



Better Blood Transfusion Programme

## Training Agreement 2005

**NHS Lothian - University Hospitals  
Division**

**BETTER BLOOD TRANSFUSION  
PROGRAMME**

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<b>Date:</b>	14 <sup>th</sup> March 2005
<b>Version:</b>	Final



<b>Title of Training Agreement:</b>	Blood Transfusion Trainers' Agreement for NHS Lothian - University Hospitals Division (LUHD) and Lothian Primary Care NHS Division, March 2005
<b>Project Manager:</b>	Dr Tim Walsh - BBTP Lead Clinician / Consultant Anaesthetist
<b>Project Sponsors:</b>	Lothian Division Transfusion Committee Isabel McCallum – Director of Nursing
<b>Transfusion Practitioners:</b>	Catrina Hendry, Lorna Sinclair, Jane Oldham
<b>Background:</b>	<p>To ensure that blood transfusion is an integral part of NHS care, it has been recommended that training in blood transfusion should be implemented for all staff involved in the transfusion process. All training should be documented and it has been recommended that competency should be formally assessed and recorded: NHSS Management Executive letter (MEL) 1999, British Committee for Standards in Haematology (BCSH) 1999, Health Department letter (HDL) 2003, and the Serious Hazards of Transfusion report (SHOT) 2003.</p> <p>The transfusion of blood and blood products takes place in almost all ward / clinical areas in LUHD and some clinical areas of the Primary Care Division.</p> <p>At present the Effective Use of Blood (EUB) Continuing Education Programme level 1 safe transfusion package (CEP level 1) is delivered at Divisional induction sessions. Although a short discussion around the key points in the level 1 package is delivered during a risk management workshop at mandatory annual updates following induction, staff should ideally be exposed to the level 1 training package on a yearly basis (to comply with the recommendations in the above documents).</p>
<b>Objectives:</b>	To provide a sustainable transfusion education framework upon which a transfusion education programme can be delivered within wards / clinical areas of LUHD and Lothian Primary Care NHS Division to all nurses, CSWs, ODAs, ODPs and phlebotomists using the EUB CEP level 1 material.
<b>Planned Start Date:</b>	1 <sup>st</sup> April 2005 (first wave of Trainers commenced in role July 2004)
<b>Required Finish Date:</b>	Ongoing
<b>In Scope:</b>	<p>Materials – EUB CEP level 1.</p> <p>All registered nurses, enrolled nurses, ODAs, ODPs, trained CSWs, phlebotomists within LUHD and Lothian Primary Care NHS Division.</p>
<b>Out of scope</b>	<p>Any other education materials</p> <p>Porters, medical staff, untrained CSWs within LUHD and Lothian Primary Care NHS Division.</p>



<p><b>Method:</b></p>	<p><b>Phase 1: Training of Transfusion Trainers</b></p> <ul style="list-style-type: none"> <li>• 44 trainers nominated within LUHD and Lothian Primary Care NHS Division to date (9 of these were existing trainers). Further Trainers Workshop planned 31/03/05.</li> <li>• 1 full day commitment from transfusion trainer to attend trainers' workshop</li> <li>• EUB and Transfusion Practitioners (TPs) :  <p>deliver EUB CEP level 1 and level 2, explain roles &amp; responsibilities of trainers and provide an introduction to the national haemovigilance scheme, SHOT;</p> <p>give overview of blood bank practice;</p> <p>provide introduction to available learning materials - e-learning site , self-directed learning pack, CD Rom;</p> <p>introduce support network and suggest methods to aid delivery of education;</p> <p>agree with trainers that trainers' educational update sessions to be on a monthly basis ( maximum 2 hour session per month)</p> </li> <li>• TP's training plan to be updated on a monthly basis to reflect progress in training of trainers, and delivery of training material by trainers to staff in scope (see below).</li> </ul> <p><b>Phase 2: Delivery of Training by Transfusion Trainers</b></p> <ul style="list-style-type: none"> <li>• Within their specific locality, the transfusion trainer cascades the EUB CEP level to all members of staff within scope, using: <ul style="list-style-type: none"> <li>○ Face to face method (1 hour commitment)</li> <li>○ Self-directed learning pack</li> <li>○ CD Rom / website facility (approx 1 hour but can be at separate shorter intervals)</li> </ul> </li> <li>• List of attendees at face-to-face sessions recorded at each session and returned to BBTP via TP for collation in national database; copy to be held locally by TP. In addition trainers to update their area's record of staff trained.</li> <li>• If self-directed learning package used, time to completion to be agreed between staff member and trainer, and verification of successful completion of learning package to be recorded by trainer, when achieved; and area's record of staff trained updated.</li> <li>• If website used, competency in theoretical knowledge and understanding of transfusion process assessed, and certificate issued when competency achieved ( minimum of 80% correct response rate required).</li> <li>• Data on individuals using the e-learning site to be collated by BBTP and made available to the Division as required, to update local records of staff trained.</li> <li>• All members of staff within scope to agree with trainers to undertake an update session on an annual basis.</li> <li>• Evaluation forms circulated at each face-to-face session to gather feedback on training materials and delivery. Electronic evaluation form available on e-learning site.</li> </ul>
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<b>Deliverables</b>	<ul style="list-style-type: none"> <li>All nurses, ODAs, ODPs, trained CSW and phlebotomists in the areas with transfusion trainers will receive EUB CEP level 1 over a one year period from start date of project.</li> <li>Establishment of 44 transfusion trainers (number will increase following Trainers Workshop 31/03/05) within LUHD and Lothian Primary Care NHS Division who will have specialist knowledge in transfusion practice and can be contacted for local support and advice.</li> <li>Good practice will be recognised by achievement of competency in theoretical knowledge (where applicable).</li> <li>Evidence of staff attendance at training.</li> <li>Feedback on training materials and delivery of training material.</li> <li>Numbers of staff trained reported on monthly basis to BBTP via TP.</li> <li>Trainers supported during training by TPs.</li> </ul>
<b>Stakeholders:</b>	Miss Isabel McCallum ( Director of Nursing) PRDE unit Dr Tim Walsh (Divisional BBTP lead clinician) Dr Lynn Manson (SEBTS) Ms Jane Muirhead ( Divisional Clinical Risk Manager) Ms Cathy Corr (Senior Sister, Marie Curie Hospice)
<b>Constraints:</b>	<ul style="list-style-type: none"> <li>Challenge of prioritising transfusion training to allow release of staff for training while not compromising clinical workload.</li> <li>Not all wards / clinical areas in LUHD have an identified transfusion trainer. Areas considered as priority for need for a trainer 'in situ' have been those areas with large volumes of staff and / or who transfuse blood most frequently. (List of areas with / without identified trainers attached, Appendix 1)</li> </ul>
<b>Resource / Skills Requirements:</b>	<ul style="list-style-type: none"> <li>Chief Executive's , Director of Nursing's, nurse managers' and charge nurses' support and commitment to aid delivery of project</li> <li>TPs' coaching and mentoring skills</li> <li>Transfusion trainers</li> <li>Materials: EUB CEP level 1, transfusion trainer's toolkit, access to laptop and projector,</li> <li>Access to PC and internet for e-learning site.</li> </ul>
<b>Governance:</b>	<ul style="list-style-type: none"> <li>Divisional transfusion committee</li> <li>BBTP regional meetings</li> <li>Divisional meetings with BBTP lead clinician</li> <li>Nurse managers' / Charge nurses' meetings</li> </ul>

<b>ACCEPTED BY:</b>				
<b>Chief Executive:</b>	David Bolto	GRO-C	<b>Date:</b>	7/4/05
<b>Project Manager:</b>	Tim Walsh	GRO-C	<b>Date:</b>	18/4/05
<b>Lead Clinician:</b>	Tim Walsh	GRO-C	<b>Date:</b>	18/4/05
<b>Project Sponsors:</b>	Isabel McCallum	GRO-C	<b>Date:</b>	6.4.05 13.4.05
	Divisional HTC (Charles Wallis)	GRO-C		
<b>BBTP Director</b>	Fraser Fergusson	GRO-C	<b>Date:</b>	S.S.S



<b>Circulation List:</b>	<p>Miss Isobel McCallum (Director of Nursing) Ms Irene Lavery (PRDE unit) Dr Lynn Manson (SEBTS) Dr Tim Walsh (Divisional BBTP lead clinician) Ms Jane Muirhead ( Divisional Clinical Risk Manager) Ms Cathy Corr (Senior Sister, Marie Curie Hospice)</p> <p>Lyn McDonald (Directorate Manager (DM) Cardiothoracic / Respiratory) Elizabeth Preston (DM DCN / DCO / Musculoskeletal) Richard Jewitt (DM Acute Medicine / A&amp;E / GUM / Infectious Diseases / Dermatology / Diabetes) Jan Lumley (DM Medicine for the Elderly) Catriona Rostron (Principal Nurse, Surgical and Associated Services Division) Marty Neill (Assistant General Manager, General Surgery / Gastrointestinal / Liver / Transplant / Vascular / Renal) Julia Holmes (Women and Children's Services – Obstetrics) Janice McKenzie (Ops Manager / Principal Nurse, Women and Children's Associated Services (inc ENT)) Fiona Towe (Staff Development Facilitator) Bob Fraser (DM Acute Children's Services) Sheena Walters (DM ENT / Ophthalmology)</p>
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