

South West Regional Transfusion Practitioners Group

Terms of Reference

1. Membership

Membership of the group is open to Transfusion Practitioners, 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, to attend the morning session of the meeting. The afternoon session will be limited to group members only and discussion of clinical issues and incidents will remain confidential where necessary.

2. Frequency and location of meetings

Meetings will be held approximately every three months unless agreed otherwise by the group. They will usually be held in the Taunton area to facilitate attendance from across the region. This may be varied at the discretion of the group.

3. 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 members at the end of each meeting.

The Chair 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. The Chair may be assisted in these duties by the Secretary (see below). NHSBT staff are excluded from Chairing the meeting.

The Secretary is responsible for assisting the Chair with the organisation of the meeting as required, and the taking, production and distribution of the minutes of the meeting.

The Secretary will, wherever possible, be a NHSBT Transfusion Liaison Nurse/Practitioner who is based in the South West region. In cases where NHSBT staff are unable to attend, then the Chair will nominate a substitute.

The Secretary is responsible for making the minutes of the meeting available within three weeks to group members via group e-mail, and also to the Regional Transfusion Committee (RTC) via the South West RTC website.

4. Aims of the group

- Promote safe and effective transfusion practice.
- Promote the sharing of good practice across the region.
- Reduce professional isolation by encouraging networking and mutual support.
- 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.
- To provide regional Transfusion Practitioner representation on national groups, and to feed back to the regional group as required

5. Review date for Terms of Reference (ToR)

These ToR will be reviewed every two years.