

**Good Practice Guidance for the Dissemination of Patient Information Leaflets
on Blood Transfusion**

Background

This document has been produced to try and maximise the primary or secondary care dissemination of patient information leaflets (PILS) by Healthcare Professionals, giving them the information they need regarding blood transfusion.

Good patient information ensures that patients are fully aware of the next step in their pathway and are able to give informed valid consent and plan ahead. Patients should receive the leaflet at an appropriate time. That allows them to consider consent, ask questions and be able to discuss the issues or enquire about alternatives to transfusion. Patients and their carers need time to think about what is going to happen to them.

It is important to remember the leaflets are designed to act as a precursor to discussion about blood transfusion with a registered Healthcare Professional, and should not be used in isolation.

Responsibility	Recommended Action
Hospital Transfusion Committees	<ul style="list-style-type: none"> • Agree an overall strategy for dissemination and audit of the use of Patient Information Leaflets for Transfusion. • Clearly communicate this Strategy to Hospital Transfusion Teams for them to devise an implementation plan.
Hospital Transfusion Teams	<ul style="list-style-type: none"> • Produce an implementation plan clearly detailing how the strategy will be implemented. • Annually review implementation plan and evaluate. • Report findings to Hospital Transfusion Committee.
Transfusion Practitioner and Laboratory Managers	<ul style="list-style-type: none"> • Ensure implementation plan rolled out. This may include providing information about PILs in training sessions and liaising with key individuals across the Trust to promote the use of them in/on: <ol style="list-style-type: none"> 1. Pre-op assessment areas and clinics 2. All clinical areas (including wards and out-patient areas) 3. Pre-admission packs that are sent out to patients by Trusts 4. Trust intranet sites and Trust websites 5. Patient Advice Liaison Service (PALS). • Promote Equality and Diversity and ensure that leaflets in large print or braille are readily available. • Encourage promotion of a designated section on the care plan/pathway/transfusion record form that staff need to sign, to say the PIL has been issued before transfusion is given. • Ensure that the PILs in use are the most current version and that staff know how to order more.

	<ul style="list-style-type: none"> • Consider placing copies of appropriate PILs near the hospital transfusion laboratory. • Consider events to raise the profile of PILs and transfusion in hospitals i.e. table in hospital reception or canteen to display all PILS. • Have an awareness of key educational events within the Trust and arrange for PILs to be available to delegates and patients. • Carry out an annual audit / review process to evaluate the effectiveness and usefulness of avenues used to disseminate PILs feedback to Hospital Transfusion Committee. • Share best practice and innovative ways of disseminating PILs relating to blood transfusion, with colleagues working in other Trusts at regional and national events.
<p style="text-align: center;">NHSBT</p>	<ul style="list-style-type: none"> • Through a robust document control review process, ensure that PILs are up to date and fit for purpose. • Advertise all new and revised versions of PILs in the monthly NHS Blood and Transplant update. • Ensure the most up to date resources are available at http://hospital.blood.co.uk/patient-services/patient-blood-management/patient-information-leaflets/ • Review usefulness and appropriateness of all educational material - carry out survey and widely publicise results. • Continue to share best practice and new and innovative ideas with Transfusion Practitioners that Trusts around the country may be using. • Explore new areas/forums etc where PILs can be promoted and used, for example, being made available on the patient information app (when developed). Involve internal communications team to assist with this review. • Work with NHS England to obtain independent certification for PIL's (Information Standard)