

# Blood Health National Oversight Group (BHNOC)

## Terms of Reference

### 1. Purpose

The Blood Health National Oversight Group (BHNOC) was established in 2017 to oversee the implementation of the NHS Wales National Blood Health Plan<sup>1</sup> (BHP). The remit of the BHP is to initiate and implement transfusion based best practice to ensure safe and appropriate transfusion. The BHNOC is responsible for leading these changes in Wales working collaboratively with Health Boards (HBs) and Welsh Government (WG).

BHNOC is an All Wales body authorised by the Welsh Government (WG) to lead on all matters relating to the BHP and relevant blood health related issues.

### 2. Aim

The aim of the BHNOC is to promote, facilitate and embed the BHP into practice in collaboration with representatives from HBs and subject matter experts (SMEs) across Wales.

### 3. Governance

The BHNOC is accountable to WG via the Chief Medical Officer (CMO), and will submit an annual report. The BHNOC is recognised by WG as an expert advisory group in the field of transfusion and related matters. It has the authority to develop, and with WG representative agreement, implement blood health initiatives that ensures a safe supply and appropriate use of blood in Wales.

The BHNOC is responsible for the governance and direction of key work streams /Task & Finish groups required to deliver the BHP.

- 3.1. Work streams will meet on an ad-hoc basis at the discretion of each work-stream lead.
- 3.2. Work stream leads will be appointed by BHNOC Chair and will serve a minimum of 12 months in post
- 3.3. The work stream lead will be responsible for delivering progress reports at each BHNOC meeting and work stream outcomes based on a 12 month review cycle

The BHNOC will also oversee the work of the following committees to achieve the objectives of the BHP:

- Hospital Transfusion Committees (HTC)
- All Wales Transfusion Practitioners Group (AWTPG)
- All Wales Transfusion Laboratory Managers Group (AWTLMG)

### 4. Chair

The BHNOC chair is elected from within the membership, by the members. This selection is to be endorsed by the CMO on behalf of WG. A Deputy chair will also be selected from within the group's membership.

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### 5. Membership

Chair
Welsh Government Representative
Medical Directors Representative
Chair of Haematology Specialist Advisory Group (SAG)
Primary Care Representative
Directors of Nursing Representative
Independent Representative
Director Welsh Blood Service (WBS)
Consultant with BHP responsibility/Medical Director WBS
Hospital Transfusion Committee (HTC) chairs from each Health Board, or nominated alternative
South Wales Trauma Network (SWTN) Representative
Critical Care Representative
BHNOC Work Stream Leads
Transfusion Laboratory Managers Representative
Transfusion Practitioners Representative
Blood Health Team (BHT) Lead

The representatives identified in the membership table above will be defined as core members of the BHNOC and each will be assigned a vote.

There will be non-core members of the group who will attend as and when required and they will not be assigned a vote. These will include, but are not limited to the following:

- Obstetrics & Gynaecology Clinical Lead
- Directors of Planning Representative
- Public Health Wales Representative
- Welsh Health Specialised Services Committee (WHSSC) Representative

Members of the Blood Health Team & Administrative function to support the BHNOC

Other members may be co-opted as necessary onto the group at the agreement of the Chair, this includes inviting staff for development purposes.

In addition, interested individuals may attend meetings, again with prior agreement of the chair.

The BHNOC seeks to ensure there is representation from each of the HBs in Wales and a range of SMEs from across the clinical spectrum.

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A key route to influencing practice will be via HBs. Each HB will be required to have a HTC with the authority to take the necessary actions to improve transfusion practice.

Specifically the HTC should:

- Include BHP as core objectives within its ToR
- Link directly into the BHNOC via the HTC Chair representative
- Oversee implementation of BHP on behalf of their HB
- Have a reporting structure up to Board Level
- Work in collaboration with BHNOC to initiate and embed transfusion best practice throughout Wales

## 6. Meeting Frequency

The BHNOC will meet on a quarterly basis. In order to be quorate the BHNOC will need as a minimum to have HB, SME, WBS and WG representation; a minimum of four HBs must be represented, and there must be sufficient SME expertise to ensure any decisions taken are informed and evidence based. Where the BHNOC is not considered quorate then decisions can be rolled over to the next meeting or agreed outside of the meeting schedule with the relevant representation present.

The Executive Working Group (EWG) is a sub- group of the BHNOC and ensures that the momentum of the group's objectives are sustained between BHNOC meetings. The EWG will meet at a minimum four times per year. Its membership will comprise of the following:

- Chair of BHNOC;
- Consultant with BHP responsibility/Medical Director WBS;
- Director WBS;
- Blood Health Team Lead;

## 7. Administrative Support

BHNOC is hosted by the WBS, which supports the administration of the committee and its meetings. These arrangements allow for organisation of meetings; documenting and maintaining records of all meetings held; and effective communication on behalf of the committee

## 8. Documentation Required

- Minutes of the preceding meeting & action log
- Work stream update reports to include KPI monitoring data and action plans
- Reporting Groups Update Reports
- Documentation supporting agenda items

# Blood Health National Oversight Group (BHN OG)

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### 9. Remit

The BHN OG will work strategically across Wales to deliver the three key aims of the BHP:

- Supporting individuals to manage their health and wellbeing, avoiding unnecessary intervention
- Using evidence and transparent data to drive service planning improvement to reduce inappropriate variation
- Avoid harm, placing safety and quality at the core of care

These will be delivered through a range of work streams, policies and interventions facilitated by the BHT and led by a range of SMEs.

Additional objectives of the BHN OG include:

- The development and implementation of best practice guidance based on current and emerging trends in the transfusion science field
- Promote and facilitate participation in national, UK and where appropriate international audit/surveys
- Endorse the use of audit data and quality improvement tools for the management and usage of blood across Wales, providing clinical teams with information and data on their performance to reinforce improvement
- Provide expert transfusion advice to the WG and other national expert groups
- Integrate transfusion best practice into All Wales policies and national initiatives to demonstrate the impact of transfusion
- Work with relevant clinical groups to support individualised patient blood management in appropriate care pathways; this will encompass developing practices to support safety and minimise the avoidable use of blood transfusion
- Development and implementation of a Transfusion Education Strategy for all staff involved in the transfusion process across Wales ensuring a consistent approach to transfusion practice

### 10. References

1. <https://gov.wales/nhs-wales-blood-health-plan-whc2017028>