

Unconfirmed Minutes
North West Regional Transfusion Committee
RTT Meeting
Date: Monday 22nd January 2018, 13:30 – 15:30
Venue: Manchester Blood Centre

Attendees

Dr Craig Carroll	Chair, Salford Royal Hospital	CC
Jayne Addison	NHSBT	JA
Jo Bark	NHSBT	JB
Rukhsana Hashmat	NHSBT	RH
Kate Pendry	NHSBT / CMFT	KP

Minutes

Jane Murphy	RTC Administrator	JM
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Apologies

Seema Agarwal	LHCH
Pete Baker	Royal Liverpool Hospital
Lydia Baxter	Salford Royal Hospital
Julie Yates	Warrington Hospital

Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	22/01/2018	Minutes from RTT meeting on 10 th July 2017 to be 'confirmed' on website	JM	Completed
3 (6)	04/07/2016	AA to lead and share Pennine's best practice on Shared Care of Special Requirements – JM to contact AA	AA / JM	Completed
4	22/01/2018	Email current RTT members, to ascertain whether they wish to continue to support	JM	Completed
4	22/01/2018	Email appropriate groups requesting volunteers to become new member of RTT	JM	Completed
6	22/01/2018	Attendance list from October RTC Meeting to be posted on the NW RTC Website	JM	Completed
7	22/01/2018	Send speakers from RTC Event on 24/11/17 individual feedback	JM	Completed
8	22/01/2018	Email Nauman Butt confirming his allocation on the agenda	JM	Completed
8	22/01/2018	Add General Data Protection Regulation to the RTC Meeting agenda in April 2018	JM	Completed
8	22/01/2018	When emailing report to HTC's, ask for a volunteer to feedback the results at the meeting	JM	Completed
9	22/01/2018	CC to email Kate Ryan regarding suggested talks for RTC Education Event in May 2018	CC	Completed
9	22/01/2018	JB to email suggested speakers for RTC Education Event in May 2018	JB	Completed
9	22/01/2018	RH to email speaker for RCI presentation at RTC Education Event in May 2018	RH	Completed
9	22/01/2018	JM to email Julie Ball at SHOT for recommended sponsors for RTC Education Event in May 2018	JM	Completed
9	22/01/2018	JB/JM to design flyer for RTC Education Event in May 2018 and send to group for feedback	JB/JM	Completed

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9	22/01/2018	JM to start advertise RTC Education Event beginning of February	JM	Completed
10	22/01/2018	CC to invite Head of Air traffic Control in Europe to RTC Education Event in November 2018	CC	New
12	22/01/2018	RTC Objectives for for 2017/18 to be sent to group for review and updating	JM	Completed
14	22/01/2018	RH to look into Blood Centre Tour at Manchester for CC	RH	New

Minutes

1 Apologies

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

2 Minutes of RTT Meeting 10th July 2017

The minutes of the meeting were reviewed and agreed.

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

JM

3 Matters Arising and Current Action List

6: Pennine's policy on Shared Care of Special Requirements

Dr Allameddine (AA) to lead and share Pennine's best practice.

Action: JM to email AA regarding this action.

JM

12: TEG/TEM Toolkit to be reviewed

Ongoing. CC involved.

All other actions completed.

4 RTT Membership

Due to staff changes, the current membership of the RTT was reviewed as per the terms of reference.

Action: Email current members, to ascertain whether they wish to continue to support.

JM

Action: Following outcome of above; email appropriate groups requesting volunteers to become new members.

JM

5 Meeting Dates for 2018

Dates for all the meetings for 2018 were discussed and agreed.

In line with other regions, it was decided to no longer hold the HL & RTC Chair's meeting that usually meets twice a year.

All other meetings remain the same.

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6 NW RTC Meeting, 16th October 2017:
Attendance / Evaluation Results

Meeting held at Liverpool Blood Centre.

Attendance

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

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

JM

Evaluation results

Reviewed and discussed for meeting.

- Completion rate of forms – 59%
- Good feedback received – 96% would recommend this meeting

- All top box results 90% or over except:
 - How would you rate the venue? 89% main feedback was about microphones not being used and unable to see all of presentations from back of the room.
- General comments:-
 - Good open discussion
 - Variety of topics
 - Always good to hear feedback from hospitals

7 NW RTC Education Event “ DON'T LOOK BACK IN ANGER”
24/11/2017: Evaluation Results

Evaluation results reviewed and discussed.

135 delegates attended, total attendance 148. Use of electronic evaluations and certificate of attendance - 89% completion rate, best ever!

Excellent feedback received – a lot of delegates commenting 'best ever event held'. Top box results 98%

Action: Send speakers individual feedback.

JM

8 NW RTC Meeting - 23rd April 2018

Meeting to be held at NHSBT, Liverpool Blood Centre. Discussed format and agenda.

CC to present update on MH Toolkit with a focus on communication, education and feedback.

Nauman Butt from Clatterbridge Hospital has asked if he can present at the meeting on setting up a working group for 'Cancer-related anaemia and transfusion'

Action: Email Nauman Butt confirming his allocation on the agenda.

JM

Action: Add General Data Protection Regulation to the agenda.

JM

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Discussed what to include on the report to be sent out to HTC's. As well as standard questions, include:-

- Progress with implementation of PBM initiatives
- HTC audits in progress / completed (share learning points) **JM**
- AOB to raise at RTC meeting

Action: When emailing report to HTC's, ask for a volunteer to feedback the results at the meeting.

9 NW RTC Education Event 'Sickle Cell' - 4th May 2018

Venue

Event to be held at Haydock Park Racecourse, Newton-le-Willows, WA12 0HQ

Topic

Sickle Cell Disease

Audience

To include: Obstetricians, Anaesthetists, Haematologists, Emergency Physicians, Lab staff and nursing staff.

Suggested talks

- NCA Audit
- Manual red cell exchange
- TAS for automated exchange
- RCI provision of rare blood
- Hyperhaemolysis
- Learning from SHOT

Action: CC to email Kate Ryan regarding suggested talks.

Action: JB to email suggested speakers.

Action: RH to email speaker for RCI presentation.

CC
JB
RH

Sponsors

Suggested contacting the Sickle Cell Society.

Action: JM to email Julie Ball at SHOT for recommended sponsors.

JM

Flyer

To communicate flyer to group via email with the intention of advertising event beginning of February.

Action: JB/JM to design flyer and send to group for feedback

Action: JM start to advertise event beginning of February.

JB/JM
JM

November Event

Suggested a lab focused event.

Action: Email HTT's requesting what they would like to be included?

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10 NW RTC Education Event 23rd November 2018

Venue

Manchester Conference Centre, Sackville Street, Manchester M1 3BB.

Topic

Launch of updated MH Toolkit.

Speakers

Suggested to invite Head of Air Traffic Control in Europe who is based at Manchester.

Action: CC to invite Head of Air Traffic Control in Europe.

CC

Event to be discussed further at RTT Meeting in July 2018.

11 Working Groups

Massive Haemorrhage

Workshop held Monday 15th January 2018 at Salford Royal Hospital. CC to attend next NW TP Meeting for feedback from TP's. Update on toolkit to be given at RTC Meeting in April with a view of launching it at the RTC Educational Event in November 2018

Pre-Op Anaemia

Group to be disbanded due to national group.

TEG/TEM

Annual study day 'PBM for Anaesthetists' to be held Monday 12th February 2018 at Wythenshawe Hospital. Day being organised by Claire Allen at Wythenshawe.

12 NW RTC Objectives 2017/2018

Objectives for 2017/18 to be reviewed and updated via email.

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

13 RTC Budget

Update

JM provided an update:-

Annual budget : £8,064

Sponsorship received: £4,240

Spent to date: £10,108

Items still to be funded: £1,020

Remaining: £1,176

Remaining amount to be used for stationary or a deposit for May 2018 Education event may need to be paid.

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14 AOB

Blood Centre Tour

CC enquired about a blood centre at Manchester.

Action: RH to look into.

RH

15 Date of Next RTT Meeting

Monday 9th July 2018 @ 1:30pm, Manchester Blood Centre