

Confirmed Minutes
NW RTC incorporating North Wales
Customer Services & RTC Chair's Meeting
Venue: Manchester Blood Centre
Date: Thursday 17th March 2016, 14:00hrs

Attendees

Craig Carroll (CC)	Chair & Consultant Anaesthetist, Salford Royal
Kate Pendry (KP)	Consultant Haematologist, NHSBT Manchester
Jayne Addison (JA)	PBM Practitioner, NHSBT Manchester
Jo Bark (JB)	PBM Practitioner, NHSBT Liverpool

Apologies

Rukhsana Hashmat (RH)	CSM, NHSBT Manchester
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Minutes

Jane Murphy (JM)	RTC Administrator
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Actions

Item no.	Original Meeting Date	Action	Owner	Status
2	17/03/2016	Minutes of last meeting to be updated and changed to 'confirmed' on the website	JM	Completed
4	17/03/2016	JM to send out RTC Objectives for 2015/16 for updating	JM	Completed
4	17/03/2016	JM to send template for RTC Objectives for 2016/17 to group to populate	JM	Completed
4	17/03/2016	National Twitter Account to be used for RTC Event on 6 th May	JA	Completed
4	17/03/2016	HTC Chair's Toolkit to be reviewed and updated	JM	Completed
5	17/03/2016	JM to update RTC Meeting agenda with changes	JM	Completed
5	17/03/2016	JM to email all volunteers accepting offer to present at NW RTC Meeting and advise of timings for presentation	JM	Completed
8	17/03/2016	JM to send out email to RTC members offering funding at Annual SHOT Symposium, 7 th May 2016	JM	Completed

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1	Welcome & Apologies Everyone was welcomed to the meeting. Rukhsana sent her apologies prior to the meeting.	
2	Minutes of HL & RTC Chair's Meeting 21st September 2015 The minutes of the last meeting were reviewed and agreed. Action: JM to update and change to 'confirmed' on website.	JM
3	Matters Arising and Current Action List All actions complete.	
4	NW RTC Objectives 2015/16 & 2016/17 <u>2015/16 Objectives</u> Final review will be at NW RTC Meeting on 22 nd April 2016. Action: JM to send out to group for individuals to update appropriate sections before RTC Meeting.	JM
	<u>2016/17 Objectives</u> Most of objectives to be carried forwarded from 2015/16. To be agreed at NW RTC Meeting on 22 nd April 2016. Action: JM to send template for 2016/17 to group to populate before RTC Meeting.	JM
	<u>Twitter Account</u> JA advised NW RTC account @NW_RTC will be closing down in the coming months and members will be encouraged to follow national PBM Twitter account @PBM_NHS as this will reach a wider audience. Action: National account to be used for RTC Event on 6 th May.	JA
	<u>NW TP/TLM Meetings</u> Suggested that minutes are taken at future meetings and posted on the website.	
	<u>HTC Chair's Toolkit</u> Action: Toolkit to be reviewed and update.	JM
5	NW RTC Meeting 22nd April 2016 <u>Agenda</u> Reviewed and discussed draft agenda. Colleagues from several trusts have volunteered to present at the meeting. Suggested presentations to be kept short and snappy! 5 minutes - 5 slides with a Q & A session at end of all presentations. Action: JM to update agenda.	JM
	Action: JM to contact all volunteers accepting offer to present and advise of timings for presentation.	JM

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6 NW RTC Education Event 'Managing Blood loss in trauma & Emergency Medicine' 6th May 2016

Delegates

61 delegates currently registered for the event.

Sponsors

5 companies sponsoring the event, totalling £1,600.

Speakers

3 speakers confirmed. Awaiting confirmation from 3 others.
CC, KP and JA to chair sessions.

Paper evaluation form to be included in delegate pack.

7 Working Groups

7.1 Audit

- Repeat of Major Haemorrhage Audit in Trauma – data currently being collected in Trusts for the period 01/02/16 to 30/04/16.

7.2 Policies / Guidelines

- TEG/ROTEM: Group has officially been handed over to Seema Agarwal. Study day to be held on 27th June 2016 at Aintree hospital.
- Pre Op Anaemia: Workshop to be held 21st March 2016 at Liverpool Blood Centre.
- Massive Haemorrhage: Once audit data has been collated and reviewed, toolkit to be reviewed. And updated with any changed.

8 RTC Funding of Educational Events

Discussed and agreed to fund 5 places at the Annual SHOT Symposium, 7th July 2016 – The Lowry Theatre, Manchester.

Action: JM to send out email to RTC members offering funding to above event. **JM**

9 RTC Budget

JM provided an update:-

Annual budget : £8,064

Sponsorship received: £5,200

Spent to date: £11,455

To be debited: £1,035

Remaining: £774

10 AOB

None

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11 **Date of Next Meetings**

- Pre RTC Meeting ~ 22/04/16, 8:30am @ Liverpool Blood Centre (before RTC Meeting)
- NW RTC Meeting ~ 22/04/16, 10am @ Liverpool Blood Centre
- RTT ~ 04/07/16, 2pm @ Manchester Blood Centre
- Customer Services & RTC Chair's ~ 12/09/16, 2pm @ Manchester Blood Centre