

Type: Guide	Northumbria Blood Bikes: OARS – BoB Run Activity Recorders – User Guide		
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A. Why do we need this guide

The work that we do, as part of the NHS, can have a direct result on the health and wellbeing of patients. It is important, therefore, that we keep accurate records of the work that we do. This document explains how the Northumbria Blood Bikes Online Activity Recording System should be used by Drivers and Shift Controllers to record the details of jobs they do as part of the Blood on Board service for GNAAS.

B. Who is Responsible for this guide

The ICT officer of the group is responsible for the maintenance of this Guide.
The Executive Committee is responsible for approving this Guide.
All drivers and shift controllers are bound by this guide to record job details.

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 and the executive committee.

1. Why do we record job details

1.1. The work that we do, as part of the NHS, can have a direct result on the health and wellbeing of patients. It is important, therefore, that we keep accurate records of the work that we do for several reasons:

- We need to report to the Trusts that commission us on the work that we do for them.
- We need to be able to show evidence trails for the jobs that we do as we may be audited by the MHRA and we need to show that our processes are robust.
- We need to review the work that we do against our Service Level Agreements
- We need to monitor the amount of work that we do to ensure that we have planned sufficient operational capacity to deal with our workload without creating undue stress for our volunteers.
- We need accurate records of the work that we do, to inform our fundraising bids as it allows us to demonstrate that grants or gifts from donors will generate real benefits for the local community

The paper receipt books that we maintain as jobs are carried out, form one strand of our record keeping but they are not appropriate for the timely & accurate reporting & analysis of our workload as a whole – for that we need to use the Online Activity RecorderS (OARS).

The Online Activity Recorders are tailored to the type of job being recorded and by whom.

This document sets out the user instructions for the following Online Activity Recorders:

- Drivers and Shift Controllers: deliveries and collections performed during scheduled 'Blood on Board' (BoB) runs (ROTA004) and the associated tasks carried out alongside BoB. The BoB recorder can also be used to simplify data input for extra work undertaken by the BoB vehicle where:
 - The package is samples collected from Bloodrun EVS (BEVS), Darlington Memorial Hospital or University Hospital North Durham
 - The package is delivered to the RVI or is handed off to another NBB member at the RVI for onward carriage to NHSBT, Freeman Hospital or NSECH.

2. Accessing the On-Line Activity Recorders.

- 2.1. You will need to be logged in to the NBB website to access the activity recorders.
- 2.2. All OARS forms automatically record the name of the member who has logged in.
- 2.3. To use the activity recorders, log in to the website and then from the menus choose:

Operations>On-Line Activity Recording



then choose the required Activity Recorder from the options displayed.

- 2.4. The activity recorders will contain groups of fields, or multiple pages. The answers given in the earlier fields, influence which questions are displayed later.

Answer all questions that are displayed.

Items marked with a red asterisk * **must** be answered.

If a question is asked, but that action was not undertaken then 0 (zero) should be entered as the Job Receipt Number (JRN) for that action. This lets us know that the action was not required this time (as opposed to the question being missed) and allows the form to adjust accordingly.

- 2.5. A scheduled run consists of a sequence of predetermined locations with assigned actions (collections and deliveries) at each location. This allows the job recorder for a scheduled run to streamline the data input since there are known, pre-determined variables for each job.

The standard activity recorder should be used for all jobs not carried out as part of a scheduled BoB run, and for any jobs that are 'piggy-backed' onto a scheduled run by the shift controller – for example, while performing the BoB run, a volunteer from Teesside may bring samples to go to North Tyneside General Hospital. This is outside the normal scope of the BoB run and so the details would be recorded in the standard activity recorder.

The BoB run job recorder does, however, streamline data entry for some frequently “piggy backed” items that are collected by the BoB run driver and delivered to, or relayed via, the RVI. These are covered later in this guide

3. Drivers and Shift Controllers - BoB Recorder

3.1. Set Up Data Entry For This Run

The first group of fields collects general information about the run.

▼ Set up your run

Name of Driver *

Date of Run *

Were Genetics Notes carried (in either direction) * Yes No

At Teesside, liaise with Bloodrun EVS or go to JCUH BEVS JCUH

***Name of Driver:** Select the name of the driver for this BoB run from the drop-down list. Once opened, typing characters moves the list quickly to names matching the characters.

Date:** Provide the date that the run was completed. ***You only need to provide this once. All subsequent times entered will be related to this date. Choose day, month, year from the drop-down lists or use the pop-up calendar.

***Genetics Notes:** Indicate (Yes or No) if genetics notes were carried (in either direction)

****Genetics Handover:** If genetics notes were carried, indicate if the Teesside exchange took place with Bloodrun EVS or at James Cook University Hospital.

*Question must be answered

**Question only appears based on earlier answers

3.2. Collections at Royal Victoria Infirmary

The next group of fields collects the details for the first location - RVI

The screenshot shows a form titled "At Royal Victoria Infirmary" with the following fields:

- RVI - What time was the collection * (18 : 00)
- Collect BoB Box RVI >> BBC : Enter JRN *
- Collect BoB Box RVI >> BBC : Enter BoB Box Number (None)
- Collect BoB Box RVI >> GNAAS : Enter JRN *
- Collect BoB Box RVI >> GNAAS : Enter BoB Box Number (None)
- Collect Empty Sample Boxes RVI >> BBC : Enter JRN
- Collect Empty Sample Boxes RVI >> BBC : Enter number of boxes (None)
- Collect Genetics Notes RVI >> TEES : Enter JRN

***Time of Collection:** Enter the hour and minute for the collections at the first location. You only need to enter this once. This time will be applied to all actions at this location.

***BoB Box Collected (RVI >> BBC) JRN:** Enter the JRN for the BoB box to be taken to Blood Bikes Cumbria (BBC) at the exchange location. If there is no box for BBC then enter zero.

****BoB Box Collected (RVI >> BBC) Box No:** Select the box number from the drop-down list for the BoB box to be taken to Blood Bikes Cumbria at Hexham.

****BoB Box Collected (RVI >> BBC) Comments:** Enter any comments necessary (eg why was there no BoB box to take).

***BoB Box Collected (RVI >> GNAAS) JRN:** Enter the JRN for the BoB box to be taken to GNAAS at Progress House. If there is no box for GNAAS then enter zero.

****BoB Box Collected (RVI >> GNAAS) Box No:** Select the box number from the drop down list for the BoB box to be taken to GNAAS.

****BoB Box Collected (RVI >> GNAAS) Comments:** Enter any comments necessary (eg why was there no BoB box to take).

***Empty Sample Boxes (RVI >> BBC) JRN:** Enter JRN for the Empty Sample Boxes to be taken to BBC.

****Empty Sample Boxes (RVI >> BBC) Boxes:** Select the number of boxes taken to BBC. If more boxes are taken than the list allows for, simply enter the maximum possible.

****Empty Sample Boxes (RVI >> BBC) Comments:** Enter any comments necessary

****Genetics Notes (RVI >> TEES) JRN:** Enter JRN for Genetics Notes taken to Teesside (either BEVS or JCUH).

*Question must be answered

**Question only appears based on earlier answers

3.3. Exchange with Blood Bikes Cumbria at Hexham

The next group of fields collects the details for the next location – BBC at Hexham

▼ Exchange with Blood Bikes Cumbria, Hexham

What time was the exchange with Blood Bikes Cumbria, Hexham : * 18 : 40

Deliver BoB Box RVI > BBC : confirm Yes No

Deliver Empty Sample Boxes RVI > BBC : confirm Yes No

Collect BoB Box BBC >> RVI : Enter JRN *

Collect Bob Box BBC >> RVI : Enter BoB Box Number

***Time of Collection:** Enter the hour and minute for the collections at this location. You only need to enter this once. This time will be applied to all actions at this location. This time must be after the time at the RVI.

****BoB Box Delivered (RVI >> BBC):** Confirm delivery of the BoB box from RVI.

****Empty Sample Boxes Delivered(RVI >> BBC):** Confirm delivery of the sample boxes from RVI.

***BoB Box Collected (BBC >> RVI) JRN:** Enter the JRN for the BoB box to returned to the RVI. If there is no box for GNAAS then enter zero.

****BoB Box Collected (BBC >> RVI) Box No:** Select the box number from the drop-down list for the BoB box to be returned to RVI – or choose “Multiple Boxes” as described below.

****BoB Box Collected (RVI >> BBC) Comments:** Enter any comments necessary (eg why was there no BoB box to take).

3.3.1. On occasions, there may be more than one BoB Box to return from Cumbria. If this is the case, instead of choosing the box number from the dropdown list – choose “Multiple Boxes” . Once multiple boxes has been chosen a comment field will appear allowing the entry of several box numbers.

Collect BoB Box BBC >> RVI : Enter JRN *

Collect Bob Box BBC >> RVI : Enter BoB Box Number

Collect BoB Box BBC >> RVI : Enter any comments

*Question must be answered

**Question only appears based on earlier answers

3.4. Exchange with GNAAS and Bloodrun EVS at Progress House

The next group of fields collects the details for the next location – GNAAS at Urlay Nook

▼ **At GNAAS, Progress House**

What time was the GNAAS exchange * 20 ▾ : 00 ▾

Deliver BoB Box RVI > GNAAS : confirm Yes No

Collect BoB Box GNAAS >> RVI : Enter JRN *

Collect Bob Box GNAAS >> RVI : Enter BoB Box Number ▾

Collect Samples BEVS >> RVI : Enter JRN

Collect Samples BEVS >> RVI : Enter number of boxes ▾

Deliver Genetics Notes RVI > TEES : confirm Yes No

Collect Genetics Notes TEES >> RVI : Enter JRN

***Time of Collection:** Enter the hour and minute for the collections at this location. You only need to enter this once. This time will be applied to all actions at this location. This time must be later than the time at the Blood Bikes Cumbria exchange at Hexham.

****BoB Box Delivered (RVI >> GNAAS):** Confirm delivery of the BoB box from RVI.

***BoB Box Collected (GNAAS >> RVI) JRN:** Enter the JRN for the BoB box to returned to the RVI. If there is no box for GNAAS then enter zero.

****BoB Box Collected (BBC >> RVI) Box No:** Select the box number from the drop-down list for the BoB box to be returned to RVI or choose “Multiple Boxes”.

****BoB Box Collected (RVI >> BBC) Comments:** Enter any comments necessary (e.g. why was there no BoB box to take).

3.4.1. On occasions, there may be more than one BoB Box to return from GNAAS. If this is the case, instead of choosing the box number from the dropdown list – choose “**Multiple Boxes**” . Once “multiple boxes” has been chosen a comments field will appear allowing the entry of several box numbers.

*Question must be answered

**Question only appears based on earlier answers

3.5. (Optional) Exchange at James Cook University Hospital

The next group of fields only appears, and is only relevant, if you have indicated that you carried Genetics Notes and had to exchange them at James Cook University Hospital

▼ **At James Cook University Hospital**

What time was the JCUH exchange * :

Deliver Genetics Notes RVI > TEES : confirm Yes No

Collect Genetics Notes TEES >> RVI : Enter JRN

***Time of Collection:** Enter the hour and minute for the exchange at this location.

This question only appears if earlier answers indicated that Genetics Notes were carried to or from JCUH. If it appears you must give a time. However, you only need to enter the time once. This time will be applied to all actions at this location. This time must be later than the time at the GNAAS exchange

****Genetics Notes Delivered (RVI >> TEES):** Confirm delivery of the Genetics Notes from RVI.

****Genetics Notes Collected (TEES >> RVI) JRN:** Enter the JRN for the Genetics to returned to the RVI. If there were no notes to return to RVI then enter zero for the JRN.

*Question must be answered

**Question only appears based on earlier answers

3.6. Delivery of items to Royal Victoria Infirmary

To close off the Blood on Board activity enter the data for the return to Royal Victoria Infirmary.

▼ **Back at Royal Victoria Infirmary**

What time was the RVI Delivery : * 21 ▾ : 30 ▾

Deliver BoB Box BBC > RVI : confirm Yes No

Deliver BoB Box GNAAS > RVI : confirm Yes No

Deliver Samples BEVS > RVI : confirm Yes No

Deliver Genetics Notes TEES > RVI : confirm Yes No

***Time of Collection:** Enter the hour and minute for the exchange at this location. You only need to enter the time once. This time will be applied to all actions at this location. This time must be later than the time at the Blood Bikes Cumbria exchange at Hexham.

****BoB Box Delivered (BBC >> RVI):** Confirm delivery of the BoB Box from Cumbria.

****BoB Box Delivered (GNAAS >> RVI):** Confirm delivery of the BoB Box from GNAAS.

****Samples Delivered (TEES >> RVI):** Confirm delivery of any samples for RVI from BEVS.

****Genetics Notes Delivered (TEES >> RVI) JRN:** Confirm delivery of Genetics Notes from BEVS or JCUH.

*Question must be answered

**Question only appears based on earlier answers

3.7. Extra Jobs delivered to Royal Victoria Infirmary

There are a number of items which are regularly carried by the driver performing the BoB run. These do not form part of the BoB run but are performed often enough that they are catered for by the BoB Run Job Recorder.

3.7.1. Only items that are taken to Royal Victoria Infirmary (whether RVI is their final destination or they are passed to another NBB member for onward delivery) are catered for by the BoB Run Job Recorder. Items delivered elsewhere by the BoB Run driver should be recorded using the standard job recorder.

3.7.2. The details for these items can be entered using a final section of the form (it will be collapsed by default) and needs to be opened if there are jobs to record

▼ Extra Jobs (Delivered to RVI) in addition to BoB run

if there were extra jobs carried out in addition to the BoB run you may be able enter the details here. If you delivered to the RVI (including handing over to another NBB rider or driver) from BEVS, DMH or UHND then proceed. If your job is not accommodated here or delivery was made elsewhere, then fill out the standard job recorder for the job.

Did you carry Samples BEVS >> NBB Relay (For NHSBT) * Yes No

Collect Samples BEVS >> NBB Relay (For NHSBT) : Enter JRN

Did you carry Samples BEVS >> NBB Relay (For FREEMAN) * Yes No

Did you carry Samples BEVS >> NBB Relay (For NSECH) * Yes No

Did you carry Samples DMH >> RVI * Yes No

Did you carry Samples DMH >> NBB Relay (for NHSBT) * Yes No

What time was the DMH Collection : * :

Collect Samples DMH >> RVI : Enter JRN

Did you carry Samples UHND >> RVI * Yes No

This section of the form can only be used if the items are delivered to the RVI or handed over to another NBB Member for onward delivery to the final destination. If the BoB run driver delivered any of these items to a destination other than the RVI then the standard job recorder must be used for that item.

Confirm Jobs Delivered or Handed Over at RVI No Yes

3.7.3. For each item, indicate if it was carried by the BoB Run driver. An input field for the JRN will appear. Give the JRN. For items collected from either Darlington Memorial Hospital or University Hospital North Durham a time for collection must also be entered. These times must be later than the exchange time for GNASS, Progress House, in line with the rota definition which states that extra work must only be undertaken by the BoB Run driver once the work for GNAAS is complete.

4. Saving, Checking and Submitting the Data

- 4.1.** At any time during the data entry process the form can be saved as a draft, using the button at the bottom of the form. This allows for the form to be filled in, in stages, while the BoB run is in progress. At any time if the driver, or controller, returns to the Job Recorder and the system finds a partially completed form, it will be retrieved, and data entry can continue.

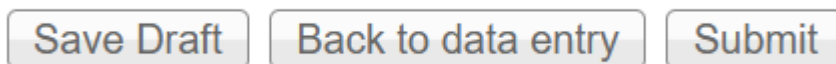


- 4.2.** The Job Recorder can, of course, also be completed once the run is complete. A data collection template is available for download from the members' library to assist with this.
- 4.3.** Once data entry is complete, the data can be reviewed by pressing the [Preview] button. Please, check that the data entered is correct, we do see a significant error rate in completed forms.

Again, the data can be saved as a draft for later review, or correction, if necessary.

Alternatively, you can return to the data entry screen to correct any errors you have found.

If all the data has been entered correctly then press [Submit]. **Remember, your data will only be recorded and entered for processing once you have pressed [Submit]**



- 4.4.** Once all of the data has been submitted, the BoB Run Job Recorder is complete. Thanks for completing the BoB Run and recording your data.

5. Exceptions and Variations

There are no exceptions or variations

**Northumbria Blood Bikes:
BoB Run Activity Recorders – User Guide**

Version Control and History

Date	Version	Author:	Reason For Change
June 2025	1.0	Michael Thompson	First version of this guide – applies to new version of BoB Recorder