TERMS OF REFERENCE

British Blood Transfusion Society Transfusion Practitioner group (BBTS TP group)

(Subgroup of BBTS HoT SIG)

Background

The BBTS TP group is comprised of specialist practitioners of transfusion from the four regions of the UK. Called Transfusion Practitioner in England, Wales and Scotland and Haemovigilance Practitioner in Northern Ireland they will be referred to as TP for the purposes of this document.

Purpose

The purpose of the BBTS TP group is a UK-wide coordinating group designed to:

- Support the exchange of information, learning and the development of Transfusion Practice and Haemovigilance across the UK regions.
- To link in and collaborate with the UK regions' TP groups
- To address, highlight and report shared issues from TPs from all regions
- To contribute when requested, in liaison with BBTS, to national and international groups action and guideline groups
- Promote the TP role in the UK and provide support to ensure continued professional development

Composition of the BBTS TP Group

- Membership of the group will consist of TP's representing the four home countries of the UK. Associate membership from countries outside of the UK will be considered in line with BBTS criteria.

- Members of the BBTS TP group will be from work areas related to the safe and appropriate use of blood and blood components.

- Standing members of the BBTS TP group will consist of one member from Scotland, Wales and Northern Ireland and four members to represent all areas of England.

- Each Country will take turns to chair group meetings on an annual rotation basis

- The co-ordinator will arrange group meetings and take minutes. The co-ordinator will also liaise with BBTS SMAC with regard to the BBTS annual meeting TP session and any other local or UK wide educational meetings held under the umbrella of a BBTS activity.

- Membership will be reviewed at least every three years or more frequently if required.

- The BBTS TP group will meet by teleconference three times a year to ensure continuity of decision making and policy agreement. Additional telecons may be needed and will be agreed in advance with the BBTS. Three out of the four UK countries must be present for the meeting to be quorate.

Reporting lines

- The coordinator will report key information from the BBTS TP group meetings to BBTS HoT SIG group and to the UK Blood Transfusion Network (UKBTN).

- Members of the BBTS TP group will report key information from BBTS TP group meetings to their own management lines and Transfusion leads/committees.

Activities of the TP Group

- To exchange information on TP activity and Transfusion/ PBM programmes in participating countries.

- To exchange programmes of work to ensure the most effective use of resources and the direction of such programmes.

- To act as a common information resource for TP colleagues in the participating countries.

- To highlight and report, via reporting lines, shared issues on behalf of the TPs in the UK regions.

- Each member will liaise with and provide relevant information to TP and/or PBM teams in their own countries.

- To organise and co-ordinate the TP session at the annual BBTS symposium in liaison with BBTS SMAC.

- To establish and maintain communication-lines which act as a support and shared learning forum for TPs from participating countries – in particular an online forum for UK TPs hosted on the BBTS home site.