Terms of Reference- Sample Small Hospital

[Hospital Name – Hospital ID#]

Medical Audit, Tissue and Transfusion Committee

Terms of Reference-Draft

Date Effective: April 2001

**Purpose:**

The Medical Audit, Tissue and Transfusion Committee is a multidisciplinary Committee responsible for monitoring transfusion practice and conducting tissue audits. The committee will review best practice and utilization.

**Functions:**

1. Review all Code 4 tissue for correlation between the pre-operative diagnosis and the pathology finding.

2. Review utilization of Laboratory services including turn around time for consultation or referral reports.

3. Perform various tissue audits as directed by Medical Advisory Committee (MAC).

4. Develop criteria and review compliance with transfusion practice of blood and blood derived therapeutic products.

5. Promote continuing education in transfusion practices for all employees, physicians and patients.

6. Audit transfusion of blood and blood components to ensure effective utilization.

7. Review all transfusion reactions, post transfusion infections and other adverse reactions. Make recommendations as appropriate.

8. Review the appropriate use of blood administration devices including filters, warmers, blood pumps and interoperative blood salvaging devices.

9. Implement recommendations brought forward from the Krever Commission.

10. Partner with the Canadian Blood Services in the effort of blood procurement.

11. Supervise the communication process between physicians and Committee members.

**Accountability:**

The Medical Audit, Tissue and Transfusion Committee shall report to the Medical Advisory Committee through the Chief, Laboratory Medicine.

**Membership:**

Physician - Chair

Laboratory, Transfusion Medicine Representatives (3) - Secretary

Chief, Laboratory Medicine

Medical Representatives from:

Oncology

OB/GYN

Surgery

Emergency

Anesthesiology

Pediatrics

Medicine

Diagnostic Imaging

Laboratory

Director, Professional Practice (ad hoc)

Note: The physician chair will be selected from among the appointed committee members

Meetings: Quarterly; All members vote; Quorum is defined as 50% plus 1

Minutes shall be circulated to all members of the committee via e-mail (Outlook). A hard copy of all minutes will be forwarded to MAC and QRUM (Quality Risk & Utilization Committee). The recording of minutes shall be the responsibility of the Laboratory, Transfusion Medicine Representatives.