

Person Specification for Lay/Patient Representative on the Hospital Transfusion Committee (HTC)

Introduction

Patient Blood Management is an international initiative to improve transfusion practice. A national structure has been set up to support this initiative consisting of the National Blood Transfusion Committee, the Regional Transfusion Committees serving each NHS region and the Hospital Transfusion Committees which should be in place in all NHS Trusts and Independent Hospitals. Detailed terms of reference for the National and Regional Transfusion Committees can be found on their website.

<http://www.transfusionguidelines.org/uk-transfusion-committees/regional-transfusion-committees>

The involvement of the lay representative at the Hospital Transfusion Committee

The Hospital Transfusion Committee (HTC) will convene at least 3 times per year and meetings will be held within the hospital/trust site. The lay representative will be sent the relevant documents for reading prior to the meetings.

The committee membership comprises of the Hospital Transfusion Team (the transfusion practitioner, transfusion laboratory manager, and consultant haematologist with responsibility for transfusion), representatives from medical and surgical specialties, nursing, senior management, clinical governance and lay representation. The committee may also be attended by a representative from NHS Blood and Transplant. All are expected to contribute to agenda items.

The role of the lay representative is to provide patient and public perspectives on HTC activities, including policy development and patient safety issues; to provide patient and public input into the HTC work programmes and to bring key issues which may be of interest to patients to the attention of the committee. The lay representative will be expected to contribute independent and objective views representing the interests of the wider public, but to not act as a representative of any organisation or specific group of people.

The lay representative may be invited to attend and contribute to Hospital/Trust events such as Transfusion Awareness Days and Patient Blood Management events.

Requirements to be a lay representative

In order to be able to participate effectively in the work of the committee the lay representative will need to:

1. Attend the HTC meetings.
2. Have an interest in transfusion.
3. Read and comprehend reports.
4. Contribute to discussion and debate from a lay perspective.
5. Understand the role of lay representatives on professional/NHS bodies.
6. Have an interest in promoting patient safety and best practice in healthcare.

Expenses and support provided

Travel costs may be met by the hospital/trust (at the discretion of the HTT/HTC). The HTC Chair, or a HTT member will act as mentor if required, briefing on political, legislative, technical, and clinical issues so as to optimise the ability of the lay representative to contribute to HTC meetings.