

Generic Template

ANNUAL REPORT OF THE HOSPITAL TRANSFUSION COMMITTEE, year ending **XXXX**

XXXXXXX Hospital Transfusion Committee

Report to the

Clinical Governance Committee (or appropriate equivalent)

1. Purpose

To inform the **XXXXXXXX XXXXXXXXX** of the activities and planned work of the Hospital Transfusion Committee for the period April **XXXX** to end of March **XXXX**.

2. Summary (if over 1000 words)

Include executive summary here if report is over 1,000 words long.

3. Introduction / Background

Include a brief background on the aims of the HTC and the national issues / drivers behind its function.

Chair of the HTC **XXXXXXXX**

Membership **add details here**

*Suggested membership may include members of the Hospital Transfusion Team (HTT), **and** representation from:*

- all clinical blood users
- senior trust management
- risk management
- finance
- nursing representation
- private hospital representation (if applicable)
- NHSBT Customer Services.

Meetings held **quarterly** (or insert no. if different, and dates held).

Annual attendance figures by HTC members – **add dates and annual breakdown of attendance at HTC's by each clinical area/representative.**

Aim: To improve the safe and appropriate use of blood components and their alternatives.

4. Key activities undertaken in the preceding 12 months

Provide details here of all key activities undertaken by the HTT and HTC.

Suggest including:

- Performance against Key Performance Indicators (KPIs) from previous years report.
- Participation in local, regional and national audits and a summary of key findings; this could be summarised in a table which also shows participation rates and performance in comparison with similar sites or regional and national figures.
- Policy updates/development.
- Annual training and competency assessment figures.

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- Review of blood component usage / wastage and trends; consider using simple, clear graphics to illustrate performance measured against local/regional/national standards as required (figures are available from Blood Stocks Management Scheme).
- Adherence to Patient Blood Management objectives.
- Introduction or maintenance of activities to support the appropriate use of blood and blood conservation.
- Compliance with legislation (i.e. MHRA (including traceability), CNST, CPA, NPSA SPNs / RRRs).
- Consider comparing your results (for incidents, traceability, audits etc) to local, regional and national figures in order to put them into context.
- Implementation of recommendations from: SaBTO, NBTC, BCSH, NCA, SHOT Incident reporting (local, SHOT and SABRE) and Root Cause Analysis (RCA).
- Transfusion budget overview.
- Service development e.g. introducing anaemia clinics, cell salvage programme, IT systems etc.
- Involvement in any regional or national activities and groups.
- Summary of abstracts, articles and/or external presentations submitted, with details of authors.
- Details of any patient involvement activities, including awareness campaigns etc.

5. Issues successfully completed

Suggest inserting topics from point 4 which have been successful.

6. Issues of outstanding concern and actions being taken to address them

Highlight areas from point 4 which are of concern and the actions taken, or planned to be taken, to address these.

Also highlight transfusion issues that may be on the trust risk register and any actions being taken to mitigate them.

7. Work Plans & Key Performance Indicators for the coming 12 months

Provide details of planned work activities for the forthcoming 12 months.

8. Decisions / Actions required by the Clinical Governance Committee (if any)

Identify areas of concern which require Clinical Governance input / clarity to enable them to be addressed. This may include support and recommendations being made to the Trust Board from this committee on transfusion issues, or assistance with formulating business cases for additional staff or resources.

This may be effectively addressed by presenting a one page, executive summary of this report to enable the key issues to be identified promptly.