

**Confirmed Minutes of Regional Transfusion Team (RTT)
Teleconference Meeting
Monday 25th February 2013**

Present:

Dr Craig Taylor	(CT)	RTC Chair, Dudley Group of Hospitals NHS Trust
Dr Charles Baker	(CB)	University Hospital of North Staffordshire NHS Trust
Dr Heidi Doughty	(HD)	NHS Blood and Transplant
Mary Hitchinson	(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:

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 – Wednesday 7th November 2012

RTT Telecon minutes were accepted as a true record.

Actions from November 2012 – RTC Business Meeting:

Policies and Audit Tools for RTC Website – In progress.

Action: closed

West Mercia Guidelines/West Midlands RTC Guidelines – This is still on going. SB will arrange a telecon between CT/ML/CB/AH.

Action: SB

Actions from 7th November 2012 - RTT Meeting:

Education Update – West Midlands Deanery on-line Training Package. AH confirmed that herself and Jannine Beddow have given comments and feedback to the Deanery. AH will contact the TPs when updates have been completed.

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 – Still ongoing.

JT confirmed a Pilot Scheme is underway and email addresses being collated. He said a meeting is being held later this week.

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.

Action: CT

Stock Sharing Schemes – This has been signed over to Regional Laboratory Management Group to review.

CMV-ve recommendations: This letter had gone out to HTC's via email. CB will email separate distribution list for Intensive Organ Transplant staff, so that this can be reworded and resent to them.

Action: CB/SB

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

SHOT: Antoinette Turner has summarised recommendations from SHOT. These will be posted on the RTC website.

Action: AH/SB

BCSH TTF - AH has feedback concerns raised.

Action: closed

5. Chair Succession Planning and RTC Terms of Reference

It was highlighted that Craig Taylor had joined as chair of the RTC on 12th November 2009. This means that his term of office will have to cease in November 2013 and it was agreed that another chair should be sought swiftly.

AH/SB will send an email to the HTC chairs. AH will draft a letter and send to CT.

Action: AH/SB

RTC Terms of Reference are available on the NBTC website.

<http://www.transfusionguidelines.org.uk/Index.aspx?Publication=NTC&Section=27&pageid=7642>

6. Regional Audit Update

- O-neg – MH to finalise report and send out.
- Pre-op – AH seeking final approval – hope to circulate forms early March.
- Platelets – In progress - likely that audit forms will be finalised late summer 2013.

7. Programme for RTC Workshop – Monday 15th July 2013

Venue – Warwickshire Golf Course

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

- HTT away day – focus on low HTC attendance and speak to those who have been successful in increasing numbers.
- PBM – a paper is coming out on this and it was hoped we could pick a few points from it to highlight on the day.
- The lack of good quality data?
- Audit – finding keenness for audits – keeping people enthused.

It was agreed to have 10 tables in the break out areas with 8 people on each, which is what happened last time, and it was successful. Half could discuss 'PBM' the other half Consent.

AH will draft up an agenda and send to the group for comments.

Action: AH

8. RTC Objectives 2012/13 and 2013/14

CT confirmed he supported these objectives and considered them a 'live document' for updating regularly. Unfortunately no meeting feedback was requested following the RTC Business Meeting last November. All future RTC meetings will include membership feedback.

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

Action: SB

9. Any Other Business

Cell SALVage in Obstetrics Trial (SALVO)

CB reported that a controlled trial of intra-operative cell salvage during caesarean section in women at risk of haemorrhage had commenced. A lot of hospitals had already signed up to it, including Birmingham Women's and Wolverhampton.

Transport of Blood Samples/Sharing Blood Results

For patients having shared care pre-operatively, ie. seen in one hospital pre-op prior to surgery at another trust. This is a very untidy process and should be streamlined. Can AH add a question or 2 to the pre-op survey:-

- 1) is patient having surgery elsewhere (what proportion of patients outside catchment area) or
- 2) pre-op survey / screening question " travelling from outside the region (to cover both scenarios)?

The BCSH Compatibility Guideline

This, and the 2 sample requirement is causing some issues. This will be discussed in depth at the Joint TP/TLM meeting.

Action: AH

10. Date and Time of Next Meeting

Monday 15th April 2013 – 10:00-11:00.