



Procedure:	Northumbria Blood Bikes Definition: Policy: Relays in Co-operation with Other Groups		
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Approved:		By:	Executive Committee
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A. Why do we need this Policy

This document sets out the purposes and requirements for arranging relay jobs i.e. those which should involve our neighbouring Blood Bike groups, Bloodrun EVS (Cleveland & Northallerton), Blood Bikes Cumbria (BBC) or White Knights (West & North Yorkshire).

B. Who is Responsible for this Policy

The Rota lead of the group is responsible for the maintenance of this policy.
The Executive Committee is responsible for approving this policy.

Any person arranging or carrying out a relay run is bound by the rules laid out in this procedure.

C. When will this Policy be reviewed

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

D. How will changes be notified

The latest version of the policy 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 Policy

- 1.1.** Relay runs are organised and carried out when jobs given to a Blood Bike group have a need to cross the boundaries of that group into the area(s) of a neighbouring group / groups.
- 1.2.** This policy is intended to ensure that any relay runs requested of or by our neighbouring Blood Bike groups are carried out safely, swiftly and efficiently.

2. Types of Relay Runs

- 2.1.** Relay runs may be either regular, pre-arranged transfers or ad hoc, one-off transfers.
- 2.2.** Relay runs may be from the NBB area to a neighbouring area, or may involve moving items across more than two areas.
- 2.3.** The involvement of NBB would be restricted to making arrangements with the neighbouring group(s) only.

3. Areas Covered by Neighbouring Groups

- 3.1.** Blood Bikes Cumbria cover the northern lakes area
- 3.2.** Bloodrun EVS cover the Hartlepool, Middlesbrough and Northallerton hospital areas.
- 3.3.** The White Knights primarily cover the West Yorkshire area.
 - 3.3.1.** White Knights do not immediately border on the NBB area but as their area covers the major NHSBT Centre in Leeds there may occasionally be a need to transfer to or from that Centre and it has been agreed that to involve Bloodrun EVS would be to add an unnecessary link into the chain.

4. Transfer Agreements

- 4.1.** Regular pre-arranged transfers will be negotiated by the NBB committee lead for NHS Liaison in liaison with the committee members holding responsibility for Rota and Fleet.
 - 4.1.1.** Approval for the commencement of regular pre-arranged transfers will be given by the committee.
- 4.2.** One-off transfers will be arranged on as needed basis, the arrangements for each of the neighbouring groups are covered by a separate NBB procedure.

5. Exceptions and Variations

- 5.1.** There are no exceptions to this policy.

6. Administration

6.1. NBB Documentation

- 6.1.1.** NBB Coordinators / Controllers will record all details using the on-line software
- 6.1.2.** NBB riders/drivers will

6.1.2.1. Ensure that they complete and get signed NBB receipts for all packages transferred to or from other groups. NB NHSBT do not wish to sign or receive our job receipts.

6.1.2.2. Complete the NBB Job tracker asap after the job is complete

6.2. Other Documentation

6.2.1. NBB riders/drivers will sign the receipts of other groups as appropriate

Northumbria Blood Bikes Definition:

Version Control and History

Date	Version	Author:	Reason For Change
	1.0	Peter Robertson	First Version