

**Confirmed Minutes of Regional Transfusion Team (RTT)  
Teleconference Meeting  
Friday 27 January 2012**

**Present:**

Dr Craig Taylor	(CT)	RTC Chair, Dudley Group of Hospitals NHS Trust
Dr Heidi Doughty	(HD)	NHS Blood and Transplant
James Taylor	(JT)	Heart of England NHS Foundation Trust
Jayne Evans	(JE)	Sandwell & West Birmingham Hospitals NHS Trust
Mary Hutchinson	(MH)	Queen Elizabeth Hospital, Birmingham
Andrea Harris	(AH)	NHS Blood and Transplant
Craig Wilkes	(CW)	NHS Blood and Transplant
Lorna Purkiss	(LP)	NHS Blood and Transplant

**Apologies:**

Dr Charles Baker	(CB)	University Hospital of North Staffordshire NHS Trust
Paul Turner	(PT)	Worcester Royal

**1. Welcome and Apologies**

The Chairman welcomed everyone to the meeting.

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

**2. Minutes and Actions from RTT Telecon Meeting – Monday 14 November 2011**

RTT Telecon minutes were accepted as a true record.

All other actions completed.

**3. Minutes and Actions from RTC Business Meeting – Wednesday 23 November 2011**

RTC Business Meeting minutes were accepted as a true record.

**Actions from November 2010:**

- 5.2 Stock sharing with private hospitals – AH has received no response. CT to ask about contacting Mr Jot Hyare – Transfusion Laboratory Manager at Leicester General Hospital.  
**Action: CT**
- 9.1 RTC Work plans – To be completed and circulated.  
**Action: CT**

11.3 Regional Policies and Audit Tools for Website – AH to draft email to TP's explaining about the policies and audit tools that are available on RTC website and to keep sending examples to LP.  
**Action: AH**

11.5 West Mercia guidelines – Still on going.  
**Action: CB/CT/ML**

11.6 West Midlands RTC Guidelines – This is still on going.  
**Action: KC/ML/CT**

**Actions from June 2011:**

6.1 Education Update – West Midlands Deanery on-line Training Package, this package is now up and running for all Doctors at Inductions. CT will write to West Midlands Deanery explaining that there are two systems running.  
**Action: CT**

AH has sent links of this training package to a regional review group.

7.1 National Audits/Surveys – AH to arrange for the HTT Template to be posted on the Website.  
**Action: AH**

10.1 Share Care Document – Still ongoing.  
**Action: HD/ML**

**Actions from November 2011:**

2.1 Patient Representative – CT to investigate at Russells Hall Hospital.  
**Action: CT**

2.2 Attendance at RTC Business Meeting – AH to invite Patient Safety Administrator.  
**Action: AH**

3.1 CT to circulate information about NPSA SPN 14 Review, NBTC Indication Codes and the re-worked version of The National Transfer of Blood Guidance.  
**Action: CT**

5.2 AH to put RTC Empowerment Workshop resources on the RTC Website.  
**Action: AH**

6 Mike Herbert is now chair of the RTC Audit Group; he will be invited to attend future RTT Meetings.  
**Action: LP**

10.1 Stock sharing schemes with CB to be set up a group to explore further  
**Action: CB**

All other actions completed.

#### 4. Discussion Plans and Dates for RTC Workshop

The RTC Workshop will be held at the NHSBT, Blood Donor Centre, New Street, Friday 29th June 2012 from 09.30 – 12.30.

Suggested theme – Platelet and O Neg Usage/Stock Management.

We will be aiming for a target audience of RTC Chairs and Consultant Haematologists responsible for blood stock management.

The RTC Business Meeting will also be held on Friday 29th June 2012 from 1.00pm – 3.30pm.

#### 5. Plans, dates and venue for RTC Conference and Business Meeting

The date of the next RTC Conference will be held on Wednesday 21st November 2012 at the Charles Hastings Education Centre, Worcester from 9.30 – 15.45.

The Business will be held from 16.00 – 18.00 at the same venue.

#### 6. Date and Time of Next Meeting

This will be a face-to-face meeting on Friday 30 March 2012 10.00 – 12.30pm.

It will be held at Room 5, Clinical Education Centre, C Block, Russells Hall Hospital, Dudley, West Midlands DY1 2HQ

#### 7. Any Other Business

None