



# **Transfusion Practitioners Group**

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## **British Blood Transfusion Society**

### **TERMS OF REFERENCE**

#### **British Blood Transfusion Society Transfusion Practitioners Special Interest Group (BBTS TP SIG)**

##### **Background**

The BBTS TP SIG is comprised of specialist practitioners working within the specialty of clinical blood transfusion from the four regions of the UK.

Known as Haemovigilance Practitioners in Northern Ireland and Transfusion Practitioners in England, Wales, and Scotland, they will be referred to as 'TP' throughout this document.

##### **Purpose**

The purpose of this group is to offer UK-wide coordination of TP work 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 within all regions.
- In liaison with BBTS and as requested, to contribute to national and international guideline review, service development action groups and publications.
- Promote the TP role in the UK and provide support to ensure continued professional development.

##### **Composition of the BBTS TP SIG**

- Membership of the group will consist of at least one representative from Scotland, Wales, Northern Ireland and each of the RTC regions within England.
- Members of the group will be from work areas directly related to the safe and appropriate use of blood and blood components.
- The group will have a Chair who must be a member of the BBTS and a Secretary / Deputy Chair who should also be a member of the BBTS.
- Membership will be reviewed at least every three years or more frequently if required.
- The BBTS TP SIG will meet virtually four times a year to ensure continuity of decision making and policy agreement. Additional meetings may be needed and will be agreed in advance. Three out of the four UK countries must be represented for the meeting to be quorate.



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### **Activities of the TP SIG**

- Exchanging information on TP activity and Transfusion / Patient Blood Management (PBM) programmes in participating countries.
- Exchanging programmes of work to ensure the most effective use of resources and the direction of such programmes.
- Acting as a common information resource for TP colleagues in the participating countries.
- Highlighting and reporting, via established reporting lines (as below), shared issues on behalf of the TPs in the UK regions.
- Member liaison with and information provision to TP and / or PBM teams in their own regions.
- Organising and co-ordinating the TP session at the annual BBTS symposium in liaison with BBTS Annual Conference Committee (ACC).
- Establishing and maintaining communication lines which act as a support and shared learning for TPs from participating countries.
- Regularly contributing to the BBTS Bloodlines publication.
- Producing and promoting newsletters, posters and publications from the BBTS TP SIG at local, regional, national and international forums.

### **Reporting lines**

- The Secretary / Deputy Chair will escalate key information from the BBTS TP SIG meetings to BBTS.
- Members of the BBTS TP SIG will report key information from group meetings to their own regions and committees.

### **BBTS Chair - Main Duties** (Chair must be a member of BBTS)

- Chair meetings that are organised by the Secretary / Deputy Chair.
- Co-ordinate objectives and actions as determined by BBTS TP SIG.
- Ensure the BBTS TP SIG Terms of Reference remain up to date.
- Submit an annual summary of group activity to BBTS.
- Upon request, link in with any relevant groups seeking UK wide TP input.
- Attendance at the BBTS ACC, providing information regarding organisation of the TP session.
- Co-Chair the BBTS TP session along with the Secretary / Deputy Chair.
- Provide input and support for local or UK wide educational meetings held under the umbrella of a BBTS activity.



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### **BBTS TP Secretary / Deputy Chair - Main duties** (should be a member of BBTS)

- Arrange and circulate meeting dates a year in advance.
- Prepare agenda and organise minutes for each BBTS TP SIG meetings.
- Circulate draft minutes to TP SIG members and confirmed minutes to BBTS.
- Submit, with the chair, an annual summary of group activity to BBTS.
- Arrange updates to the BBTS TP webpage.
- Manage and maintain any relevant BBTS TP discussion forums.
- Arrange / organise / confirm speakers for BBTS Annual Conference. Draft the session themes and manage session programme and speaker details for ACC.