

Confirmed Minutes
North West Regional Transfusion Committee
RTT Meeting via MS Teams
Date: Monday 13th January 2025, 13:30 – 15:30

Attendees

| | | |
|------------------|-------------------------------------|----|
| Craig Carroll | Chair, Salford Royal Hospital | CC |
| Peter Baker | Royal Liverpool University Hospital | PB |
| Jo Bark | NHSBT | JB |
| Lydia Baxter | Salford Royal Hospital | LB |
| Rukhsana Hashmat | NHSBT | RH |

Minutes

| | | |
|-------------|-------------------|----|
| Jane Murphy | RTC Administrator | JM |
|-------------|-------------------|----|

Apologies

| | |
|----------------|-------------------------------------|
| Jan Gorry | Aintree University Hospital |
| Rebecca Konig | University Hospital Aintree |
| Dave Simcox | Royal Liverpool University Hospital |
| Jane Whittaker | Pennine Acute Trust |

Actions

| Item no. | Original Meeting/Date | Action | Owner | Status |
|----------|-----------------------|---|-------|-----------|
| 4 | 13/01/2025 | Feedback at RTC Chair's Meeting in March 2025 need to broaden advertising / distribution to relevant specialities of future NBTC events | CC | Completed |
| 4 | 13/01/2025 | Send individual feedback to speakers who presented at the (NBTC) Education Event in November 2024 | JM | Completed |
| 5 | 13/01/2025 | LB to present at May 2025 NW RTC Meeting on Sample Labelling | LB | Completed |
| 5 | 13/01/2025 | Transfusion Training challenges / concerns within the region to be fed back to the NBTC | CC | Completed |
| 5 | 13/01/2025 | LB to look at questions required for HTC Update Report for next NW RTC Meeting | LB | Completed |
| 7 | 13/01/2025 | Request expressions of interest for lead of NW CS Working Group | JM | Completed |

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Minutes

1 Welcome & Apologies

CC welcomed and thanked everyone for joining the meeting.

Apologies listed were sent prior to the meeting.

2 Minutes of RTT Meeting 1st July 2024

Unfortunately, there were no minutes for this meeting due to an IT issue in the recording.

3 NW RTC Meeting, 14th October 2024

Meeting held via MS Teams.

Attendance

59 attendees. Good representation from majority of Trusts in the NW Region, just 2 Trusts without representation. 2 HTC Chair's attended. Following the meeting; evaluation link was sent to all attendees along with certificate of attendance.

Evaluation results

Reviewed and discussed for meeting.

- Completion rate of forms – 37%
- Good feedback received:
 - Do you feel the agenda items relevant?
Yes - 100%
 - How well were the agenda items discussed?
Excellent / Good - 100%
 - Overall, how would you rate the meeting?
Excellent / Good - 99%
 - Top box results 3.41 / 4
- Suggested topics to be included at future meetings:
 - Single audit review audits
 - Sample / label rejections

**4 NW RTC Event “Consent, Refusal & Alternatives”,
15th November 2024**

Event ran seamless without any IT issues including the use of SLIDO. Good feedback received with how the event run, in particular the first session. However, the negative feedback received was that the event was not advertised widely enough. CC was approached after event from colleagues who were not aware that event was taking place. PB highlighted the two most critical medical specialities that have a specialist interest in blood are haematology and anaesthetics. Need to broaden advertising / distribution of future NBTC events.

Action: CC to feedback at RTC Chair's Meeting in March 2025 need CC to broaden advertising / distribution to relevant specialities of future NBTC events.

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Attendance

214 attendees including speakers. Following the event; evaluation link was sent to all delegates along with certificate of attendance.

Evaluation results

- Completion rate of forms – 63%
- Positive feedback received.
- Top box results 3.73 / 4

Speakers

Individual feedback to be sent to speakers.

JM

Action JM to send individual feedback to speakers who presented at the NW RTC (NBTC) Education Event in November 2024.

5 NW RTC Meeting, April / May 2025

Meeting to be held on Monday 28th April 2025 and agreed for this meeting to be held virtually via Microsoft Teams.

Agenda

As well as regular items, include:

Sample Errors

LB agreed to present on this, to including an explanation of what the problem is and how we should proceed as a region. Suggested obtaining information from the region prior to the meeting via the HTC Update Reports and include this in the presentation to generate discussion.

Action: LB agreed to present at May 2025 NW RTC Meeting on Sample Labelling.

LB

Transfusion Training

CC to present on challenges / concerns within the region – clinical / laboratory. Obtain feedback from the region via the HTC Update Reports.

HTC Update Report

Current form completed by HTCs prior to the RTC Meetings to be revamped. Discussed using MS Forms as this would be a better format. Suggested including questions regarding transfusion training and sample labelling / sampling rejection rates in the region

Action: LB to look at questions required for HTC Update Report for next NW RTC Meeting.

6 NW RTC Education Events 2025

NW RTC is host NBTC event in November 2025. CC has requested event on Major Haemorrhage.

NBTC Executive Working Group scheduled to meet on 27th January 2025. Following this meeting, the education topics will be available for RTC regions to choose.

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7 NW RTC Working Groups

Anaemia Working Group

Short survey was sent out to HTTs as an initial factfinding exercise.

Unfortunately, very few hospitals completed. Survey to be sent out again with some support from Pharmacosmos in reaching out to their contacts.

Cell Salvage Working Group

Unfortunately, group has not had first meeting as person who was due to lead has stepped down. To request expressions of interest for new lead of group.

Action: Request expressions of interest for lead of NW CS Working Group.

JM

8 NHSBT Removing Hard Copies of Antibody Notifications

Agenda item submitted by JG who unfortunately was unable to join the meeting.

PB questioned how hospitals are going to manage this change? As it is a good thing to give out these patient information leaflets to empower patients if they do go to a different healthcare provider to advise that they have got an antibody which can then be sent through to the transfusion laboratory.

RH advised there are hospital sites who have already turned off their hard copies and been paperless for a while. No issues have been raised. NHSBT provided all the information and guidance for them to do that and print off their own antibody cards.

9 RTC Budget

JM provided an update for 2024/25.

Annual budget: £8,172

Spent to date: £1,980

Remaining: £6,192

In previous years, the majority of the budget was spent on the two face-to-face events held each year. Highlighted that all regions will be in similar position in not spending budget due to less face-to-face meetings / events being held.

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10 AOB

None raised.

11 Date of Next RTT Meeting

Monday 14th July 2025 @ 1:30pm, via Microsoft Teams.