



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description - Reporting Assistant		
Owner:	Chair	Author:	Barry Bullas
Approved:	30 <sup>th</sup> Oct 2016	By:	Executive Committee
Doc Ref	ROLE1101	Version	1.0

#### **A. Why do we need this guide**

This guide sets out the roles and responsibilities of a Reporting Assistant.

#### **B. Who is responsible for this guide**

The Chair of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Reporting Assistant role must be familiar with the information in this guide.

#### **C. When will this guide be reviewed**

This guide will be reviewed a maximum of One Year following its approval.

#### **D. How will changes be notified**

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Reporting Assistant role.

## **1. Aims of the Role**

- 1.1.** The Reporting Assistant will assist the Chair with statistical analysis of operational activities and the production of reports for our customers, primarily NHS Trusts.
- 1.2.** The Reporting Assistant will check the validity of any data and produce reports in a consistent style.

## **2. Who does this role report to**

- 2.1.** The Reporting Assistant reports to the Chair.
- 2.2.** The Reporting Assistant may need to liaise with the OnLine Rostering System (OLRS) support team, OnLine Activity Recording System (OARS) support team, Rota Manager or Membership Secretary to resolve any issues with the data.
- 2.3.** The Reporting Assistant may need to liaise with the Hospital Liaison to distribute reports to our customers.

## **3. Responsibilities and Duties of the role**

- 3.1.** The Reporting Assistant will check the validity of OARS and OLRS data and perform any necessary cleansing on a monthly basis. Any issues identified will be reported to the Chair.

The Reporting Assistant will produce monthly and quarterly reports on operational activities for each of our customers, this will normally be one report per NHS Trust.

- 3.2.** The Reporting Assistant will also produce a monthly report detailing:

- The Jobs by Trust in the period / last six months
- Total number of jobs in the period / last twelve months
- Jobs by Category in the period / last six months
- Urgent jobs not collected within one hour in the period
- Emergency jobs not collected within one hour in the period
- Emergency jobs with / without blue lights used in the period

- 3.3.** The Reporting Assistant will undertake ad hoc analysis and reporting work requested by the Chair.

## **4. IT System Requirements**

- 4.1.** This role requires additional access to ICT systems beyond those of a normal member

- 4.1.1.** Additional requirements for website access:

- This role does not require access to the Mail to All facility.
- This role does not need to create website pages.
- This role does require access to be able to retrieve data from OLRS and OARS

- 4.1.2.** Additional requirements for OLRS access:

- This role does require additional access to the OLRS and OARS to be able to view and obtain data.

- 4.1.3.** Additional requirements for Email access:

- This role does not require a personal NBB email address

- This role does require a role-based email address –  
Reports@northumbriabloodbikes.org.uk
- This role does not require access to an email group

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**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
Oct 2016	1.0	Barry Bullas	First Version