

**HEARTLANDS, GOOD HOPE AND SOLIHULL HOSPITALS,  
UNIVERSITY HOSPITALS BIRMINGHAM**

**THROMBOSIS AND ANTICOAGULATION COMMITTEE**

**TERMS OF REFERENCE**

**MEMBERSHIP**

The Committee comprises a Chair; consultant haematologists of the Anticoagulant service; representative consultants from Surgery, Cardiology, Acute Medicine and Respiratory medicine; Pharmacist in charge of anticoagulant medicines; Lab scientist in charge of clotting assays.

**QUORUM**

The Committee shall be deemed quorate provided the following members are present:

- Two consultants including one haematologist
- Lead Nurse or deputy Lead Nurse of the Anticoagulant service

**PURPOSE**

The Committee has been established to provide assurances to the Trust's Board on all matters as set out in the key duties identified below.

**FREQUENCY OF MEETINGS**

Meetings will be held 2-3 times yearly; ad-hoc meetings can be arranged if needed to discuss urgent anticoagulation policy changes

**KEY DUTIES**

- To develop and oversee the implementation of guidelines for the prevention and management of hospital associated venous thromboembolism within the Trust.
- To agree a policy for the prevention and management of hospital associated VTE in the Trust, based on national guidance and other examples of best practice.
- To ensure that the policy is communicated appropriately and effectively across the Trust.
- To advise on appropriate training to be included in the Trust's induction and mandatory training programme for clinicians.
- To advise on criteria and standards for clinical audit to monitor the effectiveness of the policy within the Trust.
- To consider the findings from relevant clinical audits, critical incident analysis and significant adverse event investigations within the Trust, and make recommendations for further action as necessary.
- To update the policy from time to time in the light of new evidence or national guidance. To evaluate new treatments and prepare formulary and funding applications as necessary.
- To discuss research projects in anticoagulation
- To report to the Trust's clinical governance and patient safety committees.

Reviewed September 2017