

Appendix 2: BHS Emergency Blood Management Team – Terms of Reference

The EBMT will review emergency blood management arrangements to ensure currency as part of the white alert action plan and place the health service on alert.

The EBMT will meet as part of the yellow or red action plan, which is implemented in response to a communication from the Blood Service, stating that a significant reduction in available blood has occurred or is imminent.

The necessary functions of the EBMT, during a yellow or red activation phase are:

1. Review the communications from the Blood Service and the Department of Health to determine the actions necessary to manage the period of shortage
2. Ensure that available blood is administered to those who are most in need first
3. Ensure that the reduction in usage of blood occurs across all clinical areas and that the necessary amount and types of operations are cancelled
4. Define further actions necessary
5. Evaluate the effectiveness of measures taken to reduce blood usage as required
6. Evaluate the effects of shortage on patient care
7. Use executive powers to make decisions where necessary during a shortage
8. Make recommendations for future contingency plans based on lessons learnt

Minutes

Minutes will be taken, produced and distributed by the Chief Medical Officer's PA at the discretion of the Chair of the EBMT.

Appendix 3: Agenda template for the EBMT Initial meeting during a Yellow/Red Activation phase

Emergency Blood Management Team Meeting Agenda

Date:

Time:

Venue:

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| 1. Apologies | (Chair) |
| 2. Review of communications from the Blood Service and the current situation | (Chair) |
| 3. Current health service blood stocks report | (Laboratory Manager or designated scientist)) |
| 4. Review of the yellow/red action plan | (Chair) |
| 5. Review of all cases requiring transfusion and order of priority | (Chair) |
| 6. Continued action required until next meeting (or change of phase) | (Chair) |
| 7. Cascade of information | (Chair) |
| 8. Date and time of next meeting | (Chair) |
| 9. Any other business | (Chair) |