



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description Familiarisation Assistant		
Owner:	Rota Manager	Author:	Ronnie Paton
Approved:	6 th Feb 2018	By:	Executive Committee
Doc Ref	AUX2105	Version	1.1

A. Why do we need this guide

This document sets out the roles and responsibilities of a Familiarisation Assistant.

B. Who is responsible for this guide

The Rota Manager 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 Familiarisation Assistant role should be familiar with the information in this guide.

C. When will this guide be reviewed

The guide will be reviewed a maximum of two years 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 Familiarisation Assistant.

1. Aims of the Role

- 1.1.** The Familiarisation Assistant will assist the Rota Manager by taking new members on the Bob Run, demonstrating the use of equipment and processes that they will need when on shift.

2. Who does this role report to

- 2.1.** The Familiarisation Assistant reports to the Rota Manager.
- 2.2.** The Familiarisation Assistant will need to liaise with other members of the committee as deemed necessary to carry out the role effectively.

3. Responsibilities and Duties of the role

- 3.1.** The Familiarisation Assistant will

- 3.1.1.** Be the point of contact for any new rider or driver in arranging the ride along
- 3.1.2.** Lead by example at all times.
- 3.1.3.** Check with new member to verify which milestones have been completed and advise on how to complete.
- 3.1.4.** Explain and demonstrate the vehicle checks, including the check sheet.
- 3.1.5.** Explain the different access cards/fobs for the hospitals.
- 3.1.6.** Explain and demonstrate all points of the “Bob Run”
- 3.1.7.** Give tour of RVI facilities to include, where to safely park NBB vehicles
- 3.1.8.** Demonstrate the use of the radio, including how to call the duty Controller, and what to do if radio fails. Encourage the new member to use the radio.
- 3.1.9.** Explain the information that is required in each section of the receipt book.
- 3.1.10.** Demonstrate and encourage the new member to complete Great North Air Ambulance (GNAS) paperwork at Durham Tees Valley Airport (DTV).
- 3.1.11.** Demonstrate how to enter job details into the Online Activity Recording System (OARS)
- 3.1.12.** Visit at least one Ambulance station to demonstrate and explain the procedures when entering and leaving a station
- 3.1.13.** Demonstrate how to “secure a box on the bike” and explain the implications of losing a box.
- 3.1.14.** Explain the different NBB roles and the different shift types.
- 3.1.15.** Ensure any member milestones are entered on website.
- 3.1.16.** Liaise with rota manager regarding the integrity of the service and adherence.

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 will require access to enter member milestones

4.1.2. Additional requirements for OLRs access:

- This role does not require additional access to OLRs

4.1.3. This role has Additional requirements for Email access:

- This role does require a personal NBB email address
- This role does require a role-based email address-
Familiarisationassistan@northumbriabloodbikes.org
- This role does require access to the email group-
shadow@northumbriabloodbikes.org

4.1.4. Additional requirements for Slack:

- This role requires a restricted Slack account
- This role does require access to the Uniform channel

**Northumbria Blood Bikes:
Auxiliary Role Description - Familiarisation Assistant**

Version Control and History

Date	Version	Author:	Reason for Change
6 th Feb 2018	1.1	Ronnie Paton	First Issue