

Unconfirmed Minutes
North West Regional Transfusion Committee
RTT Meeting
Date: Monday 9th July 2018, 14:00 – 16:00
Venue: Manchester Blood Centre

Attendees

Dr Craig Carroll	Chair, Salford Royal Hospital	CC
Pete Baker	RLBUHT	PB
Jo Bark	NHSBT	JB
Lydia Baxter	Salford Royal Hospital	LB
Rukhsana Hashmat	NHSBT	RH
Louise Hodgkinson	Countess of Chester Hospital	LH
Jane Uttley	Pennine Acute Hospitals NHS Trust	JU

Minutes

Jane Murphy	RTC Administrator	JM
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Apologies

Seema Agarwal	LHCH
Dr Allameddine	Pennine Acute Hospitals NHS Trust

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Actions

Item no.	Original Meeting/Date	Action	Owner	Status
2	09/07/2018	Minutes from RTT meeting on 22nd January 2018 to be 'confirmed' on website	JM	Completed
3 (10)	22/01/2018	CC to invite Head of Air Traffic Control in Europe to RTC Event in November 2018	CC	Completed
3 (14)	22/01/2018	RH to look into dates for Blood Centre Tour at Manchester for CC	RH	Completed
4	09/07/2018	Unconfirmed minutes from NW RTC Meeting 23rd April 2018 to be posted on the NW RTC Website	JM	Completed
4	09/07/2018	Attendance list from April RTC Meeting to be posted on the NW RTC website	JM	Completed
4	09/07/2018	Request RTC Members views on future RTC Meetings being held in the morning	JM	Completed
4	09/07/2018	Allow sufficient time for members to raise any points/ concerns or issues at future RTC meetings	JM	Completed
5	09/07/2018	JM to send key issues from HTC reports to CC for feedback at NBTC in September	JM	Completed
6	09/07/2018	Look at previously completed HTC reports from April 2018 for any issues highlighted by Trusts	JM/JB	Completed
6	09/07/2018	Email TP's to ask for volunteers to feedback at October's RTC Meeting in relation to above action	JM	Completed
6	09/07/2018	RH to ask Dan Palmer on recommendation on which hospital would be best to present on regional daratumumab guidelines	RH	Completed
6	09/07/2018	Amend RTC agenda to 'Regional Daratumumab Guidelines'	JM	Completed
6	09/07/2018	LB to address issues re single unit transfusion	LB	Completed
7	09/07/2018	Send speakers from RTC Event on 4th May 2018 individual feedback	JM	Completed
8	09/07/2018	Flyer to be drafted for education event on 16 th November 2018 and sent out to team for feedback	JM/JB	Completed
8	09/07/2018	JB to draft a programme for November's event	JB	Completed
8	09/07/2018	Draft programme to be sent out to team for comment	JM	Completed
8	09/07/2018	JM to contact usual companies regarding sponsorship for RTC Event, 16 th November 2018	JM	Completed
9	09/07/2018	Send out suggested dates for education events in 2019	JM	Completed
10	09/07/2018	NBTC Workshop 'Use of Components' to be sent out to HTC's and RTC Members for feedback	JM	Completed
13	09/07/2018	RTC Objectives 2018/2019 to be circulated for updating	JM	Completed
13	09/07/2018	JM to welcome David Simcox to RTT and add to the distribution list	JM	Completed

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Minutes

1	Welcome & Apologies	
	JB welcomed everyone to the meeting especially new members, Louise Hodgkinson and Jane Uttley. Introductions given.	
	The persons listed above sent their apologies prior to the meeting.	
2	Minutes of RTT Meeting 22nd January 2018	
	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	
	10: Head of Air Traffic Control in Europe to be invited to present at RTC Event in November 2018	
	Action: Carry forward; CC to contact to invite to present.	CC
	14: Blood Tour at Manchester Blood Centre for CC	
	RH to look into dates of tours.	
	Action: Carry forward; RH to follow up.	RH
	All other actions completed.	
4	NW RTC Meeting 23rd April 2018	
	Meeting held at NHSBT Liverpool Blood Centre.	
	<u>Minutes</u>	
	Minutes reviewed. For further review and to be confirmed at next RTC Meeting, 12 th October 2018.	
	Action: JM to post 'unconfirmed' minutes on website.	JM
	<u>Attendance</u>	
	40 attendees including 2 HTC Chair's and 2 patient representatives.	
	7 Trusts not represented. Suggested meeting be held in the mornings.	
	Action: Attendance list to be posted on the NW RTC website.	JM
	Action: Request RTC members views on having future meetings in the morning.	JM
	<u>Evaluation results</u>	
	Reviewed and discussed for meeting.	
	<ul style="list-style-type: none">• Completion rate of forms – 53%• Good feedback received – 95% would recommend this meeting• All top box results over 90% except questions;<ul style="list-style-type: none">- How well were the agenda items discussed? 88%- Do you feel you were allowed to raise points? 85%- Do you feel enough time was given to raise any concerns / issues? 57%	
	Action: Allow sufficient time for members to raise any points / concerns or issues at future meetings.	JM

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| 5 | <p>Issues to be Addressed Locally / Nationally from HTC Reports from RTC Meeting 24th April 2017</p> <p><u>Key Issues Locally</u>
All points reviewed.</p> <p><u>Key Issues Nationally</u>
All points reviewed.</p> <p>CC to feedback points raised to NBTC at meeting in September.
 Action: JM to send key issues to CC.</p> | JM |
| 6 | <p>NW RTC Meeting 12th October 2018, NHSBT Liverpool Blood Centre</p> <p>Reviewed and discussed agenda items for forthcoming meeting.</p> <p>5) <u>Feedback from 1 or 2 Hospitals</u>
 Discussed changing the feedback from hospitals slightly and ask 1 or 2 hospitals to feedback on a particular highlight/concern from their Trust.
 Action: Look at previously completed forms from April 2018 meeting, to see if there is anything that could be used.
 Action: Email TP's to ask for volunteers to feedback at meeting.</p> <p>7) <u>Daratumumab Guidelines</u>
 Need a speaker to present on this.
 Action: RH to ask Dan Palmer for recommendation on which hospital would be best to present.
 Action: Amend agenda to 'Regional Daratumumab Guidelines'.</p> <p>8) <u>Single Unit Transfusion</u>
 CC raised some issued e.g. is audit registered?
 Action: LB to address</p> | <p>JM/
JB
JM</p> <p>RH</p> <p>JM</p> <p>LB</p> |
| 7 | <p>NW RTC Education Event 'Sickle Cell Disease' 4th May 2018</p> <p>Evaluation results reviewed and discussed.</p> <p>90 delegates attended - 74% completion rate. It was a success getting delegates to complete an electronic evaluation form which then produced their certificate of attendance.</p> <p>Overall, event was well received, and good feedback received.
 Top box results over 95%
 Action: Send speakers individual feedback.</p> | JM |

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**8 NW RTC Education Event ‘Launch of MH Toolkit’
16th November 2018**

Discussed and suggested title of event ‘Bleeding Nightmares!’

Venue

Manchester Conference Centre.

Flyer

To be drafted and sent out for feedback.

Action: JM / JB to draft flyer and send out for feedback

**JM/
JB**

Programme

Suggested topics:-

1. When is a MH, A MH?
2. POCT – TEG/TEM
3. Communication
4. Simulation training
5. MH Team – should hospitals have?
6. MH in a District Hospital
7. Lab provision of components
8. The Toolkit

Action: JB to draft a programme.

**JB
JM**

Action: JM to send out for comment.

Sponsors

Action: JM to contact the usual companies requesting sponsorship for the education event.

JM

9 NW RTC & RTT Meetings / Education Events 2019

RTC Meetings

Both April and October meetings to be held at NHSBT Liverpool Blood Centre. Suggested holding meeting of a morning – see action in agenda item 4.

RTT Meetings

Continue to be held in January and July at NHSBT Manchester Blood Centre.

RTC Events

Due to positive feedback received from May’s event at Haydock Park Racecourse. Agreed to hold both events in 2019 at this venue.

Action: JM to send out suggested dates for education events in 2019.

JM

10 NBTC Workshop ‘Use of Components’

Discussed and agreed to send out summary to HTC’s and RTC Members for feedback before NBTC Meeting on 24th September 2018.

Action: JM to send out summary as above.

JM

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11 Working Groups

Massive Haemorrhage

Discussed as part of planning for education event in November.

Pre-Op Anaemia

Now disbanded. Pathways on H&S website. There is a national group for primary care / anaemia management

TEG/ROTEM

Study day held 12th February 2018 at Wythenshawe Hospital. Positive feedback received. Study day to be held every other year with the next one to be arranged for March 2020.

12 RTC Budget

Update on current status provided by JM.

Recent funding provided for 4 RTC Members to attend Annual SHOT Symposium, 12th July 2018 at The Lowry Theatre, Manchester. Colleagues who attend are to provide feedback at RTC Meeting in October 2018

13 AOB

NW RTC Objectives 2018/2019

Objectives to be circulated to team for updating.

Action: JM to circulate to team.

JM

David Simcox

David has requested to become a member of the RTT. Membership agreed.

Action: JM to welcome David Simcox to the RTT and add to the distribution.

JM

16 Date of Next RTT Meeting

Monday 21st January 2018 @ 1:30pm, Manchester Blood Centre