

**Confirmed Minutes of Regional Transfusion Team (RTT)
Teleconference Meeting
Monday 15th April 2013**

Present:

Dr Charles Baker	(CB)	University Hospital of North Staffordshire NHS Trust
Dr Heidi Doughty	(HD)	NHS Blood and Transplant
Mary Hutchinson	(MH)	Queen Elizabeth Hospital, Birmingham
James Taylor	(JT)	Birmingham Heartlands Hospital
Craig Wilkes	(CW)	NHS Blood and Transplant
Andrea Harris	(AH)	NHS Blood and Transplant
Suzy Biggs	(SB)	NHS Blood and Transplant

Apologies:

Dr Craig Taylor	(CT)	RTC Chair, Dudley Group of Hospitals NHS Trust
Jayne Evans	(JE)	Sandwell & West Birmingham Hospitals NHS Trust
Mike Herbert	(MHe)	The Royal Wolverhampton Hospitals NHS Trust

1. Welcome

The Chairman welcomed everyone to the meeting.

2. Apologies

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

3. Minutes and Actions from RTT Telecon Meeting – Monday 25th February 2013

RTT Telecon minutes were accepted as a true record.

Actions from November 2012 – RTC Business Meeting:

West Mercia Guidelines/West Midlands RTC Guidelines – A telecon had taken place between CT/ML/CB/AH. Editing for the next version of the West Mercia guidelines is currently in progress and is awaiting CT's comments.

CB to check if there are any other transfusion related guidelines for review.

Action: CT/CB

Actions from 7th November 2012 - RTT Meeting:

Education Update – West Midlands Deanery on-line Training Package. feedback had been given to the Deanery and are awaiting comments back. Once it is received AH will check the content is okay.

The TP Group did ask whether this on-line training package could be made available to other staff groups, as it can currently only be accessed by members of the West Midlands Deanery. AH will investigate.

Action: AH

Share Care Document – JT confirmed that all generic email addresses had now being collated and AH will make a final check prior to proceeding.

Action: AH/JT/MH/JE

SpR Training – CT said within the general medical and surgical areas' they could offer to be external speakers, so CT will draft a letter to go to the regions so that it cascades.

Action: CT

Actions from November 2012 - RTC Business Meeting:

Patient Representative – CT has asked twice but will ask one final time. Still outstanding.

Action: CT

All other actions completed.

Minutes from 21st November 2012 – RTC Business Meeting:

Minutes from RTC 21st November 2012 confirmed correct by Chair.

Review of some actions:

SHOT (WBIT) – Working party to be set up to identify what actions are taken when this is recognised.

Action: AH/SB

PBM papers – CT will check with MB and resend this paper.

Action: CT

The BCSH Compatibility Guideline - This, and the 2 sample requirement was causing some issues and had been discussed in depth at the Joint TP/TLM meeting. JL confirmed that the it had gone well and everyone seemed keen to take it onboard and how important an issue it was.

Action: AH/JL

5. Chair Succession Planning – expressions of interest

It was confirmed that an official handover period from Craig Taylor to the new RTC Chair would have to be done on or around the RTT conference on 15th July 2013 at the Warwickshire Golf Club.

AH will speak to CT later this week to discuss details of when to hand over officially.

CT confirmed he is happy to still contribute to the meeting and help the new Chair accordingly.

Action: AH/CT

6. Programme for RTC Education Day – 15th July 2013

Venue – Warwickshire Golf Course

Programme – We should have 2 or 3 key themes to focus on, ie:-

- HTT away day – low HTC attendance and speak to those who have been successful in increasing numbers.
- PBM – awaiting paper
- Data - lack of good quality data?
- Audit – keeping people enthused.

HD said we need a member of a leadership programme to take us forward into change, so that generic ideas can be taken back to individual areas' and applied successfully. HD suggested a member of the SHINE programme.

AH will contact the NHS leadership development programme and see if a facilitator was available to present on this date.

Action: AH

CB had attended a course at Warwick, which had been good but expensive, however, was happy to provide details to AH if required.

JL said he would like to have BCSH 2 sample rule on the agenda, so we could identify any pit falls and include in the workshop and network and learn from each.

- Key issues / theme:-
- 10 round tables at venue, therefore:-
- “knights of the round table” – slaying dragons!!
- Different groups working on different topics – (half could discuss 'PBM' the other half 'Consent')
- Success so far
- New targets – PBM (paper coming out between now and July so it was hoped to be able to select a few points from it to highlight on the day)
- How to do implement change
- Applying the tools
 - working groups
 - round tables
- Follow up
- Preparation day beforehand – Mission Impossible – (top 5 demons)!
- Do a survey monkey tick box prior to the conference – (which one's have you killed? - Would you be prepared to present or discuss on the day?)
- Programme topics
- Follow up work
 - bring golf clubs!

AH/SB will produce a draft programme and email the RTT for urgent feedback. SB will contact Golf Club and find out if free golf session is included as it was last time we visited.

Action: AH/SB

7 RTC Objectives 2012/13 and 2013/14

Patient Consent – JT confirmed it is to be included as a national tool.

Demand Review Group - HD said she thought the KPI for national should be circa 11%. HD felt that once size should not fit all with BSMS categories fitting different sizes. HD said should aim for them to be at or below the median for each of their individual group. JT said he felt the system should be as simple as possible.

BCSH 2 sample rule – JT felt strongly about giving this it's own section so it could be driven forward. JT will email AH with the details.

Action: JT

AH will update and send out for comments next week.

Need to update and sign off 2012/13 objectives and KPIs and produce 2013/14 objectives by April 2013.

Action: AH/SB

8 Any Other Business

None reported.

9 Date and Time of Next Meeting

AH to confirm dates with CT during telephone call later this week.

Action: AH