

**Confirmed Minutes of Regional Transfusion Team (RTT)
Teleconference Meeting
Thursday 27th June 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
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
Mary Hitchinson	(MH)	Queen Elizabeth Hospital, Birmingham
James Taylor	(JT)	Birmingham Heartlands Hospital
Craig Wilkes	(CW)	NHS Blood and Transplant

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 15th April 2013

RTT Telecon minutes were accepted as a true record.

Actions from November 2012 – RTC Business Meeting:

West Mercia Guidelines/West Midlands RTC Guidelines – CB to check if there are any other transfusion related guidelines for review. eg. anti-coagulant.

Action: CT/CB

Actions from 7th November 2012 - RTT Meeting:

Education Update – AH has reviewed the content and is awaiting confirmation from Deanery that all suggested updates have been included.

Action: AH

Share Care Document – AH confirmed that 7 generic email addresses were still awaited including The Children’s Hospital. AH confirmed that we are developing guidelines on how to use the document. AH will update to the TPs at there next meeting, and feedback to the development group.

Action: AH

SpR Training – CT said for the general medicine and surgery, members of the RTC could offer to be external speakers. CT will draft a letter to go to the Deanery and also to the RTC for volunteers.

Action: CT

4. Actions from RTC Business Meeting – Wednesday 21st November 2012

Actions from November 2012 - RTC Business Meeting:

Patient Representative – This is still outstanding but CT will ask one third and final time.

Action: CT

SHOT (WBIT) – AH will speak to TPs on 28 June to see who would be interested in being a member of a Working party trying to identify what actions are taken when WBIT is recognised with an aim of producing some regional guidance/standards.

Action: AH/SB

All other actions completed.

5. Programme for RTC Education Day – Monday 15th July 2013

Venue – Warwickshire Golf Club and Country Club

Chair – CB will chair in CT's absence who will be on annual leave.

Programme – Knights of the round table present....."How to Slay a Dragon"! Round tables will be set up so that people can easily have discussions with each other.

An NHS Leadership Academy keynote speaker will deliver a positive upbeat forward thinking message to attendees. Then we will hear a couple of success stories or what somebody has tried to do and what problems they encountered along the way.

AH will speak to TPs at meeting on 28 June 2013 about people willing to present on the day.

Action: AH

AH said she had written to a TP in Worcester and was awaiting a response.

The top 'dragons' (in ascending order) from the survey were as follows:-

1. Training
2. Consent for transfusion
3. Transfusion observations compliance
4. Appropriate use of blood
5. Patient ID
6. Competency assessment
7. BCSH 2 sample requirements
8. Cell salvage
9. Implementation of IT blood tracking system
10. Reduction in blood component wastage

37.5% of responses said they would be happy to present any 'dragons they had slayed' at our RTC meeting on 15th July 2013, however, these were anonymous and therefore we had no way of contacting them.

We need to consider how the workshops will be run and what issues should be discussed.

Action: All to feedback to AH ideas for workshops.

6. Agenda Items for RTC Business Meeting – Monday 15th July 2013

Rather than general speaking on regional agenda items, that named individuals who are leading projects 'present' latest updates or findings at the meeting. This way, it would be more relevant and interesting.

Agenda items for discussion include:-

- Share care
- West Midlands Guidelines review
- Feedback from Audit Group
 - O neg / Pre-op / Platelets
- NCA
- WBIT - including Consent

- NBTC update
- NBTC Patient Involvement Working Group – decision matrix and Patient Information Leaflets currently being printed are titled:-
 1. Will I need a blood transfusion? (revised version)
 2. Will I need a platelet transfusion?
 3. Information for patients who have received an unexpected blood transfusion

- NHSBT Nurse Authorisation Course previously run in Manchester. Janine Beddow of UHCW has been championing one to be held in Coventry. It is planned that this will now be held over 4 days from 4th-7th November 2013.

- We need to ask the RTC about the November RTC Conference/Business Meeting.
- ? Venues – possibly Walsall or UHB or Post Graduate Medical Centre
- Ask what these topics should be included.

7. Chair Succession Planning – Dr Chris Newson (CN)

CT will contact the new RTC chair Chris Newson (CN) to discuss issues to handover and any questions CN has. CT confirmed he is happy to act as Deputy Chair sitting alongside to ease him into his new role.

Action: CT

AH will also speak to CN later this month to discuss details of when to hand over officially and invite to next RTT meeting.

Action: AH/SB

8. Regional Audit Update

O Neg Survey report in progress.

Pre-op – data analysis starting.

Platelet audit – being planned for later this year.

9. RTC Objectives 2012/13 and 2013/14

AH has updated the 2013/13 Objectives following comments at the RTT telecon. In addition, HD has added:

Support the Defence Medical Services – HD suggested this should be an RTC Objective as the West Midlands RTC provides direct support. Agreed.

Support two Transfusion themed Haem ST Study Days. Agreed.

South West region Immediate Transfusion Courses (Bristol) - This is to be removed as not RTC.

Support SOP process – to be removed as not RTC.

Work with national demand planning team to pilot new data sets. HD is the national lead on this and will get Mike Herbert and Maxine Boyd involved. Agreed.

AH will update and send out for comments next week.

Action: AH

Need to formally sign off 2012/13 objectives at RTC meeting.

Action: AH

10. Any Other Business

None reported.

11. Date and Time of Next Meeting

CT confirmed next meeting should be during September or October 2013 – TBC.

Action: AH/SB