

Northern Ireland Haemovigilance Team

Terms of Reference

Date: February 2019

Version: Draft 2.1

Review Date: February 2021

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1.0 Background

The Northern Ireland (NI) Haemovigilance Team was established after an initial pilot in 2002 and subsequent appointments of Haemovigilance Practitioners in all of the Acute Health and Social Care Trusts in Northern Ireland. The Team is led by a Regional Haemovigilance Co-ordinator. The Team ensures that safe transfusion is an integral part of the NI Trusts clinical transfusion practice by assisting to implement the objectives of the Northern Ireland Transfusion Committee (NITC) through the Trusts Transfusion Committees and Transfusion Teams along with their own Trust objectives. The NI Haemovigilance Team works towards standardising NI transfusion practice by sharing practice as well as learning and supporting each other.

2.0 Membership of the NI Haemovigilance Team

Membership of the NI Haemovigilance Team is open to all Haemovigilance Practitioners working in Northern Ireland. Outside speakers may be invited to deliver an educational session but will only be present for the duration of their discussion.

Full contact details are available on nitransfusion.com

The Regional Haemovigilance Co-ordinator shall be the Chairperson of the NI Haemovigilance Team.

3.0 Quorum

A quorum shall be at least four team members present (in person or by teleconference) representing three or more Trusts.

4.0 Frequency of Meetings

The NI Haemovigilance Team shall aim to meet on a three monthly basis. Additional meetings of the Team may be held on an exceptional basis at the request of the Chairperson.

5.0 Authority

The NI Haemovigilance Team is authorised by the NITC to undertake any activity within its terms of reference. In particular, the Team may seek advice from whatever source it deems to be appropriate in order to fulfil its function.

6.0 Remit of the NI Haemovigilance Team

The remit of the NI Haemovigilance Team is to help implement the objectives and work plans of the NITC in a standardised manner by:

1. Promote safe transfusion practice through the Trust Transfusion Teams and Committees to implement the NITC objectives:
 - Improve the safety of blood transfusion practice.
 - Improve the appropriate use of blood components.
 - Explore and facilitate ways to reduce the need for allogeneic blood transfusion.
 - Promote the highest quality and consistency in Northern Ireland transfusion practice.
 - Educate staff involved in the blood transfusion practice.
 - Develop and maintain standards for training and assessment of staff involved in blood transfusion practice.

2. Participate in regional, national and international forums to assist in the development of guidelines and revision of current guidelines which promote best practice in transfusion practice.
3. Identify and address service development needs.

The NI Haemovigilance Team will endeavour to ensure that all members of the Team are kept up to date educationally and professionally. This will be enhanced by delivery of educational sessions at the Team meetings as well as feedback from Team members who have attended conferences, study days other relevant meetings. The NI Haemovigilance Team will also assist each other with advice and support as required.

7.0 Operational arrangements for meetings

7.1 Administrative support to the NI Haemovigilance Team

The NI Haemovigilance Team will be supported administratively by the team members and minutes will be recorded on a pre-agreed rotation basis.

The Chairperson shall be responsible for:

- Arranging booking of the venue.
- The preparation and issue of the agenda.
- Collation and distribution of papers sufficiently in advance of each meeting to facilitate their full consideration and discussion at the meeting.
- Ensuring appropriate arrangements are in place for the servicing of the NI Haemovigilance Team including the taking of minutes and keeping a record of matters arising and issues to be carried forward.
- Advising the NI Haemovigilance Team on pertinent issues.
- Reporting any NI Haemovigilance Team issues or communications to the NITC and other relevant bodies.

7.2 Conduct of meeting

All questions arising will be decided by a simple majority of those present or if necessary, by a follow up majority from the whole team. In the case of equal votes, the Chairperson will have a casting vote.

7.3 Agenda items and papers for meetings

Agenda items should be submitted to the Chairperson (or nominee) 10 days in advance of the meeting.

The Chairperson will issue the agenda and papers for the meeting approximately seven days in advance of the meeting.

In the event of an item to be raised on the day of the meeting, this can be covered under Any Other Business, subject to there being available time for discussion. If separate papers require circulation, these should, wherever possible, be issued with the agenda. This is intended to enable the members to have the opportunity to read information in advance of the meeting.

7.4 Minutes of meetings

Trust Haemovigilance Practitioners will provide the secretariat for the meeting on a rotational basis. Minutes of meetings will be produced and agreed with the Chairperson prior to issue. These will be circulated, by the

Chairperson, as soon as possible after the meeting listing topics discussed, actions agreed and individuals responsible for undertaking those actions.

7.5 Reporting Arrangements

The Regional Haemovigilance Co-ordinator reports to the NITC on issues, developments and progress of plans and achievements by the NI Haemovigilance Team. The NI Haemovigilance Team may establish sub committees or working groups to assist in the delivery of its work plan. The NI Haemovigilance Team will receive the minutes of these groups and regular progress reports on their work plans.

7.6 Review of Terms of Reference

The NI Haemovigilance Team will review its Terms of Reference every two years.

8.0 Reporting

The minutes of the NI Haemovigilance Team shall be formally recorded and distributed to the members of the NI Haemovigilance Team. A NI Haemovigilance report will be prepared by the Chairperson and presented at each NITC meeting.