

South East Regional Transfusion Committee

Terms of Reference for the South East Regional Transfusion Team

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 (NBTC) Patient Blood Management recommendations in the South East (SE) 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 published retrospectively on the SE RTC web page in the form of an Annual Activity Summary Report. 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 SE RTC boundaries.

Transfusion 2024

The RTT will support the Transfusion 2024 plan which outlines key priorities for clinical and laboratory transfusion practice for safe patient care across the NHS for the next five years.

Outcome measures

- Plan and evaluate RTC educational events twice a year with Transfusion Practitioners (TP)/ Transfusion Laboratory Managers (TLM) / London & South East Transfusion Science (TADG) Groups
- Review actions for RTC working groups and ensure actions are completed by agreed deadlines
- Share good practice and resources, for hospitals in the SE region based on regional data and hospital initiatives presented at RTC meetings
- Provide regional data for discussion and benchmarking
- Plan, run and present regional transfusion audits to assess current practice
- Act as a conduit between the NBTC and RTC, promoting priorities, good practice and concerns.

Membership

The RTT will consist of the following members from the SE RTC region:

- Two Consultant Haematologists, (one from NHSBT to be the Secretary)
- A Consultant representative (non-haematologist, where possible)
- Two/Three Transfusion Laboratory Managers from hospitals in the SE region
- Two/Three Transfusion Practitioners
- NHSBT Customer Service Manager
- NHSBT Patient Blood Management Practitioner

The RTC Chair will be one of the above Consultant members.

A member of the RTT will be nominated as Deputy Chair and will be asked to undertake Chair duties if the Chair is unable to attend the meeting.

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

For the meeting to be quorate, there must be:

- RTC Chair or Deputy
- a Consultant Haematologist
- An NHSBT representative
- two representatives from each working group – Transfusion Practitioners, and Transfusion Laboratory Managers

A member can represent more than one working group, but at all meetings, there must be at least one representative linked to each of the Blood Service Centres - Tooting, Southampton and Oxford.

Terms of Membership

- The Chair will be in term for three years with the option to renew for a further three years
- Membership will be reviewed by the committee every two 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 three consecutive meetings the chair of the group will contact them to discuss continuation of membership

Working Arrangements

- The RTT will be accountable to, and report to, the SE RTC
- The meeting will be chaired by the Chair of the RTC (or, in their absence, the Deputy Chair)
- The RTT will meet at least three times a year, face to face or by teleconference
- Minutes of the RTT will be posted on the SE RTC section of the JPAC website.

The RTT terms of reference will be reviewed every two years.