (NHSBT) Better Blood Transfusion team/Hospital Liaison staff within the South West region.

Outside speakers and other staff are welcome, by invitation only, with discussion of clinical issues and incidents remaining confidential within the forum members only.

## **3 Frequency and location of meetings**

Meetings will be held every six months unless agreed otherwise by the group. They will be held in a central location of the region to facilitate attendance from across the region. This may be varied at the discretion of the group. Virtual meeting platforms will be utilised to facilitate and encourage attendance. Informal meetings will be held in between

## **4 Organisation**

Each member of the group is required to take the responsibility to Chair meetings in turn. The date, venue and Chair of the next meeting will be nominated by group, in advance, at the latest by the end of each meeting.

## **5 Chair**

The Chair will be in office for a minimum of two consecutive meetings and is responsible for booking the venue, securing sponsorship as required, the production and distribution of the

## **South West Regional Transfusion Practitioners Group**

### **Terms of Reference**

agenda, identifying and keeping a list of attendees/apologies received and notifying the venue of expected numbers 48 hours before the meeting. NHSBT staff are excluded from chairing the meeting but may provide support with contacting the group. The chair is also responsible for summarising the actions of the TP group meeting at the following South West Regional Transfusion Committee (SWRTC) meeting. If the assigned Chair is unable to fulfil any of these roles, it is their responsibility to ensure they are met by the Vice Chair or an appropriate representative.

The Vice Chair is responsible for assisting the Chair with the above duties, particularly booking the venue, securing sponsorship and notifying the venue of expected numbers 48 hours before the meeting. Ultimately, the vice Chair would perform all the Duties of the chair if the appointed Chair was unable to fulfil any or all of their role at short notice from the end of the previous meeting.

### **Minute taking**

Neither the Chair nor Vice Chair is responsible for taking the minutes. This duty is rotated amongst the members and facilitated by the NHSBT RTC Administrator.

### **Quorate**

The formal meetings will be quorate providing a minimum of 8 South West RTC trust / organisations are present at the meeting. Informal meetings held in between are not subject to these conditions.