

**CONFIRMED MINUTES OF A MEETING OF
THE EXECUTIVE WORKING GROUP**

Confirmed Minutes of the meeting of the Executive Working Group held on Monday, 3 June 2013, at the Association of Anaesthetists, London.

Present: Professor Adrian Newland (Chair)
Professor Mike Murphy (MM)
Mrs Teresa Allen (TA)
Dr Mike Desmond (MD)
Ms Rebecca Gerrard (RG)
Dr Craig Taylor (CJT) (via a telephone link)
Mrs Teresa Little (TL)

Apologies: Mr Jot Hyare (JH)
Mr Allan Morrison (AM)

10/13 Executive Working Group meeting held on 28 June 2013

The minutes of the meeting held on 28th January 2013 were agreed as a correct record.

11/13 National Blood Transfusion Committee meeting held on 22 April 2013

The unconfirmed minutes of the meeting held on 22nd April 2013 were noted.

12/13 Matters Arising

12.1/13 Extending the Shelf-life for thawed Fresh Frozen Plasma (FFP)

MM advised that Dr Laura Green will refer the survey findings back to the Joint UKBTS/HPA Professional Advisory Committee (JPAC) and develop the results into a publication. A communication will be required to hospitals on the outcome.

12.2/13 Patient Blood Management (PBM)

The paper setting out the initial recommendations from the NBTC for the implementation of PBM has been sent to Sir Bruce Keogh with a request for advice on how this initiative should be communicated to hospitals.

The NBTC PBM Working Group is considering the key elements for a national transfusion minimum dataset to develop systems to obtain standardised data. An audit of current PBM practice in a sample of elective surgical patients is being planned.

13/13 NBTC Working Groups

13.1/13 Transfusion Laboratory Managers Working Group

Some transfusion laboratory managers have difficulty in getting time off work to attend meetings and it may be easier if future meetings of the group are held by teleconference. TA to discuss the arrangements and workplan for 2013/14 with JH.

Action: TA

13.2/13 NPSA Review Group – draft consultation document and responses

CJT reported that the draft consultation document on pre-transfusion blood sampling had been circulated to all transfusion practitioners via the RTC networks. This has generated a lot of feedback. Responses have been received from all regions and indicate significant variation in current practice and opinions as to the way forward.

Points that were discussed included:

- There is no expectation that transfusion practitioners are solely responsible for undertaking the competency/clinical assessments.
- Observational assessments should be carried out at some stage either on a real patient or in a set up situation.
- There is a need to consider transferability of transfusion training and competence between hospitals. For medical students this training can be documented in their training records if carried out in the final year.
- Ideally competency assessments should be documented in the Electronic Staff Record (ESR).
- There is a need to consider how best to identify out-patients. The group will write to the British Committee for Standards in Haematology (BCSH) who are due to review the relevant guideline.

Action: CJT to contact the BCSH

The review group are positive about setting a national standard to make the competencies more workable and practical. The next meeting will review all responses and decide on how to take this work forward.

The Chair thanked CJT and the review group for their work to date.

13.3/13 NBTC Workplan

An updated workplan was provided to the meeting.

14/13 NBTC Annual Report 2012/13

The 2012/13 Annual Report on the work of the National Blood Transfusion Committee over the last year was received. The report will be posted on the transfusionguidelines website and included in the next issue of 'The Update'. <http://www.transfusionguidelines.org/Index.aspx?Publication=NTC&Section=2>

15/13 NBTC Terms of Reference

The revised terms of reference, effective from 1st April 2013 as agreed with the Department for Health, were provided to the meeting.

<http://www.transfusionguidelines.org/Index.aspx?Publication=NTC&Section=27&pageid=7642>

16/13 Membership of the NBTC Executive

The group reviewed membership of the NBTC and representation at the Executive Working Group.

Gavin Cho and Paula Bolton-Maggs would be invited to join the Executive Working Group. In order to ensure representation of a transfusion laboratory manager at all meetings, it was agreed that an alternate member of the Transfusion Laboratory Managers Working Group could attend the Executive meeting if the nominated member is unavailable.

MM confirmed that Dr Clive Ronaldson, NHSBT Director of Blood Supply, would remain on the NBTC.

17/13 Any Other Business

Platelet Appropriate Use Group

MD referred to the minute 08/13 of the RTC Chairs meeting held on 22 April 2013. He indicated that there was a clear preference for the blood usage charts used at the Liverpool Heart and Chest Hospital and this is not reflected in the draft minutes.

CJT responded that the majority of the RTC Chairs agreed that the visual representation from Liverpool was preferable. The BSMS Steering Group will take that into consideration and consult with the statisticians. CJT agreed to review the minute.

Action: CJT