



Procedure:	Northumbria Blood Bikes Rota Definition: Evening 'Support' Shift		
Owner:	Rota Manager	Author:	Graham Moor
Approved:	1 <sup>st</sup> December 2017	By:	Executive Committee
Doc Ref	ROTA0013	Version	1.0

**A. Why do we need this Procedure**

This document sets out the requirements for the evening support 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 evening support 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 support the workload of the existing shift vehicles, during an evening, and to give the opportunity for those who work full time to take part in operational duties.
- 1.2.** This shift operates in conjunction with and as part of, the standard duty shift described in the procedure *ROTA010 - Rota Definition: Riders and Drivers Operational Shifts*. The vehicle operating the Evening Support Shift counts towards the maximum number of vehicle required on shift.
- 1.3.** Additionally, the evening support shift may only be booked as the final vehicle for that shift. That is, The Evening Support Shift will only be available if there are two full 12-hour shifts already covered on the rota on the day requested.

## **2. Operational Times**

- 2.1.** This shift operates seven evenings per week, 365 days per year.
- 2.2.** This shift operates from 19:00hrs to midnight.
- 2.3.** This shift can be completed using any vehicle available for standard duty shifts.

## **3. Duties**

- 3.1.** The rider or driver must stand down between jobs at the Royal Victoria Infirmary.
- 3.2.** The rider or driver must take their fair share of jobs.

## **4. Exceptions and Variations**

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

**Northumbria Blood Bikes Rota Definition:  
Evening Support Shift**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
Nov 2016	1.0	Graham Moor	First Version of support shift definition