Procedure:	Northumbria Blood Bikes Rota Definition: Hexham Scheduled Shift		
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Approved:	10th February 2018	By:	Executive Committee
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A. Why do we need this Procedure

This document sets out the requirements for the Hexham Scheduled 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 on the Hexham Scheduled 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 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, and is designed to give the opportunity for more members to take part in operational duties.

1.2. 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.* If the Hexham Shift vehicle accepts ad-hoc jobs **it will not count** towards the maximum number of vehicle required on shift.

2. Operational Times

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

2.2. This shift operates Monday to Friday excluding Bank Holidays

2.3. The shift commences at 19.00hrs

2.4. The shift ends once all scheduled pickups and deliveries have been completed, whichever is the earlier. If the rider chooses to remain on duty afterwards the shift ends at midnight.

3. Vehicles

3.1 The Hexham shift **must** be completed on the designated Hexham shift bike.

3.2 During adverse weather conditions, the rider my swap to any available car to complete this shift, on the proviso that the rider is a qualified NBB driver.

4. Shift Route

4.1 The Hexham shift **must** be completed the following order.

- Corbridge to Hexham
- Hexham to NTGH
- NTHG to NSECH
- Wansbeck to NSECH (if required)
- NSECH to NTGH
- NTGH to RVI Victoria wing
- NTGH to RVI Victoria wing (if required)

5. Description of Duties

5.1. Hexham Rider should not take on any ad-hoc jobs until the scheduled Hexham jobs have been completed.

5.2. At no point in time should any samples be left on the bike unattended.

5.3. Collect Hexham bike at 7pm or earlier, and complete all bike checks

5.4. Collect samples from Corbridge Health Centre at 19.30hrs.

5.5. From Corbridge, travel to Hexham General Hospital to collect Samples.

5.6. Travel from Hexham General Hospital to North Tyneside General Hospital (NTGH) Pathology lab, arriving no later than 21:00hrs.

5.7. Deliver samples to NTGH and collect samples to take to NSECH, Cramlington. On this visit the rider should **enquire** as to how many samples will be going to RVI on the second visit.

5.7.1. If there are too many to be transported safely by bike on a single journey, then the rider is required to make two trips However, the rider may contact shift controller and request that if a car is available, can it be tasked with this collection.

5.8. Once NTGH samples have been delivered to NSECH, there may be samples to collect from Wansbeck General Hospital (WGH) to take to NSECH. **Always** check with NBB shift controller before leaving NSECH.

5.8.1. If required, then collect samples from Wansbeck and return to NSECH.

5.9. Collect samples from NSECH to take to NTGH Pathology Lab.

5.10. Deliver samples to NTGH and collect samples to deliver to Reception at new Victoria Wing RVI.

5.10.1. If there is no car available (4.7.1) the rider must make 2 separate journeys logging as 2 separate jobs

5.11. Shift ends once the final delivery to RVI has been completed.

5.12. Rider may stay on duty until midnight if they so wish supplementing the duty vehicles. Stand down at an appropriate location and inform the shift controller that you are available for jobs.

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

5.14. The rider must keep in contact with the controller at each collection and delivery, stating times at each stage.

5.15. The scheduled jobs must take priority for this shift

5.16. As soon as reasonably possible after the shift the details of all jobs must be entered into the Online Activity Recording System, completing one “standard” entry for each delivery/collection using the call category “scheduled”.

6. Exceptions and Variations

6.1. Any exceptions or variations will be at the discretion of the Rota Manager, or a Committee Member.

Northumbria Blood Bikes Rota Definition: Hexham Scheduled Shift			
Version Control and History			
Date	**Version**	**Author:**	**Reason For Change**
November 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