



Procedure:	Northumbria Blood Bikes Rota Definition: Evening 'Support' Shift		
Owner:	Rota Manager	Author:	Ronnie Paton
Approved:	15th April 2018	By:	Executive Committee
Doc Ref	ROTA013	Version	1.3

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.** Only one Evening Support Shift is available per shift, unless approved by the Rota Team, or a member of the committee.

2. Operational Times

- 2.1.** This shift operates seven evenings per week, 365 days per year.
- 2.2.** The shift starts at a time relevant to *ROTA020 – Newcastle trust GP run* and finishes at midnight.
- 2.3.** This shift can be completed using any vehicle available for standard duty shifts.

3. Duties

- 3.1.** The shift starts by completing the Newcastle Trust GP run. Please refer to document *ROTA020 – Newcastle trust GP run* for this procedure.
- 3.2.** The rider or driver must stand down between jobs at the Royal Victoria Infirmary.
- 3.3.** 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

Date	Version	Author:	Reason For Change
Nov 2016	1.0	Graham Moor	First Version of support shift definition
March 2018	1.2	Steve Rawlings	Added Information ref Newcastle Trust GP run
April 2018	1.3	Ronnie Paton	Removed restriction for booking shift