Type: Procedure	Northumbria Blood Bikes Rota Definition: Hexham Scheduled Shift		
Owner:	**Rota Manager**	**Author:**	**Ronnie Paton**
Approved:	**10th February 2018**	**By:**	**Executive Committee**
Doc Ref	**ROTA016**	**Version**	**2.2**

Why do we need this Procedure

This Procedure sets out the requirements for the Hexham Scheduled Shift

Who is responsible for this Procedure

The Rota Manager is responsible for the maintenance of this procedure.
The Executive Committee is responsible for approving this procedure.

Any person operating on the Hexham Scheduled Shift is bound by the rules laid out in this procedure.

C. When will this Procedure be reviewed

This Procedure will be reviewed a maximum of Two years following its approval.

D. How will changes be notified

The latest version of the Procedure will be made available via the members' library on the group website. New versions will be announced via email to all qualified riders and drivers.

1. Exceptions and Variations

1.1 The Hexham Car is currently based at Swalwell Fire Station until further notice, see ROTA024 in the Riders & Drivers section of the Members Handbook. The Hexham Bike remains stored at West Denton Fire Station.

2. Aim of the Run

2.1. This shift operates specifically to enable the Hexham Scheduled Shift to be done without any adverse effect on the workload of the existing 3 shift vehicles on duty, and therefore is in addition to the allowed maximum 3 vehicles. This shift is operational on weekdays only (excluding Bank Holidays), and is designed to give the opportunity for more members to take part in operational duties.

2.2. In part, this shift can operate in conjunction with and as part of, the standard duty shift described in the procedure *ROTA010 – Rota Definition: Riders and Drivers Operational Shifts.*

3. Operational Times

3.1. This shift operates every week, 52 weeks per year.

3.2. This shift operates Monday to Friday excluding Bank Holidays.

3.3. The shift commences at 19:00.

3.4. This scheduled shift ends once all scheduled pickups and deliveries have been completed, however the rider/driver is required to remain on duty until 23:00 to assist the operational vehicles (as required by the shift controller).

4. Vehicles

4.1. The Hexham vehicles are based at West Denton Fire Station.

4.1.1. How to access the base is on *ROTA021 Access Arrangements to West Denton Fire Station.*

4.2 The Hexham shift **must** be completed by one of the designated Hexham vehicles. Where a Hexham vehicle is out of service, the Fleet Manager will arrange for a temporary replacement vehicle to be re-located to West Denton Fire Station.

4.2.1 The Hexham vehicles are only to be used for the Hexham Run unless permission is granted by the Fleet Manager (or Rota Manager in their absence) to use a Hexham vehicle for other shift types (i.e. at weekends or bank holidays). This ensures a vehicle is available in the event of bad weather or mechanical issues (provided the member is qualified for both riding & driving).

4.3. This scheduled run can be completed by car or bike by the relevant authorised members.

5. Shift Route

The Hexham shift **must** be completed in the following order:

- There are no planned collections at Prudhoe Health Centre until further notice so proceed
- direct to Corbridge Medical Centre.
- Collect at Corbridge Medical Centre then proceed to Hexham General
- Collect at Hexham General then deliver to NSECH (Northumbria Specialist Emerg Care Hospital) at Cramlington.
- Collect at NSECH for later delivery to NTGH (North Tyneside General) Pathology Lab.

- Proceed to HMP Northumberland for sample collection to go to NTGH (via NSECH).
- *Collection from **Wansbeck** is no longer required. This will be completed by the Northumbria Trust internal courier.*

6. Description of Duties

6.1. Collect Hexham vehicle and complete all vehicle checks in preparation to depart at 19:00.

6.2. Hexham vehicle should not take on any ad-hoc jobs until the scheduled Hexham jobs have been completed unless it does not interrupt the scheduled collections/deliveries.

6.3. At no point in time should any samples be left on the bike unattended unless locked away in the panniers.

6.4. *There are no planned collections from Prudhoe Health Centre until further notice.*

6.5. Travel to Corbridge Medical Centre to collect Samples.

6.6. Travel from Corbridge to Hexham General Hospital to collect samples

6.7. Travel from Hexham General Hospital to NSECH, Cramlington to deliver above samples, **which need to be at NSECH for around 20:30 at the Trusts request.**

6.8. Travel to HMP Northumberland main reception and collect samples for delivery to NTGH Pathology Lab via NSECH. Make out the JRN for NTGH (via NSECH).
Samples are stored in a locker to the left of the reception area. Ask staff for the key and return when samples retrieved.



6.9. On arrival back at NSECH, hand over the HMP N/land samples for sorting but don't hand NSECH the yellow job receipt.

6.10. NSECH will then give back any samples required for NTGH Pathology lab which will require a separate job receipt.

6.11. At NTGH, hand over both yellow receipts (from HMP N/land & NSECH) as applicable.

6.12. No collections are now required from Wansbeck General Hospital (WGH) to take to NSECH. These will be collected by the Northumbria Trust internal courier. Urgent requests will be completed by another vehicle (if available).

6.13. The member completing this run must keep in contact with the shift controller at each collection and delivery, stating times and job receipt numbers at each stage.

6.14. The member completing the run will be required to stay on duty until 23:00 to supplement the duty vehicles unless it is agreed with the shift controller that additional assistance is not required. **THIS WILL BE THE SHIFT CONTROLLERS DECISION**. Where, however only 1 nightshift vehicle is on duty, the rider/driver will be required to remain on duty to ensure the shift controller has adequate cover. Stand down at an appropriate location and inform the shift controller that you are available for jobs.

6.15. Hexham vehicle must be returned to base each night, unless otherwise agreed with either Rota Manager, Fleet manager or in their absence, another committee member.

7. Documentation

7.1. As soon as reasonably possible after the shift and no later than 48 hours, riders, drivers and shift controllers should enter the details of all jobs into the Online Activity Recording System, completing the "Hexham Run Job Logger" specific to the role they have performed for each delivery/collection (see section 6.6 – 6.11).

Northumbria Blood Bikes Definition: Hexham Scheduled Shift			
Version Control and History			
Date	**Version**	**Author:**	**Reason For Change**
Nov 2017	1.0	Steve Rawlings	First Version of Access Hexham Scheduled Shift Rota Definition
Feb 2018	1.2	Steve Rawlings	Added new NTGH -RVI pickup
Feb 2018	1.3	Steve Rawlings	Changed stages of pickups, Formatting changes
May 2018	1.4	Ronnie Paton	Added new Base and opened to car
July 2019	1.5	Steve Rawlings	Added new Prudhoe Pickup
Nov 2019	1.6	Chris Mann	Modified 5.8 and 5.11
Jan 2023	1.7	Ria Burnett/Paul Curran	Periodic Review
July 2024	1.8	Ria Burnett/Paul Curran	Added 3.1.1, amended 5.10.
August 2024	1.9	Ria Burnett/Paul Curran	Amended 5.12
September 2024	2.0	Ria Burnett/Paul Curran	Amended sections 4 & 5 at request of Northumbria Hospital Trust
October 2024	2.1	Ria Burnett/Paul Curran	Amended sections 4 & 5 to include HMP Northumberland collection.
September 2026	2.2	Paul Curran	Amended section 3 Re-numbered section 6 to section 1 Added section 7 - Documentation