

## Information for RTCs - Hosting a NBTC National Transfusion Education Event

### Background:

Following ideas raised at the 2023 NBTC regional transfusion committee (RTC) chairs meeting to improve RTC education events, it was decided that there will be a **national programme of seven virtual transfusion educational events per year**; one to be delivered by each RTC.

### Topics:

Topics for the national education programme are **selected by the NBTC Education Working Group** (EdWG), then **ratified** via the RTC chairs meeting and **signed off** at the NBTC executive working group in January each year.

Topics classically address **patient blood management** (PBM) in practice and/or **transfusion safety**. Choice of topic is guided by updates to evidence-based-practice, trends in adverse events, attendance & feedback from national events, previous topics (to avoid repetition), and attendee/EdWG topic suggestions.

It is acknowledged that topics are broad and that RTCs can choose to narrow down to a more specific area if they wish, according to available speakers, ensuring the session remains of interest to a national audience.

### Audience:

Sessions are open to **all clinical and laboratory staff** interested in transfusion.

Sessions should therefore **provide levels of information** relevant to different healthcare professionals - including nurses, transfusion practitioners, doctors and biomedical scientists/ laboratory staff.

The NBTC EdWG is specifically interested in gaining more engagement from **'shopfloor' HCPs** (i.e. rather than purely HTT/HTC members who have a specific role within transfusion medicine)

### Delivery format:

- Education events to be delivered remotely/**on-line** so that they are available nationally.
- **Free** to attend but requires registration.
- Duration between **3-6 hours** including breaks.
- **Intended learning outcomes** (ILO) should be clearly stated at the beginning of each session/presentation.

- ILO should include action verbs that are **specific and measurable** followed by the content and any conditions. (Avoid vague works such as ‘understand’ or ‘know’). Each ILO should be a single, achievable and assessable statement aligned with the given topic. ILO may vary according to the target audience.
- Sessions should be mapped to ensure relevance to the wider **audience** (not all purely lab/medical).
- Include some level of **interaction** such as panel discussion, debate, MCQ, cases, online voting.
- No single presentation should be greater than 30 mins (20-25mins presentation and 5mins Q&A suggested).
- Alternative formats to presentations can be employed.
- Please **stick to time** so that clinical staff can attend scheduled sessions plus undertake clinical work where necessary (circulate agenda prior to day).

### Session dates:

Events should be spread out across the year\* to maintain on-going NBTC educational presence.

**Avoid school holiday** dates to maximise attendance.

\*6 weeks’ notice is required by clinicians to cancel clinics so **plan well ahead including advertising** of events.

### Allocation of topics:

After NBTC signoff in January, **RTC chairs should complete** the [online form](#) (or scan QR code below for 26/27 allocation) with their top 3 topic preferences & proposed month of delivery.



Closing date **6<sup>th</sup> February 26** with allocations confirmed by 10<sup>th</sup> February.

Topic & month of delivery will be allocated to suit as many RTCs as possible (with those who do not get their top choices getting preference in following years).

## Advertising of events:

**Local RTCs are responsible for national advertising of their event.**

Events should be **listed on the NBTC website** – under the education calendar and main events calendar (listed via RTC coordinator).

**Flyers** (or similar) to advertise the event should be sent to all RTC coordinators ideally **>2 months prior** to the event (with detail updates nearer the time)\*.

RTC coordinators should **disseminate flyers to local hospital transfusion committees** (HTC) for hospital wide cascade\*.

Local RTCs should **signpost** if events are especially relevant to certain HCPs e.g. obstetrics, ED – to facilitate better cascade of information to ‘shopfloor’ healthcare staff working in hospitals.

## CPD certification:

The NBTC has decided not to accredit these training sessions.

A **certificate of attendance** should be provided by the local RTC if attendees complete a feedback form (and would like a certificate of attendance).

Attendees should document their attendance and learning in their portfolio and **self-certify their CPD credits**.

## Feedback:

Feedback should be gathered from **each attendee** following the event using the approved NBTC EdWG feedback form – *link to be added*.

**Aligning feedback nationally** for these events enables **improved evaluation** of topics, audience, advertising and impact on practice, to guide future topics and delivery.

A **summary of the feedback** should be sent by the RTC coordinator to the EdWG working group via [deborah.booth@nhsbt.nhs.uk](mailto:deborah.booth@nhsbt.nhs.uk) within 6 weeks of the event.

*Dr Jane Graham*

*Chair of NBTC Education working group*

*8/12/25*