

**East Midlands Regional Transfusion Committee  
Education & Training Task Group**

**TERMS OF REFERENCE**

**1. Purpose of the Task Group**

To provide education and training support, in all aspects of blood transfusion, for hospitals in the East Midlands region.

**2. Aims & Objectives**

- To facilitate compliance with national statutory initiatives. For example – NPSA, SHOT, MHRA, HSCs.

**3. Membership of the Task Group**

**Chair :** Kath Hearnshaw, Transfusion Liaison Nurse, NBS

**Secretary :** Jane Walden, Transfusion Practitioner, King's Mill Hospital

**Membership :**

Multi-disciplinary representation to include a Clinician, Transfusion Practitioner, Transfusion Laboratory Manager and NBS.

Dr Rod Collin, Consultant Haematologist, Chesterfield Royal Hospital  
Janice Smith, Clinical Skills Advisor, Chesterfield Royal Hospital  
Wendy Allen, Transfusion Practitioner, Derby Hospitals  
Tracy Ward, Transfusion Practitioner, Nottingham University Hospitals, QMC Campus.  
Sue Cotton, Hospital Liaison Manager, NBS.

Further members to be co-opted as required.

**4. Meeting arrangements and frequency**

- Quarterly meetings
- 2 hours – either at King's Mill Hospital or by telephone conference
- Meetings require a quorate of 5 members.

**5. Reporting and Accountability**

- Report on quarterly basis to Chair of East Midlands Regional Transfusion Committee
- Accountable to East Midlands Transfusion Committee.

**6. Review Arrangements**

- Review on yearly basis.