Procedure:	Northumbria Blood Bikes Rota Definition: Hexham Scheduled Shift		
Owner:	Rota Manager	Author:	Ronnie Paton
Approved:	10th February 2018	By:	Executive Committee
Doc Ref	ROTA0016	Version	1.4

A. Why do we need this Procedure

This Procedure sets out the requirements for the Hexham Scheduled Shift

B. 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 One Year 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. 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 vehicle.

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

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

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

4. Shift Route

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 vehicle 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 vehicle at 7pm or earlier, and complete all vehicle 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, if completed on a bike, 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 run is completed on a bike and 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. The person completing run 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. Vehicle 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 person completing run, 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
May 2018	1.4	Ronnie Paton	Added new Base and opened to car