

Unconfirmed Minutes
North West Regional Transfusion Committee
RTT Meeting
Date: Monday 21st January 2019, 13:30 – 15:30
Venue: Manchester Blood Centre

Attendees

Dr Craig Carroll	Chair, Salford Royal Hospital	CC
Jo Bark	NHSBT	JB
Pete Baker	Royal Liverpool Hospital	PB
Rukhsana Hashmat	NHSBT	RH
Louise Hodgkinson	Counter of Chester Hospital	LH
Jane Uttley	Pennine Acute Trust	JU

Minutes

Jane Murphy	RTC Administrator	JM
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Apologies

Lydia Baxter	Salford Royal Hospital
Jayne Peters	NHSBT / CMFT
Dave Simcox	Royal Liverpool Hospital

Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	21/01/2019	Minutes from RTT meeting on 9 th July 2018 to be 'confirmed' on website	JM	Completed
3	21/01/2019	Unconfirmed minutes from RTC meeting on 12 th October 2018 to be posted on website	JM	Completed
3	21/01/2019	Attendance list from October's RTC Meeting to be posted on the NW RTC Website	JM	Completed
5	21/01/2019	JB/JM to design flyer and programme for RTC Education Event in May 2019 and send to group for feedback	JB / JM	Completed
5	21/01/2019	JM to contact regular companies requesting sponsorship	JM	Completed
5	21/01/2019	JM to email HTC Chair's requesting topics for November's education event	JM	New
6	21/01/2019	RTC Objectives for 2018/2019 to be sent to group for review and updating as necessary	JM	New
6	21/01/2019	RTC Objectives for 2019/2020 to be agreed at next RTT Meeting on 1st July	JM	New
7	21/01/2019	JM to arrange a date for CC / JP / DS to meet to finalise MH Toolkit.	JM	Completed
8	21/01/2019	CC to respond to Shubha Allard regarding NW RTC budget for 2019/2020	CC	Completed

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Minutes

1 Apologies

The persons listed above sent their apologies prior to the meeting.

2 Minutes of RTT Meeting 9th July 2018

The minutes of the meeting were reviewed and agreed.

Action: JM to change to 'confirmed' and post on website.

JM

All actions completed.

3 NW RTC Meeting 12th October 2018

Meeting held at Liverpool Blood Centre.

Minutes

Reviewed. For further review and to be confirmed at next RTC Meeting, 17th May 2019.

JM

Action: JM to post 'unconfirmed' minutes on website.

Attendance

Good attendance by members - 44 attendees which included 2 HTC Chair's and 2 patient representatives. 5 Trusts not represented. Certificate of attendance sent to all attendees.

JM

Action: Attendance list to be posted on the NW RTC website.

Evaluation results

Reviewed and discussed for meeting.

- Completion rate of forms – 59%
- Good feedback received – 100% would recommend this meeting
- All top box results 95% or over

4 NW RTC Education Event "A Bleeding Nightmare" 16/11/2018: Evaluation Results

Evaluation results reviewed and discussed.

104 delegates attended, total attendance 118. Use of electronic evaluations and certificate of attendance - 89% completion rate.

Excellent feedback received. Top box results 3.62 / 4

Individual feedback has been sent to speakers

5 NW RTC Meeting / Education Event – 17th May 2019

Meeting and education event to be held jointly on the same day at Haydock Park Racecourse.

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RTC Meeting

To be held in the morning. Discussed timings and agreed meeting would run 09:45am - 11:45am.

- Agenda; to just include business items and no educational items due to the meeting and education event being held jointly. Feedback from hospitals to be split between clinical / laboratory.
- HTC Report; to be sent out to HTC's by of February. Feedback to be presented separately - clinical / laboratory.

Education Event

Agreed education event to cover several areas of transfusion rather than just concentrating on one area. Topics to be included:-

- Pathology Modernisation
- Human Factors in Transfusion
- BSMS
- Plant-2 trial

**JB /
JM**

Action: JB / JM to put together a draft flyer and programme and send to the group for feedback.

JM

Action: JM to contact regular companies requesting sponsorship.

JM

With regards to November's education event; suggested email to be sent to HTC Chair's requesting topics that they feel representatives from their hospitals would benefit from.

Action: JM to email to HTC Chair's as above.

6 NW RTC Objectives

2018/2019

Objectives to be reviewed and updated via email.

Action: Send objectives to team for review and updating as necessary. **JM**

2019/2020

Objectives to be set following "Transfusion 2024" symposium on 26th March 2019 as there may be outcomes that we wish to include to the rolling items. Also, suggested the following to be added:

PBM – Use of post op IV iron (CC)

Promote electronic issues (JU)

Better dissemination of communication from NHSBT to Hospitals and vice versa (CC)

Action: RTC objectives for 2019/2020 to be agreed at next RTT Meeting, 1st July. **JM**

7 Working Groups

Massive Haemorrhage

Toolkit to be finalised. Meeting to be arranged with CC / JP / DS.

Action: JM to arrange a date for meeting with CC and then invite JP / DS. **JM**

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TEG/TEM

Nothing to update.

8 RTC Budget

JM provided an update:-

Annual budget: £8,064

Sponsorship received: £3,700

Spent to date: £11,448

Remaining: £316

Remaining amount to be used for stationary.

In view of the proposed cuts to the budget for 2019/2020, plans have already been put in place to reduce costs of RTC meetings / education events by jointly holding April's Meeting and May's event. Also, as events are being held in same venue, negotiated a reduction in the costs. Sponsorship amount to be reviewed as the NW RTC has not increased costs in 10 years.

CC had received an email from Shubha Allard proposing that the budget for the NW RTC be swapped with London's RTC budget and requesting CC's agreement to this. This was discussed with RTT members present.

Action: CC to respond to Shubha Allard.

CC

14 AOB

None raised.

15 Date of Next RTT Meeting

Monday 1st July 2019 @ 1:30pm, Manchester Blood Centre