TERMS OF REFERENCE
for
SOUTH WEST REGIONAL TRANSFUSION PRACTITIONERS GROUP

Revised April 2018
Ratified by SWTP Group April 2018
South West Regional Transfusion Practitioners Group
Terms of Reference

Date: April 2018
Version No: 1.1
Next Review Date: March 2020
Approving Body/Committee: South West Transfusion Practitioner (SWTP) Group
Date Approved: April 2018
Target Audience: Regional Transfusion Practitioners

<table>
<thead>
<tr>
<th>Date of Issue</th>
<th>Version No</th>
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<tr>
<td>21/5/10</td>
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<td>24/4/18</td>
<td>1.1</td>
<td>March 2019</td>
<td>24/4/18</td>
<td>Reviewed and updated, includes affiliation to Regional Transfusion Committee, Vice Chair role, quorate minimum, updated aims and review period.</td>
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South West Regional Transfusion Practitioners Group
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Membership
Membership of the group is open to Transfusion Practitioners (TP’s), all healthcare 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, discussion of clinical issues and incidents will remain confidential within the forum members only.

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.

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.

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 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 or Vice Chair are responsible for taking the minutes. This duty is rotated amongst the members.

Aims 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 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.
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- 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 SWRTC 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.

Quorate: The meeting will be a quorate providing 1/3 of SWR trusts are represented, 2018, 19 trusts comprise the region.

Review period for Terms of Reference (ToR)

Terms of Reference (ToR) created 2010
For review every 2 years.