

East of England Regional Transfusion Team

Terms of Reference

Remit

The Regional Transfusion Team (RTT) is the executive working group for the Regional Transfusion Committee (RTC) and will ensure the momentum of the RTC's activities is maintained, reviewed and actions arising are completed in a timely manner.

The primary aim is to support the Hospital/Trust Transfusion Committees and the National Blood Transfusion Committee's Patient Blood Management recommendations in the East of England Region by leading working groups, education activities and audits on behalf of the RTC.

The RTT will develop an annual work plan for the RTC including all educational events and working group projects and measurable annual objectives. This will be reviewed at each RTT meeting and will be hosted on the East of England RTC web page www.transfusionguidelines.org.uk

The RTT will assist regional hospitals in implementing national recommendations and guidelines by providing advice, appropriate tools and assisting with interpretation. Specific transfusion related concerns or issues can be investigated at the request of the RTC.

The RTT is geographically aligned within the East of England RTC boundaries.

Outcome measures

- Provide regional data for discussion and benchmarking
- Plan, run and present regional transfusion audits to assess current practice
- Plan and evaluate RTC educational events at least once per year
- Review actions for RTC working groups and ensure actions are completed by agreed deadlines
- Develop 'Good Practice Guidance' for hospitals based on regional data and hospital initiatives presented at RTC meetings

Membership

The RTT will consist of NHSBT / Hospital members from the East of England RTC region:

- Chair or Deputy of the RTC
- A Transfusion Laboratory Manager from the East of England Transfusion Advisory Groups
- A Transfusion Practitioner
- A Hospital Transfusion Committee Chair
- A Consultant Haematologist
- An Anaesthetist
- NHSBT Hospital Liaison Team (Consultant Haematologist, Customer Services Manager, Patient Blood Management Practitioner, RTC Administrator)

The RTC Administrator will provide secretarial support for the meetings and will take minutes.

It is recommended that at least one member from each membership / staff group will be present in order for the meeting to be quorate.

Term of Members

- The RTC Chair or Deputy Chair will also act as Chairs for the RTT
- The chair will be in term for 2 years with the option to renew for a further 2 years.
- Membership will be reviewed by the committee every 2 years.
- Retirements should be staggered, where possible, to ensure continuity
- New members will be proposed and agreed by RTT members
- Any expressions of interest from the RTC to join the RTT will be considered on an individual basis
- If a member of the committee has not attended for 3 consecutive meetings the chair of the group will contact them to discuss continuation of membership

Working Arrangements

- The RTT will be accountable to, and reports to, the East of England RTC
- The meeting will be chaired by the Chair of the RTC (or, in his or her absence, the Deputy Chair)
- The RTT will meet 3 times a year
- Meetings may be held by teleconference
- Minutes of the RTT will be posted on the East of England RTC website

The RTT terms of reference will be reviewed every 2 years