

<b>Procedure:</b>	<b>Northumbria Blood Bikes Rota Definition: Rota 4 – GNAAS Blood on Board</b>		
<b>Owner:</b>	<b>Rota Manager</b>	<b>Author:</b>	<b>Michael Thompson</b>
<b>Approved:</b>	<b>5<sup>th</sup> February 2016</b>	<b>By:</b>	<b>Executive Committee</b>
<b>Doc Ref</b>	<b>ROTA004</b>	<b>Version</b>	<b>3.0</b>

**A. Why do we need this Procedure**

This document sets out the requirements for Rota 4 – GNAAS Blood on Board (BoB) and other scheduled work that runs concurrently with the BoB deliveries.

**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 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 Rota**

- 1.1.** This Rota operates specifically to support the GNAAS Blood on Board (BoB) Service.
- 1.2.** This Rota also supports other scheduled work which “piggy backs” the journeys undertaken in the course of the BoB deliveries i.e. as at 1 February 2016:
  - 1.2.1.** Samples from Carlisle Hospital via Blood Bikes Cumbria (BBC)
  - 1.2.2.** Samples from James Cook University Hospital (JCUH) via Bloodrun EVS (BEVS)
  - 1.2.3.** Genetics Notes passing between RVI and JCUH

## **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 vehicle 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 and the vehicle is returned to base.
- 2.4.** The vehicle return / handover should take place as soon as possible, following the final delivery.
- 2.5.** Samples may be delivered to us by BBC on weekdays
- 2.6.** Genetics notes are transferred between RVI and JCUH Mondays through Thursdays
- 2.7.** Samples may be delivered to us by Bloodrun EVS on weekdays

## **3. Vehicles**

- 3.1.** This rota may be operated by car or motorcycle.
- 3.2.** Under normal circumstances this rota will be completed using Car 2 – the Henry Surtees Foundation vehicle.

## **4. Operational Location**

- 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.** This rota operates in two phases. Phase one serves the Air Ambulance based at Langwathby, and is completed with the assistance of Blood Bikes Cumbria. Blood samples for testing may also be exchanged with the BBC vehicle. Phase two serves the Air Ambulance (and MERIT Car) based at Durham Tees Valley Airport. Genetics notes are transported between the RVI and JCUH and Blood samples for testing from JCUH may also be transported. These ancillary tasks may have the assistance of Bloodrun EVS.

## 5. Description of Duties

### 5.1. Phase One – Air Ambulance Langwathby

- 5.1.1. Inform the Shift Coordinator (SC) that you are 'on duty' once the vehicle has been checked and you are about to commence the first element. Remind the SC to liaise with EVS to establish if they will attend DTV Airport for handover.
- 5.1.2. The first batch of BoB Box(es) shall be collected from the RVI Labs at 19:00 or as soon as possible thereafter.
- 5.1.3. If there are "empty" sample boxes to return to Cumbria collect them too.
- 5.1.4. Inform the SC that you are en-route to the rendezvous with Cumbria.
- 5.1.5. 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. Deliver any empty sample boxes.
- 5.1.6. Take delivery of any used BoB box(es) that the Cumbria rider has for return to the RVI. Check tht the seal is intact and note.
- 5.1.7. Take delivery of any other packages that the Cumbria rider has for return to the RVI.
- 5.1.8. Take delivery of any other packages that the Cumbria rider has for delivery to locations other than the RVI.
- 5.1.9. Inform the SC that you are en-route to the RVI. If any packages have been collected under 5.1.8 other than for NHSBT Barrack Road inform the SC that another duty vehicle will be required to complete the onward journeys from the RVI.
- 5.1.10. Return to RVI and deliver any BoB box(es) and other packages for RVI. If collection has been made under 5.1.8, then deliver to NHSBT first or perform handover with a NBB colleague as appropriate.

## **5.2. Phase Two – Air Ambulance Durham Tees Valley Airport**

- 5.2.1.** The second batch of BoB Box(es) shall be collected from the RVI at approx. 21:00. On Thursdays and Fridays there will be extra BoB box(es) for the MERIT car service. If there are “empty” sample boxes to return to Teesside collect them too.
- 5.2.2.** If required (Mon-Thurs) collect the Genetics Notes for JCUH at the Leazes Wing Reception.
- 5.2.3.** Inform the SC that you have delivered the box(es) from Cumbria, have collected the packages for Teesside and are en-route to Durham Tees Valley Airport. Ask the coordinator to contact BEVS and confirm if they have a rider on duty and establish estimated time of arrival.
- 5.2.4.** Deliver BoB box(es) to the delivery point at Durham Tees Valley Airport
- 5.2.5.** If there are BoB box(es) at Durham Tees Valley Airport for return to RVI then collect the boxes. On Saturdays and Sundays there will be extra BoB boxes as a result of the MERIT car service.
- 5.2.6.** Fill in the GNAAS documentation (See section 7.4) If there are MERIT car boxes then they have different documentation. If you have any doubts refer also to the BoB documentation provided to us by GNAAS.
- 5.2.7.** When the BEVS member has arrived (Monday – Friday only), deliver the Genetics Notes for JCUH to them. Take from BEVS the Genetics Notes from JCUH. Take from the BEVS member any blood samples for test from JCUH and if you have “empty” samples boxes then hand them over.
- 5.2.8.** If a BEVS member is not scheduled / does not arrive then inform the SC and travel on to JCUH to deliver the Genetics Notes directly. Take the Genetics Notes for RVI from JCUH. If you have “empty” samples boxes then hand them over to JCUH.
- 5.2.9.** Inform the SC that you are en-route to the RVI, if there is nothing to be returned to the RVI then inform the SC that you are standing down.
- 5.2.10.** Return to RVI and deliver any BoB box(es), blood samples and Genetics Notes as necessary.
- 5.2.11.** Inform the SC that you have delivered at the RVI.
- 5.2.12.** Return the vehicle to its base. Please remember to inform the SC when you have arrived home.

## **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 the Air Ambulance, or Merit Car, returns to base in the late evening there may not be any BoB boxes to recover. This is normal practice.

## 7. Administration

### 7.1. NBB Documentation

- 7.1.1.** An NBB job sheet must be completed for each delivery between one collection point and one delivery point. Thus four job sheets will be required for a standard run.
- 7.1.2.** If packages are collected in section 5.1.7 (standard packages for RVI) they require separate sheets to be completed as they are delivered to, and need to be signed for, by different staff within the RVI laboratory.
- 7.1.3.** If there are no packages to return under sections 5.1.6 or 5.1.7 then there will be one job sheet less.
- 7.1.4.** If there are packages to deliver return under section 5.1.8 (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 5.2.5 (from Durham Tees Valley) then there will be one job sheet less.
- 7.1.6.** As soon as reasonably possible after completing the run, enter the details into the web based Job Recorders, accessed via the NBB website.
  - 7.1.6.1.** Details of BoB boxes to and from Cumbria and any samples from Cumbria for the RVI or NHSBT can be entered into the BoB Job Tracker.
  - 7.1.6.2.** Details of BoB boxes, MERIT Car boxes, Genetics Notes to and from Teeside, as well as details of any sample boxes from Teeside can all be entered into the BoB job tracker.
  - 7.1.6.3.** Samples from Cumbria for destinations other than the RVI or NHSBT must be entered into the standard job tracker as separate relay runs from Cumbria.

### 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, you should provide one of our normal receipts for each destination involved.

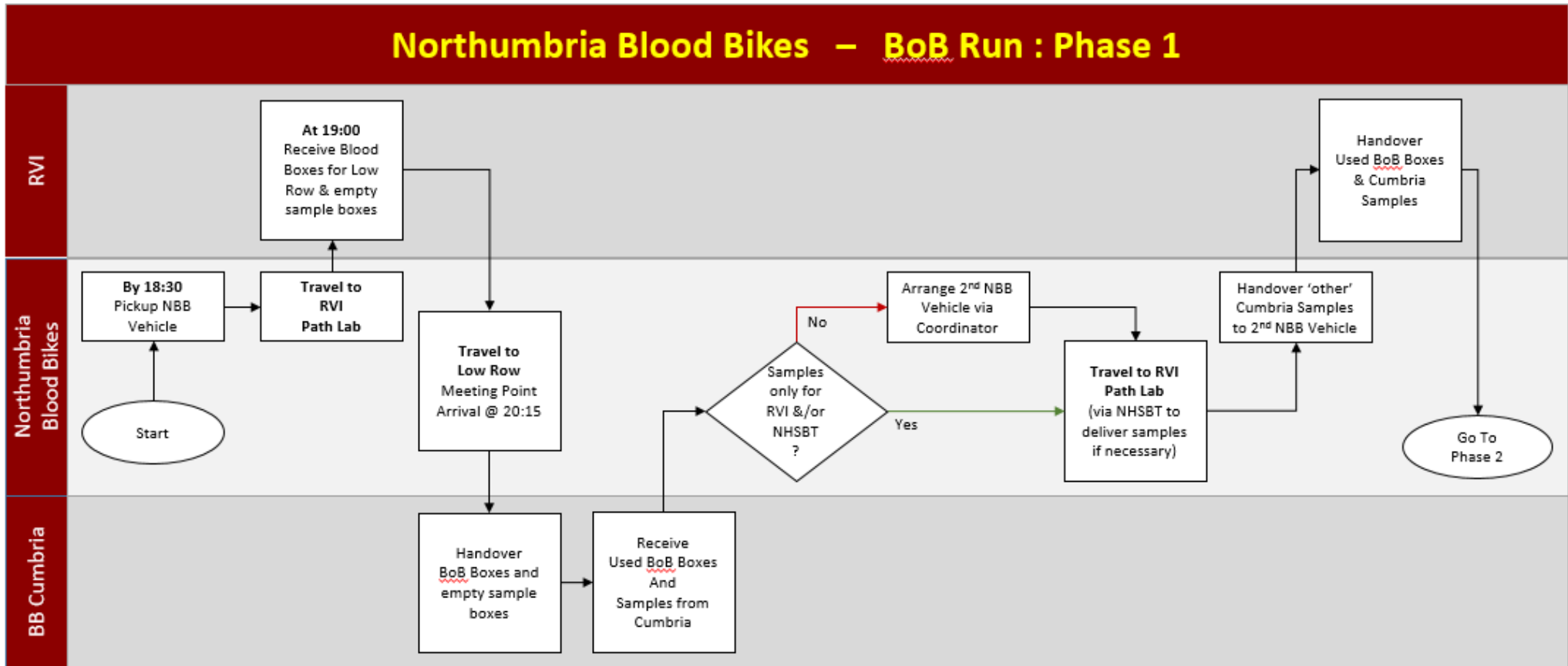
### 7.3. Bloodrun EVS Documentation

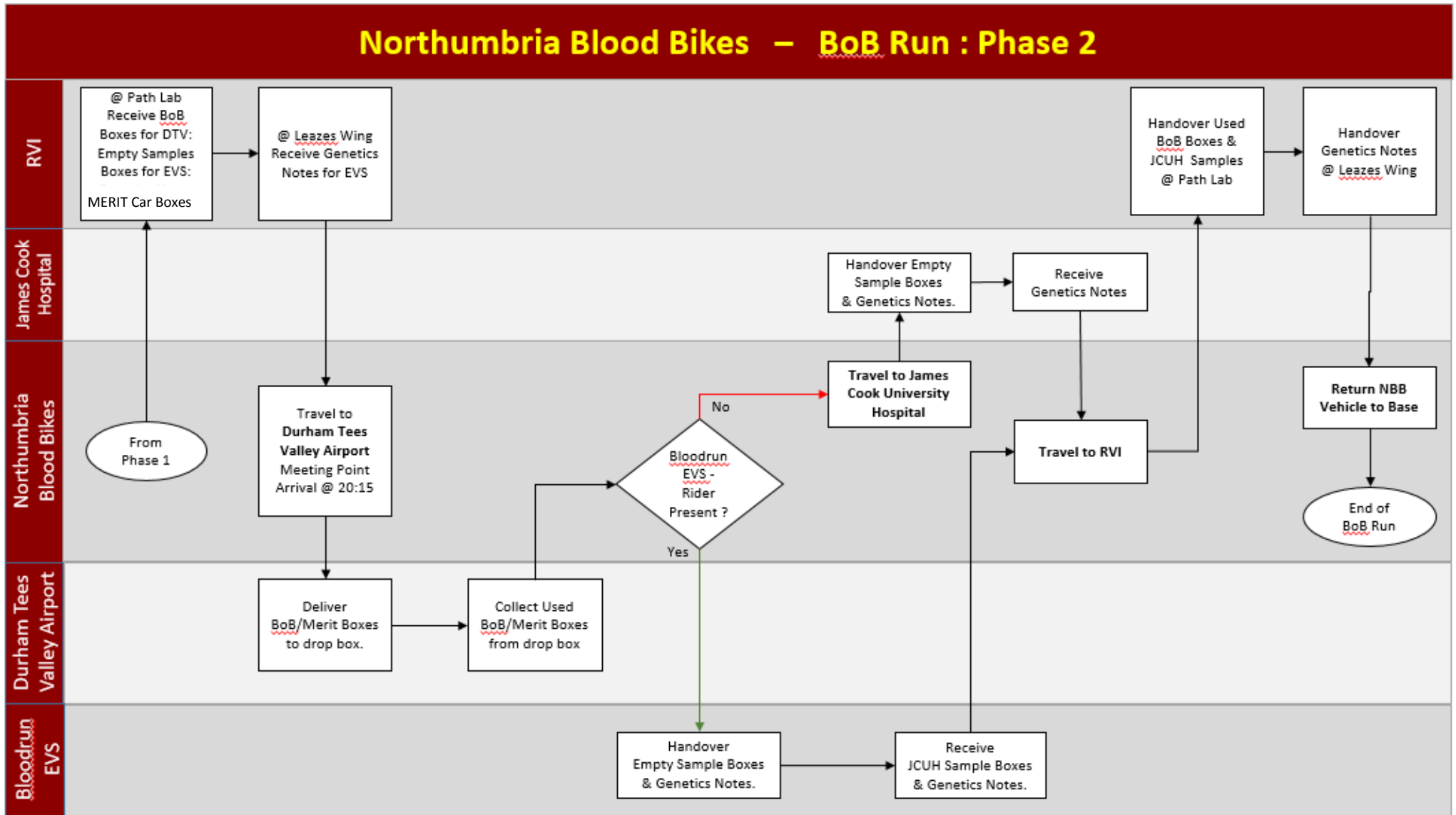
- 7.3.1.** Bloodrun EVS *may* require you to sign their documentation for boxes for delivery to RVI and elsewhere, you should provide one of our normal receipts for each package involved.

### 7.4. GNAAS Documentation

- 7.4.1.** Fill in the GNAAS documentation at Durham Tees Valley Airport with the details of the boxes you have delivered and collected.
- 7.4.2.** The documentation is one page split into four vertical sections. The first and last sections only are for NBB.
- 7.4.3.** 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.
- 7.4.4.** When collecting a box, find the row for that box number and complete the details in the last section of that row.

Appendix A - Process Flow, BoB run Phase 1





## Appendix C - BoB Run Packages: Daily Schedule

	<b>RVI Collection #1</b>	<b>Low Row Handover</b>	<b>RVI Collection #2</b>	<b>DTV Handover / JCUH</b>	<b>RVI Delivery #3</b>
<b>Monday</b>	→ BoB boxes → Empty sample box(es)?	→ Used BoB boxes → Cumbria Samples ← BoB boxes ← Empty sample box(es)?	→ BoB boxes → C for L Genetics Notes → Empty sample box(es) for DTV?	→ Used BoB boxes → James Cook Samples ← BoB boxes ← C for L Genetics Notes ← Empty sample box(es) for DTV?	← Used BoB boxes ← James Cook Samples ←
<b>Tuesday</b>	→ BoB boxes → Empty sample box(es)?	→ Used BoB boxes → Cumbria Samples ← BoB boxes ← Empty sample box(es)?	→ BoB boxes → C for L Genetics Notes → Empty sample box(es) for DTV?	→ Used BoB boxes → James Cook Samples → C for L Genetics Notes ← BoB boxes ← C for L Genetics Notes ← Empty sample box(es) for DTV?	← Used BoB boxes ← James Cook Samples ← C for L Genetics Notes ←
<b>Wednesday</b>	→ BoB boxes → Empty sample box(es)?	→ Used BoB boxes → Cumbria Samples ← BoB boxes ← Empty sample box(es)?	→ BoB boxes → C for L Genetics Notes → Empty sample box(es) for DTV?	→ Used BoB boxes → James Cook Samples → C for L Genetics Notes ← BoB boxes ← C for L Genetics Notes ← Empty sample box(es) for DTV?	← Used BoB boxes ← James Cook Samples ← C for L Genetics Notes ←
<b>Thursday</b>	→ BoB boxes → Empty sample box(es)?	→ Used BoB boxes → Cumbria Samples ← BoB boxes ← Empty sample box(es)?	→ BoB boxes → MERIT Car Box → C for L Genetics Notes → Empty sample box(es) for DTV?	→ Used BoB boxes → James Cook Samples → C for L Genetics Notes ← BoB boxes ← MERIT Car Box ← C for L Genetics Notes ← Empty sample box(es) for DTV?	← Used BoB boxes ← James Cook Samples ← C for L Genetics Notes ←
<b>Friday</b>	→ BoB boxes → Empty sample box(es)?	→ Used BoB boxes → Cumbria Samples ← BoB boxes ← Empty sample box(es)?	→ BoB boxes → 1 MERIT Car Box → Empty sample box(es) for DTV?	→ Used BoB boxes → James Cook Samples → C for L Genetics Notes ← BoB boxes ← 1 MERIT Car Box ← Empty sample box(es) for DTV?	← Used BoB boxes ← James Cook Samples ← C for L Genetics Notes
<b>Saturday</b>	→ BoB boxes → Empty sample box(es)?	→ Used BoB boxes → Cumbria Samples ← BoB boxes ← Empty sample box(es)?	→ BoB boxes → Empty sample box(es) for DTV?	→ Used Bob Box → Used MERIT Car Box ← BoB boxes ← Empty sample box(es) for DTV?	← Used Bob Box ← Used MERIT Car Box
<b>Sunday</b>	→ BoB boxes → Empty sample box(es)?	→ Used BoB boxes → Cumbria Samples ← BoB boxes → Empty sample box(es)?	→ BoB boxes → Empty sample box(es) for DTV?	→ Used Bob Box → Used MERIT Car Box	← Used Bob Box ← Used MERIT Car Box

NB: During the summer, when the Air Ambulance (Or Merit Car) returns to base late, there may be NO BoB (MERIT) boxes to return to the RVI. This is standard Practice.

**Northumbria Blood Bikes Rota Definition:  
Rota 4 – GNAAS Blood on Board**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
Jan 2015	1.0	Michael Thompson	First Version
5 Feb 2015	2.0	Peter Robertson	Clarification following delivery of the Henry Surtees Foundation vehicle.
1 Feb 2016	3.0	Michael Thompson	New version incorporating JCUH – Notes and Samples.