

West Midlands Regional Transfusion Committee 2014/15 Objectives / Workplan

Objective	KPI / outcomes	Actions	RTC lead	Target completion date	Review of progress
Encourage stakeholder participation in regional activities	100% of all NHS Trusts to be represented at at least one RTC meeting during 2014/15	Early notification of RTC meeting dates	Suzy Biggs	At least 3 months before each meeting	Continues
		Ask RTC members for RTC agenda items / presentations	Suzy Biggs	At least 2 months before each meeting	Continues
		Maintain a spreadsheet of RTC attendance by hospital – request feedback from non-attendees	Suzy Biggs	Within 1 month of each RTC meeting	Report to be sent to RTC chair prior to November RTC business meeting
		Gain feedback from all RTC meetings	Suzy Biggs	Within 1 month of each RTC meeting	Continues
		RTC website to be reviewed and regularly updated	Suzy Biggs	Ongoing - monthly	Continues
Increase inter-operability	Regional shared policies	Develop and adopt a wider use of shared policies and procedures	James Taylor / Jayne Evans	Ongoing	Shared care documentation finalised and circulated – but now being amended to ensure all e-mail addresses are nhs.net
		Develop shared regional Massive Transfusion Guidelines with Regional Trauma Working Group	Heidi Doughty	March 2015	Trauma group meetings in progress. Regional guidelines circulated.
Promote Patient Blood Management (safe and appropriate use of and alternatives to blood components) through education and audit	1 x workshop and 2 x conferences during year	Regional Education:			
		TP Regional Conference May 2014: 'Mothers, Babies and Blood'	Andrea Harris / TP group	19 th May 2014	Completed
		RTC Workshop July 2014: 'An inspector call' focusing on inspections and Root Cause Analysis	Andrea Harris	15 th July 2014	Completed
		RTC Conference November 2014: focussing on Patient Blood Management	Andrea Harris	November 2014 (Date TBC)	Completed
		Present hospital blood component issue and wastage data at RTC business meetings	Andrea Harris	July and November 2014	Completed

	RTC survey and audit reports	Present new BCSH guidelines within year of publication	Heidi Doughty	Ongoing	Anti-D presented at Regional TP Conference 'Mothers, Babies and Blood' 19 th May
		Regional Audit:			
		Regional Pre-op assessment survey	Mike Herbert	Report to be finalised by July 2014	Report writing in progress
	Meeting minutes	Aim for 2 regional audits / surveys per year (depending on complexity of audit and national programme).	Mike Herbert	Ongoing	HTT survey completed Wrong Blood In Tube (WBIT) survey piloted – planning to roll out regionally
	National Comparative Audit (NCA) presentations	Regional cell salvage group:			
		The RTC cell salvage sub-group will meet 2 times during 2014/15	Andrea Harris	March 2015	Group met March and October 2014
		Feedback from SHOT and NCA			
	RTC Business meeting minutes	Present the key findings and recommendations from all NCA's at RTC conferences / business meetings	Jayne Evans / Mary Hitchinson	Ongoing	In progress. Recent NCA's include: - Anti D (published Nov 2014) - Patient consent (published Nov 2014)
	Serious Hazards of Transfusion (SHOT) presentations	Review recommendations from annual SHOT report and determine if any regional actions are appropriate	Jayne Evans / Mary Hitchinson	Within two months of SHOT report publication	Completed. WBIT audit is helping to address 'look at the transfusion process to address human factors'
		SHOT presentation at regional conference	Jayne Evans / Mary Hitchinson	Completed	SHOT presentation at Regional TP Conference 'Mothers, Babies and Blood' 19 th May