

Procedure:	Northumbria Blood Bikes Rota Definition: Scheduled Runs within Duty Shifts		
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Approved:	5th February 2016	By:	Executive Committee
Doc Ref	ROTA005	Version	1.0

A. Why do we need this Procedure

This document sets out the requirements for scheduled which takes place without dedicated vehicles and is performed by riders / drivers as part of a standard duty shift.

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 duty shift 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 sets out the schedules for and duties to be performed for the scheduled runs operated within a standard duty shift.
- 1.2.** The scheduled runs covered by this definition are:
 - 1.2.1.** Samples from Bishop Auckland General Hospital (BAGH) to University Hospital North Durham (UHND), performed at weekends. See Section

2. Samples from BAGH to UHND at Weekends

2.1. Operational Times

- 2.1.1.** This scheduled run operates on Saturdays, Sundays and Bank Holiday Mondays.
- 2.1.2.** This scheduled run begins with a collection between 13:00 and 13:30 hours from Bishop Auckland General Hospital (BAGH). The shift controller will despatch the most appropriate vehicle at a time to allow collection at that time.
- 2.1.3.** This scheduled run is complete when the samples are delivered to University Hospital North Durham (UHND) and the shift controller is informed that the vehicle is available for standard runs.

2.2. Vehicles

- 2.2.1.** This scheduled run may be operated by car or motorcycle.
- 2.2.2.** This run will be completed by the most appropriate vehicle at the time at the discretion of the Duty Co-Ordinator.

2.3. Description of Duties

- 2.3.1.** The Shift Coordinator (SC) that is on duty will initiate the run and will act as if a request for transport has been received from BAGH to UHND. The job category will be "Scheduled".
- 2.3.2.** The Shift coordinator will despatch the most appropriate driver/rider to attend BAGH Urgent Care Centre. A reminder should be given that collection is to occur between 13:00 and 13:30.
- 2.3.3.** The Driver/Rider will make their way to BAGH to collect the samples from the Urgent Care Centre between 13:00 – 13:00 hrs.
- 2.3.4.** The Driver/Rider will Inform the Shift Controller that they have collected samples from BAGH and are en-route to UHND.
- 2.3.5.** The Driver/Rider will deliver the samples to UHND Pathology Labs.
- 2.3.6.** The Driver/Rider will Inform the Shift Controller that they have delivered the samples to UHND Pathology labs.
- 2.3.7.** The vehicle returns to standard duty as per rota procedure.
- 2.3.8.** As soon as reasonably possible thereafter the Shift Controller and Driver/Rider will complete their respective online activity recorders with the details/times for the run. (Source of Call and Collection location to be BAGH, Delivery location to be UHND, Call category/Urgency to be "Scheduled").

2.4. Administration

- 2.4.1.** An NBB job sheet must be completed for the run. The Job Receipt Number should be recorded by the Shift Controller and Driver/Rider.

**Northumbria Blood Bikes Bishop Rota Definition:
Scheduled Runs within Duty Shifts**

Version Control and History

Date	Version	Author:	Reason For Change
Sept 2016	1.0	Sean Storey	First Version