

**Minutes of the  
National Transfusion Laboratory Managers  
Advisor Group Meeting**

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**Tuesday 18<sup>th</sup> February 2025  
11:00hrs – 12:30hrs  
via MS Teams**

<b>Present (23)</b>		
Julie Staves	JS	Chair and South East region
Kerry Dowling	KD	Deputy Chair, TLM, Southampton
Jane Murphy	JM	Administrator
Pete Baker	PB	North West Region
Anna Capps-Jenner	ACJ	London Region (private labs)
Alison Muir	AM	North East and Yorkshire Region
Patricia Richards	PR	London Region
Brian Taylor	BT	North East and Yorkshire Region
Karen Ward	KW	North East and Yorkshire Region
Helen Wilkinson	HW	Midlands (East) Region
Tim Wreford-Bush	TWB	South West Region
Kirk Beard	KB	Stock Management & Production Manager, NHSBT
Ruth Evans	RE	Scientific and Clinical Training Organisation and Workforce Development, NHSBT
Gemma Fawke	GF	Customer Services, NHSBT
Lizzie Hutchinson	LH	Education Clinical Lead, NHSBT
Wisdom Musabaike	WM	Assistant Director, RCI, NHSBT
Delia Smith	DS	Customer Services, NHSBT
Nicci Wilkes	NW	NHSBT
Ulrike Paulus	UP	NFBB, NHSBT
Helinor McAleese	HMc	Transfusion Practitioner, Barts Health NHS Trust
Katharine Maynard	KM	Transfusion Practitioner, Croydon Health Services NHS Trust
Chris Robbie	CR	MHRA Representative
Dana Willis	DW	MOD Defence Pathology

<b>Apologies (4)</b>		
Anna Dobson	AD	Midlands (West) Region
Katherine Philpott	KP	East of England Region
Zoe Sammut	ZS	South East Region
Chris Philips	CP	Head of Hospital Customer Service, NHSBT

Minutes		
<b>01.25</b>	<b>Welcome &amp; Apologies</b>	<b>Actions</b>
	JS welcomed all to the meeting.	
<b>02.25</b>	<b>Minutes from last meeting, 19<sup>th</sup> November 2024</b>	
	Reviewed and accepted as a true and accurate record.	
<b>03.25</b>	<b>NFBB</b>	
	<p>Ulrike Paulus, Consultant Haematologist at NHSBT gave an overview of the role of the National Frozen Blood Bank (NFBB) as part of the wider rare blood strategy in NHSBT.</p> <ul style="list-style-type: none"> <li>Frozen blood is a scarce resource, and a lot of effort goes into the entire process from donor recruitment and rare donor identification, rare donor and donation management, management of frozen stocks, and ultimately the issuing of liquid and thawed &amp; washed rare blood.</li> <li>NFBB are routinely asking for basic outcome information on issued thawed and washed units. This is important to understand usage/ wastage rates, safety and efficacy of issued components and to inform component development, to help develop good clinical practice for the requesting and use of rare blood, and to facilitate engagement between hospitals and NFBB on all practical aspects of frozen blood.</li> <li>The most recent as well as previous audits have shown high wastage rates in some clinical areas and identified areas for future development. One aspect is improvement of the process of obtaining outcome information for issued thawed and washed units.</li> <li>NFBB are planning to make an online submission process available which was widely perceived to be beneficial in discussion with participants of the NTLM meeting.</li> <li>NFBB are also considering splitting the outcome form into two parts, general and clinical. These could be completed by different hospital staff as most appropriate, and participants of the meeting felt that HTL managers and transfusion practitioners may be the most appropriate colleagues to ask. It may also be possible to look at the NHSBT recall process for any useful similarities.</li> <li>The group also suggested to put some general information on the NHSBT Hospital Science website.</li> </ul> <p>Ulrike was grateful for the opportunity to present and discuss these matters, and happy to take suggested ideas back to colleagues in NFBB/NHSBT.</p>	
<b>04.25</b>	<b>National Share Cared Working Group</b>	
	<p>Katharine Maynard, Chair of the Shared Care Working Group introduced Helinor McAleese, Transfusion Practitioner at Barts Health NHS Trust who is leading on the online Shared Care Form.</p> <p>Form is based on the East of England template which is currently available on the JPAC website. The idea behind this form is to standardise the share care information provided and to make the form more friendly and intuitive. Helinor shared the form and gave an overview / demonstration of its use.</p> <p>Next step, to take to NBTC to ask them to support the form and ideally host on the NBTC website so everyone can access easily. JS agreed to support this.</p>	

	<b>Action: KM to email JS regarding support of online Shared Care Form from NBTC in getting agreement in principle for NBTC badging and hosting on NBTC website.</b>	<b>KM</b>
<b>05.25</b>	<b>Provision of mixed RBC inventory to HEMs</b>	
	<p>Prior to the meeting, information was sent to the group on the use of a mixed inventory of O neg and O pos. Fatts Chowdhury has been discussing this with the HEMs MD. HEMs agree to this approach to support the blood supply and protect O neg.</p> <p>The HEMs teams are looking for support to help their supplying hospitals to make the switch and have reached out for support from this group.</p> <p>KD to feedback that this group are happy to support. However, there are some other things that might like to consider i.e. pre transfusion samples and maybe not a mixed inventory but a set inventory.</p>	
<b>06.25</b>	<b>Regional Updates</b>	
	In the interest of time, if anyone has anything to raise or highlight, please email group for discussion off-line.	
<b>07.25</b>	<b>Education</b>	
	<p>Ruth Evans provided an update.</p> <ul style="list-style-type: none"> <li>• Still got funded places on the Advanced Master Class on 12<sup>th</sup> March.</li> <li>• Linked to the Essential Transfusion Medicine Course, there is a workbook for the attendees to help build relationships with their laboratories. This has been updated with guidance for laboratory managers which will help to know what the medics will do if they come and visit your department.</li> </ul>	
<b>08.25</b>	<b>MHRA</b>	
	<p>Update provided by Chris Robbie.</p> <ul style="list-style-type: none"> <li>• The inspectorate has chosen sites for inspection. Normally this is done in the Autumn, but it was delayed to just a few weeks ago. Mike should start doing some inspections again shortly.</li> <li>• Invoices for Sabre fees have not been sent out yet because of delays within the agency.</li> <li>• Sabre upgrades delay – hoping to migrate the pilot sites within the next few days with the new Sabre being available by the end of March.</li> </ul>	
<b>09.25</b>	<b>NHSBT</b>	
	<p><b><u>Customer Services Update</u></b>  Delia Smith provided an update on behalf of Chris Phillips.</p> <ul style="list-style-type: none"> <li>• The Spring 2025 Hospital customer satisfaction survey will be launched on 4<sup>th</sup> March.</li> <li>• The current credit request form cannot be used by some hospitals due to the presence of macros. A new form has been developed which has removed macros, and the form will be trialled by NHSBT with a small number of hospitals in March/April. Further updates will be given following the trial.</li> <li>• The results of the recent O D negative survey are due to be sent to hospitals this week.</li> <li>• NHSBT Transport Box collection – use of signage for couriers.</li> </ul> <p><b>Action: Email to be sent to the group requesting feedback from hospitals on use of signage for couriers. Feedback required by 28<sup>th</sup> February.</b></p>	<b>JM</b>

	<p><b><u>Component Portfolio</u></b>  Gemma Fawke, Lead Specialist, Manufacturing Developing Team is looking at reviewing the Component Portfolio / Prices section of the Hospital and Sciences website <a href="#">Portfolio and prices - Hospitals and Science - NHSBT</a> to make this more user friendly.</p> <p>As TLMs are the primary users of the section, Gemma has asked for the group's feedback / comments on:</p> <ul style="list-style-type: none"> <li>• What parts of the Portfolio are most useful and who accesses it?</li> <li>• Do you find it user friendly / easy to find the sections you need?</li> <li>• Any other suggestions to improve the useability?</li> </ul> <p><b>Action: Email to be sent to the group requesting feedback on the Component Portfolio / Prices section of the Hospital and Sciences website.</b></p> <p><b><u>RCI Update</u></b>  Update provided by Wisdom Musabaike.</p> <ul style="list-style-type: none"> <li>• Cessation of paper reports <ul style="list-style-type: none"> <li>- The project of stopping lab paper reports is going ahead, with a go live of 2nd of June 2025.</li> <li>- We are concerned that the comms may fail to reach wards and other areas outside transfusion e.g. renal and midwives. Several comms planned to try and reach all areas.</li> </ul> </li> <li>• Voice recording <ul style="list-style-type: none"> <li>- System will be used to record telephone calls to RCI and other participating departments.</li> <li>- Expected to be implemented by end of financial year.</li> </ul> </li> <li>• T2024 Projects <ul style="list-style-type: none"> <li>- RCI Assist to be launched in April 2025.</li> <li>- There will be a link to the tool on Spice.</li> </ul> </li> <li>• Business continuity <ul style="list-style-type: none"> <li>- We raised the question on whether transfusion labs expect RCI to be the business continuity option.</li> <li>- Julie found it strange that some labs would regard RCI a business continuity without informing them. She advised customer service to assist in gathering information regarding which hospitals' business continuity plans.</li> </ul> </li> </ul>	JM
<b>10.25</b>	<b>Webinars / Drop-in Sessions</b>	
	<p>1<sup>st</sup> webinar to be held beginning of March on Change Control and Validation. To be delivered by KD and TWB.</p> <p>1st drop-in session to be held in April by JS.</p> <p>Posters for above sessions to be created and sent out to regions via TLMs for circulation.</p>	
<b>11.25</b>	<b>Engagement with Other Bodies</b>	
	No updates for this meeting.	
<b>12.25</b>	<b>AOB</b>	
	<p><b><u>NCG</u></b>  PB advised meeting postponed until 28<sup>th</sup> February 2025. Does not look like it is going to be a big increase from the information seen like it was last year. Hopefully more information will be available early March.</p>	

	<p><b><u>Sample Validity</u></b> PB mentioned, from a regional point of view some trusts have gone to three days due to the information on the transfusion request form, that patient has not been transfused within the previous three months.</p> <p><b><u>O Neg Survey</u></b> JS wished to personally thank people for submitting the data. Had an amazing response of 80% It has been invaluable in the support with the Amber Alert and raising awareness across the Department of Health.</p> <p><b><u>National Transfusion Practitioners Network (NTPN)</u></b> The NTPN has been relaunched. JS has been asked to sit on the group so there is a bit of an overlap in the groups. Attended their 1<sup>st</sup> meeting. JS suggested Aimi Baird, Chair of NTPN to be invited to attend future meetings of this group. <b>Action: JS to email Aimi Baird inviting her to join future NTLM Meetings.</b></p> <p><b><u>RO Audit</u></b> JS advised there are plans for an RO Audit to understand nationally where the RO units that get ordered go to. Audit will be sent to the top 30 RO users.</p>	JS
13.25	<b>Dates of Next Meetings</b>	
	<ul style="list-style-type: none"> <li>• Tuesday 10<sup>th</sup> June, 11am – 12:30pm via MS Teams</li> <li>• Thursday 11<sup>th</sup> September, 10am – 3:30pm, face to face @ NHSBT Birmingham New Street</li> <li>• Tuesday 18<sup>th</sup> November, 11am – 12:30pm via MS Teams</li> </ul>	