

UHB Trust Thrombosis Committee Terms of Reference

1 Purpose

To develop and oversee the implementation of interventions for the prevention of hospital associated venous thromboembolism within the Trust and to ensure that national guidelines and recommendations on best practice are followed. Issues relating to anticoagulation and treatment of VTE may also be discussed in cooperation with medicines management and the clinical decision unit at the Queen Elizabeth Hospital

2 Membership

2.1 The thrombosis committee consists of the following members:

- a) Senior Nursing representatives including
 - (i) Practice development representative
 - (ii) Anticoagulant nursing team
- b) Pharmacist (2)
- c) Consultant Anaesthetist
- d) Consultant Acute Medicine
- e) Consultant General Surgeon
- f) Consultant Trauma and Orthopaedic surgery
- g) Consultant Haematologist
- h) Junior Doctor representative
- i) Representative from Clinical Governance
- j) Representative from the following groups may be required for specific tasks:
 - (i) Respiratory physician
 - (ii) PICS team member
 - (iii) Informatics

2.2 Attendance is usually required by members for at least 50% of meetings, however if unable to attend meetings, a member may be asked by the chair to contribute by e mail.

3 Frequency

Meetings shall be scheduled to take place every 4 months with additional meetings if specific issues require urgent attention

4 Duties

4.1 The thrombosis committee shall:

- Agree a policy for the prevention 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 of Trust medical and nursing staff
- To advise on criteria and standards for clinical audit to monitor the effectiveness of the policy within the Trust
- Consider the findings from relevant 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 assist in response to enquiries from external bodies on prevention of VTE in the trust
- To discuss anticoagulation and treatment of VTE in collaboration with medicines management and the clinical decision unit at University Hospitals Birmingham

5 Quorum

The trust thrombosis committee shall be deemed quorate, if there is representation of a minimum of 4 members. A duly convened meeting of the Group at which a quorum is present shall be competent to exercise all or any of the powers and duties vested in or exercised by the Group.

6 Agendas and Reporting

6.1 Agendas and briefing papers will be circulated to all members for due consideration.

6.2 Minutes of meetings will be maintained and circulated to all members

6.3 All activities of the committee will be reported directly to Clinical Risk and Compliance, reporting to the Care Quality Management Group when required.

6.4 The committee will occasionally liaise directly with the medical director if appropriate

7 Review of Terms of Reference

These Terms of Reference, approved by Clinical Service Lead and Group Manager for Haematology, January 2019 and shall be reviewed regularly. The next review is due January 2020