

United Kingdom Transfusion Laboratory Collaborative (UKTLC)
Minutes of a meeting held on Thursday 9 September 2022 via Teams

Present:

Kerry Dowling (KD)	(Chair)
Shubha Allard (SA)	(National Blood Transfusion Committee - NBTC)
Anna Capps-Jenner (AC)	(CCMO's NBTC)
Jill Caulfield (JC)	(NHSBT and IBMS Chief Examiner for Transfusion Science)
Jeni Davies (JD)	(NHS)
Dr Shruthi Narayan (SN)	(SHOT)
Chris Robbie (CR)	(Medicines and Healthcare products Regulatory Agency - MHRA)
Caroline Subramaniam (CS)	(UKAS)
Nicola Swarbrick (NS)	(Serious Hazards of Transfusion - SHOT)
Chris Ward (CW)	(IBMS Head of Examinations)
Dan Willis (DW)	(Centre of Defence Pathology)

1. Introductions/ Apologies

CW and KD welcomed everyone to the meeting. Jill Caulfield who was attending her first meeting of the UKTLC introduced herself to other members. CW noted that apologies had been received from:

Sinead Carty (SC)	(NHS Northern Ireland)
Georgia Stephens (GS)	(NHS Wales)
Anne Thomson (AT)	(NHS Scotland and Haematology and Transfusion Scotland - HaTS)
Tracy Tomlinson (TT)	(NHSBT – RCI)
Vicky Tuckley (VT)	(SHOT)
Claire Whitham (CWh)	(UKNEQAS)

2. Notes of Meetings Held on 24 June 2022

The notes of the last the meeting held on the 24 June 2022 were accepted as a true record.

3. UKTLC Survey

CW had prior to meeting circulated a link to the draft survey and members provided comments and suggested minor alterations to the survey. Members were asked to provide any further feedback that they had on the proposed questions to NS and KD by Friday 16 September 2022. **ACTION: ALL**

It was agreed that the survey would be released on Monday 26 September and that individuals would have six weeks to complete the survey. It was noted that the survey did not need to be completed in one go so individuals could complete part of the survey and come back to complete it later.

There was a discussion around how the UKTLC could gain information on the reasons why the survey may not be completed but at the same time it was felt essential that gathering those details should not effectively encourage the non-completion of the survey. It was therefore agreed that mid-way through the six weeks individuals will be reminded to complete the survey with a further reminder being sent out a week before the completion deadline and at that time information will be requested on why an individual would not be able to do the survey. **ACTION: KD and NS**

4. UKTLC Standards Development

KD explained that, following the recent meetings of the UKTLC that the standards were nearing completion.

CW added that the recent meeting of the IBMS Education and Professional Standards Committee had supported the draft version of the standards.

UKTLC members agreed that the finalised standards should be published as widely as possible.

It was agreed that the group should look to publish the standards in Transfusion Medicine and an article on the publication of the standards should also be included in the IBMS magazine 'Biomedical Scientist'.

It was agreed that article on the standards would be included in the January 2023 edition of the College bulletin.

ACTION: SA and SN

5. Any Other Business

There was nothing raised of note under this item.

6. Date of Next Meeting

It was agreed that the next UKTLC meeting would take place in early 2023 when the outcomes of the survey could be discussed. The date of this meetings will be arranged via Doodle Poll once KD had confirmed her availability.

ACTION: KD and CW