



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

This document sets out the requirements for arranging and carrying out relays which involves our neighbouring Blood Bike group, Blood Bikes Cumbria. For the procedures for, Bloodrun EVS see 005(i) and for White Knights (West & North Yorkshire) see 005(iii).

B. Who is Responsible for this Procedure

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

Any person arranging or carrying out a relay run 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 Procedure

- 1.1.** This procedure is intended to ensure that any relay runs requested of or by Blood Bikes Cumbria is 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 or from that of Blood Bikes Cumbria, or may involve moving items across more than the two areas.

3. Areas Covered by Blood Bikes Cumbria

- 3.1.** Blood Bikes Cumbria cover the northern lakes area

4. Contact Procedures

- 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
 - 4.2.1.** Transfers requested from within the NBB area will be made to the normal number used by Hospitals (0191 228 6495). This may come to the Security Centre or to an NBB Coordinator / Controller
- 4.3.** If the call is received by the Security Centre, the Security Centre will call both an on shift NBB rider/driver and an on shift rider/driver from Blood Bikes Cumbria and arrange for the transfer to take place at an agreed time, which will be as soon as is possible and at the relevant transfer location (see below).
 - 4.3.1.1.** If the call is received by an NBB Coordinator / Controller and is for a transfer to the Blood Bikes Cumbria area they will
 - 4.3.1.1.1.** Contact the Security Centre and arrange the for a Blood Bikes Cumbria rider/driver to meet at the agreed handover point at an agreed time
 - 4.3.1.1.2.** Contact an on shift NBB rider/driver and allocate the job. If the rider/driver is unable for any reason to make the agreed time they should be informed to begin the journey as soon as possible and the Coordinator / Controller should contact the SC to inform of the potential delay.
 - 4.3.2.** Transfers requested from outside of the NBB area may be made either to the SC or to an NBB Coordinator / Controller, who should task a rider/driver as above, or to an NBB committee member.
 - 4.3.2.1.** In the later circumstance after agreeing that a response is appropriate the details should be passed on using the 0191 228 6495 number requesting that the SC or the Coordinator / Controller to take over handling the arrangements.

5. Handover Locations

- 5.1.** For Blood Bikes Cumbria the handover point is as follows:

Petrol station on the A69 at LOW Row, see map link below for details.

<https://www.google.com/maps/place/Brampton,+Cumbria+CA8+2JE,+UK/@54.9588101,-2.6329264,15z/data=!3m1!4b1!4m2!3m1!1s0x487d083f35bdd3cd:0x2314ba57607492b0?hl=en>

6. Exceptions and Variations

6.1. There are no exceptions to this procedure

7. Administration

7.1. NBB Documentation

7.1.1. NBB Coordinators / Controllers will record all details using the on-line software

7.1.2. NBB riders/drivers will

7.1.2.1. 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.

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

7.2. Other Documentation

7.2.1. 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