



Procedure:	Northumbria Blood Bikes Rota Definition: Newcastle Trust GP Scheduled Run		
Owner:	Rota Manager	Author:	Ronnie Paton
Approved:	15 th April 2018	By:	Executive Committee
Doc Ref	ROTA020	Version	1.17

A. Why do we need this Procedure

This document sets out the requirements for the Newcastle Trust Scheduled GP Run

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 Newcastle Trust Scheduled GP Run 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 two years 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 Run

- 1.1. This run operates specifically to ensure that samples and specimens are collected from Newcastle Trust GP's and delivered to Freeman Hospital within the time boundaries laid down by the Trust.

2. Operational Information

- 2.1. This run operates 7 days a week, including Bank Holidays.
- 2.2. The shift responsible for completing each run is below:
 - 2.2.1. The evening run operates as part of the *ROTA013–Evening Support Shift*.
 - 2.2.2. The weekend day shifts will be completed by any vehicle as directed by the Shift Controller
 - 2.2.3. Each public holiday will be different, the Rota Manager or Hospital Liaison Officer will update the member completing this run prior to the start of the shift.
 - 2.2.4. If no Support shift is booked, then the Rota Team, will task the Newcastle Trust GP run to the vehicle nearest the RVI, this tasking should be done as early as possible to ensure collection timings are maintained.
- 2.3. Due to the time constraints, the receipt book should be pre-populated with as much of the details as possible for that run.

3. Duties

- 3.1. Due to regular changes in pick up locations and timings, the daily route card is listed in the [Shift Notices](#) which are easier to maintain on a day-to-day basis.
- 3.2. The rider/driver must collect their vehicle in good time and commence the run to arrive at the first collection location, at the time stated in the route card.
- 3.3. Any further GP collections as designated for that day should be collected at their stated times.
- 3.4. As the pickup locations differ from day to day, it's important that riders and drivers check the relevant documents prior to their shift commencing.
- 3.5. All Sat Nav's in and on the vehicles will have the destinations already input into them, and will be in a separate folder named "GP Surgery".
- 3.6. This run has some time constraints therefore riders/drivers are expected to start promptly and arrive at first destination on time. Be mindful not to arrive too early as the surgery may not be ready with all its collections and you may have to wait until they are.
- 3.7. Upon collection of samples, they should be locked in the side panniers or boot of car until final delivery is made. At no point in time should samples be left unsecured.
- 3.8. Once all samples have been collected, they should be delivered to reception at the Freeman Hospital.
- 3.9. Once the Newcastle trust run has been completed, you are then available for ad-hoc jobs as allocated by the shift controller until your shift ends.

4. Evening Route Card

- 4.1.** Some locations may have date specific pickups. These will be listed in Shift Notices
- 4.2.** Riders & Drivers should always access the Shift Notices prior to every support shift to check that no collections have changed. Please don't assume the collections have remained the same since you last completed this shift.

5. Weekend Route Card

- 5.1.** The Newcastle Medical Centre (Boots) collection operates weekends only (as required).
- 5.2.** Several locations have date specific pickups. These will be listed in Shift Notices
- 5.3.** The Saturday Cruddas Park Surgery and Hillview Surgery will not be on the same day.
- 5.4.** Riders & Drivers will normally be directed by the Shift Controller for daytime GP collections as there is no dedicated support shift on weekend dayshifts, only nightshifts.

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 Definition:
ROTA020 –Newcastle Trust GP Scheduled Run**

Version Control and History

Date	Version	Author:	Reason For Change
March 2018	1.1	Steve Rawlings	First Version
March 2018	1.2	Ronnie Paton	Updated section's 2 and 3
April 2018	1.3	Ronnie Paton	Added public holiday process
April 2018	1.4	Ronnie Paton	Changed wording of 3.1, corrected Postcode, added 2.4
April 2018	1.5	Ronnie Paton	Changed wording of 2.2.5 to display who is responsible
April 2018	1.6	Ronnie Paton	Corrected Postcode errors, Changed Sample bag collection to Freeman
May 2018	1.7	Ronnie Paton	Route changes
July 2018	1.8	Ronnie Paton	Changed Throckley to monthly pickup
Aug 2018	1.9	Ronnie Paton	Removed Roseworth Surgery pickup
Oct 2018	1.10	Ronnie Paton	Removed Battlehill Surgery Pickup, 5.2.2 & 5.2.3 weekend schedule time confirmation, removed 5.2.3
Jun 2019	1.11	Steve Rawlings	Updated weekend pickups
July 2019	1.12	Ronnie Paton	Updated Weekend pickups
Nov 2019	1.13	Chris Mann	Updated Tue, Wed, Thurs pickups

Nov 2019	1.14	Chris Mann	Updated Tue, Wed, Thurs pickups
Feb 2020	1.14	Sean Storey	Updated Monday pickup
Nov 2022	1.15	Ria Burnett/Paul Curran	Updated surgery pickup information. Amended sect 3.4
July 2023	1.16	Ria Burnett/Paul Curran	Overhaul of full procedure & GP collection tables removed.
August 2025	1.17	Ria Burnett	Periodic Review – no changes