



Procedure:	Northumbria Blood Bikes Rota Definition: Rota 4 – GNAAS Blood on Board		
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Approved:	16 th January 2015	By:	Executive Committee
Doc Ref	ROTA004	Version	1.0

A. Why do we need this Procedure

This document sets out the requirements for Rota 4 – GNAAS Blood on Board

B. Who is Responsible for this Procedure

The Rota Manager of the group is responsible for the maintenance of this procedure.
The Executive Committee is responsible for approving this procedure.

Any person operating a shift on Rota 4 is bound by the rules laid out in this procedure.

C. When will this Procedure be reviewed

The procedure will be reviewed a maximum of one year following its approval.

D. How will changes be notified

The latest version of the procedure will be made available via the members' library on the group website. New versions will be announced via email to all qualified riders, drivers, shift coordinators and the executive committee.

1. Aim of Rota

- 1.1.** This Rota operates specifically to support the GNAAS Blood on Board (BoB) Service.

2. Operational Times

- 2.1.** This rota operates seven days per week, 365 days per year.
- 2.2.** This rota begins at 19:00 hours. The rider or driver must have completed the handover procedures and be ready to begin the rota at the RVI by 19:00.
- 2.3.** This rota completes when the final scheduled delivery is made.
- 2.4.** The vehicle handover may commence any time following the rota end.

3. Vehicles

- 3.1.** This rota may be operated by car or motorcycle.
- 3.2.** For a trial period (9/2/2015 – 30/4/2015) this rota will be completed using Car 2 – the Henry Surtees Foundation vehicle.

4. Operational Location & Handovers

- 4.1.** For cars this rota is based at the Blucher location
- 4.2.** For bikes this rota is based at Netherby Drive
- 4.3.** Handovers are via the base station

5. Duties

- 5.1.** Inform the Shift Coordinator (SC) that you are 'on duty' once the vehicle handover is complete and you are about to commence the first element.
- 5.2.** The first BoB Box(es) shall be collected from the RVI at 19:00.
- 5.3.** Inform the SC that you are en-route to the rendezvous with Cumbria.
- 5.4.** The BoB box(es) shall be delivered to a rider/driver from the Cumbria group at our designated handover location. This exchange to take place as close to 20:00 as possible.
- 5.5.** Take delivery of any BoB box(es) that the Cumbria rider has for return to the RVI.
- 5.6.** Take delivery of any other packages that the Cumbria rider has for return to the RVI.
- 5.7.** Take delivery of any other packages that the Cumbria rider has for delivery to locations other than the RVI.
- 5.8.** Inform the SC that you are en-route to the RVI. If any packages have been collected under 5.7 inform the SC that another duty vehicle will be required to complete the onward journeys from the RVI. (N.B. See Exception 6.2)
- 5.9.** Return to RVI and deliver any BoB box(es) and other packages for RVI. If collection has been made under 5.7 perform hand over with a NBB colleague. (N.B. See Exception 6.2.)
- 5.10.** The second BoB Box(es) shall be collected from the RVI at approx. 21:00
- 5.11.** Inform the SC that you have delivered the box(es) from Cumbria and are en-route to Durham Tees Valley Airport
- 5.12.** Deliver BoB box to the delivery point at Durham Tees Valley Airport

- 5.13.** If there are BoB box(es) at Durham Tees Valley Airport for return to RVI then collect the boxes.
- 5.14.** Fill in the GNAAS documentation contained in the storage box there with the details of the boxes you have delivered and collected.
- 5.15.** Inform the SC that you are en-route to the RVI, if no boxes were collected under section 5.14 then inform the SC that you are standing down.
- 5.16.** Return to RVI and deliver any BoB box(es), if necessary.
- 5.17.** Inform the SC that you are standing down.
- 5.18.** Inform the SC that you have returned to home / base.
- 5.19.** End of shift Handover may now take place.

6. Exceptions and Variations

- 6.1.** The Blood on Board boxes and contents are specially developed for the purpose and are not subject to the normal temperature restrictions. The BoB boxes may be carried by motorcycle even if the ambient temperature is below 3°C.
- 6.2.** If operating any vehicle other than the HS Foundation car then packages for NHSBT may be delivered direct.

7. Administration

7.1. NBB Documentation

- 7.1.1.** An NBB job sheet must be completed for each delivery. Thus four job sheets will be required for a standard run on this rota.
- 7.1.2.** If packages are collected in section 5.6 (standard packages for RVI) they may be combined with the BoB boxes on one sheet.
- 7.1.3.** If there are no packages to return under sections 5.5 or 5.6 then there will be one job sheet less.
- 7.1.4.** If there are packages to deliver return under section 5.7 (standard package not for RVI) then there will be one job sheet extra for each delivery.
- 7.1.5.** If there are no packages to return under sections 5.13 (from Durham Tees Valley) then there will be one job sheet less.
- 7.1.6.** As soon as possible, following the end of your shift, complete the *GNAAS BoB* job tracker online form, available via the website, with the details of the run.
- 7.1.7.** If there were packages to deliver return under section 5.7 (standard package not for RVI) then as soon as possible, following the end of your shift, complete the *standard* job tracker online form, available via the website, once for each extra delivery location.

7.2. Blood Bikes Cumbria Documentation

- 7.2.1.** Blood Bikes Cumbria will require you to sign their documentation for boxes for delivery to RVI and elsewhere.

7.3. GNAAS Documentation

- 7.3.1.** Fill in the GNAAS documentation at Durham Tees Valley Airport with the details of the boxes you have delivered and collected.
- 7.3.2.** The documentation is one page split into four vertical sections. The first and last section only are for NBB.
- 7.3.3.** When dropping a box off write the box number in the left-most column then add the details in the next section on that row. Write your name clearly rather than signing .
- 7.3.4.** When collecting a box, find the row for that box number and complete the details in the last section of that row.

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Version Control and History

Date	Version	Author:	Reason For Change
16 Jan 2014	1.0	Michael Thompson	First Version