

Confirmed Minutes
North West Regional Transfusion Committee
RTT Meeting via MS Teams
Date: Monday 20th July 2023, 13:30 – 15:30

Attendees

Peter Baker	Royal Liverpool University Hospital	PB
Jo Bark	NHSBT	JB
Rukhsana Hashmat	NHSBT	RH
Jayne Peters	NHSBT / MFT	JP
Jane Whittaker	Pennine Acute Trust	JW

Minutes

Jane Murphy	RTC Administrator	JM
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Apologies

Craig Carroll	Chair, Salford Royal Hospital
Lydia Baxter	Salford Royal Hospital
Lee Carter	Royal Blackburn Hospital
Jan Gorry	Aintree University Hospital
Dave Simcox	Royal Liverpool University Hospital

Actions

Item no.	Original Meeting/Date	Action	Owner	Status
4	20/07/2023	JP to request breakdown from SHOT conference regarding attendance from the region and their job roles	JP	Completed
6	20/07/2023	JM to request CC to advertise requesting expressions of interest for the post within his NW Anaesthetists colleagues and any other suitable channels	JM	Completed
6	20/07/2023	JP to contact Seema Agarwal regarding interest in RTC Chair's post	JP	Completed
7	20/07/2023	JB to contact TP at Royal Preston asking them to make the initial request with patient rep and then pass on their contact details to follow up	JB	Completed
8	20/07/2023	JM to advertise funding for 4 RTC Members to attend 1 day of the BBTS Conference	JM	Completed

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Minutes

1 Apologies

Apologies were sent prior to the meeting.

2 Minutes of RTT Meeting 9th January 2023

The minutes of the meeting were reviewed and agreed.

All actions completed.

3 NW RTC Meeting 24th April 2023

Meeting held via Microsoft Teams.

Attendance

63 attendees including 4 HTC Chairs. 2 Trusts not represented.
Following meeting; evaluation link sent to all attendees along with certificate of attendance.

Evaluation results

Reviewed and discussed for meeting.

- Completion rate of forms – 51%
- Good feedback received:
 - Do you feel the agenda items relevant?
Yes - 100%
 - How well were the agenda items discussed?
Excellent / Good - 88%
 - Overall, how would you rate the meeting?
Excellent / Good - 91%
 - Top box results 4.44 / 5

**4 NW RTC Event “PBM in PRACTICE”
9th June 2023**

Virtual event. 133 delegates attended.

Evaluation results

- Completion rate of forms – 43%
- Positive feedback received.
- Top box results 4.61 / 5

Event was recorded and 2 presentations are to be uploaded to the PBM YouTube channel.

Discussed recent SHOT Symposium and who attended from NW RTC apart from those funded.

Action: JP to request breakdown from SHOT conference regarding attendance from the region and their job roles.

JP

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5 NW RTC Meeting / Education Event; Friday 10th November 2023

To be held at Haydock Park Racecourse.

Timings

10am – 12pm : Business Meeting

12pm – 1pm : Lunch

1pm – 4pm : Event

RTC Meeting

Agenda to include new patient representatives experience.

RTC Event

Propose to hold Human Factors training / workshop. Workshop to be arranged by SHOT.

Those present felt human factors is not a priority and event to include investigations of incidents; PSIRF / RCA.

Suggested presentations / speakers:

- NHS England; PSIRF
- MHRA; Chris Robbie
- SHOT
- NHSBT QA
- Human Factors specialist @ MRI; Mark Hellaby

JB / JM have a meeting with SHOT on 25th July 2023 to discuss further.

6 NW RTC Chair – Craig Carroll's Successor

Currently, not received any expressions of interest for Craig Carroll's successor as NW RTC Chair.

Discussed email sent to HTT's has not / did not reach the right audience. Therefore, need to advertise requesting expressions of interest for the post within NW Anaesthetists and any other suitable channels.

Action: JM to request CC to advertise requesting expressions of interest for the post within his NW Anaesthetists colleagues and any other suitable channels. **JM**

Action: JP to contact Seema Agarwal regarding interest in RTC Chair's post. **JP**

7 NW RTC Patient Representative

Existing patient representative resigned from post following November's RTC Meeting. Following email sent to HTCs in May, TP at Royal Preston Hospital recommended a suitable patient who had received numerous transfusions. Clarification received as patient is a Jehovah's Witnesses that this has no impact on being a patient representative.

Action: JB to contact TP at Royal Preston asking them to make the initial request with patient rep and then pass on their contact details to follow up. **JB**

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JP has recently approached another patient regarding becoming a representative for the NW RTC.

Action: JP to follow up with patient representative.

JP

8 RTC Budget

JM provided an update for 2023/24.

So far, only small amount of the budget has been spent, £630 to date. However, to fund the following face to face meetings:

- NW TP Meeting; September
- BBTS Conference; 4 places
- NW RTC Meeting; November
- NW RTC Event; November

RTC to provide funding for 4 RTC Members to attend 1 day of the BBTS Conference 2023, 10th – 12th October in Harrogate. Funding will be provided for day delegate fees along with travel expenses. Successful applicants will be asked to feedback via a short presentation at the NW RTC Meeting in November.

Action: JM to advertise funding for 4 RTC Members to attend 1 day of the BBTS Conference.

JM

9 AOB

NBTC Website

New website now live. JB gave demonstration of NW RTC section. Members to encourage use and think of items of interest to upload. JB / JM can upload and amend.

Albumin

Discussion around current shortage from suppliers.

10 Date of Next RTT Meeting

Monday 15th January 2024 @ 1:30pm, via Microsoft Teams.