Procedure:	Northumbria Blood Bikes Rota Definition: Newcastle Trust GP Scheduled Run		
Owner:	Rota Manager	Author:	Ronnie Paton
Approved:	15th April 2018	By:	Executive Committee
Doc Ref	ROTA020	Version	1.9

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 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 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 given to us.

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 weekend day run operates as part of the *ROTA014 – Weekend Daytime Scheduled Shift*.

2.2.2. The Sunday "Run 2" is to be completed by any available duty vehicle.

2.2.3. The nightly run operates as part of the *ROTA013 – Evening Support Shift*.

2.2.4. 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.

2.2.5. 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. The rider/driver must collect their vehicle in good time to be able to arrive at the first collection location, at the time started in the route card, ensuring that the sample bag is collected from the Freeman before commencing the run.

2.4. 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. The run commences with rider/driver collecting the sample bag from the Freeman reception, giving enough time to arrive at the first pickup location at the time stated on the route card for that day. Then doing multiple collections from Newcastle Trust GP Surgeries as per weekly route card, a copy of the route card will be available in every vehicle, and a copy can be found below.

3.2. All Sat Navs in and on the vehicles will have the destinations already input into them, and will be in a separate folder named "GP Surgery"

3.3. This run has some time constraints; therefore riders/drivers are expected to start promptly and arrive at first destination on time.

3.4. Up to date details of the collection points of the Newcastle Trust GP run can be found below. As the pickup locations differ from day to day, it's important that riders and drivers check the relevant documents that will be placed in folders in all the vehicles.

3.5. Upon arrival at the first few locations, if only a few samples are collected, they may be locked in the side panniers and be transferred into the box when a sufficient amount has been collected.

3.6. Once samples have been placed in the box, the NBB covers must placed over the box prior to strapping it on the bike.

3.7. At no point in time should samples be left unattended in the box on the back of the bike.

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 jobs as allocated by the controller.

4. Weekday Route Card

4.1. The Newcastle trust medical centre run operates 7 days a week, excluding Public Holidays

Mondays				
COLLECT TIME	**SURGERY**	**Post Code**	**Tel Number**	**GP CLOSING TIMES**
	Freeman Hospital			
19:00	Gosforth Memorial Health Centre	NE3 1TX	0191 285 1119	19:30
19:05	The Grove, Gosforth	NE3 1NU	0191 213 2778	20:00
19:15	Battle Hill Health Centre	NE28 9DX	0191 295 8520	20:00
19:25	Benfield Park Medical Centre	NE6 4QD	0191 282 1010	20:00
19:30	Biddlestone Health Centre, Heaton	NE6 5SL	0191 265 5755	20:00
19:45	Thornfield Medical Group, Molineux Centre	NE6 1SG	0191 275 5740	21:00
20:00	FREEMAN HOSPITAL Labs			

Tuesdays				
COLLECT TIME	**SURGERY**	**Post Code**	**Tel Number**	**GP CLOSING TIMES**
	Freeman Hospital			
19:00	Saville Medical Group (Newcastle)	NE1 8DQ	0191 232 4274	20:00
19:15	Heaton Road Surgery	NE6 1SA	0191 265 5911	20:00
19:25	Benfield Park Medical Group	NE6 4QD	0191 282 1010	20:00
19:35	Battle Hill Health Centre	NE28 9DX	0191 295 8520	20:00
19:50	Lane End Surgery	NE7 7XX	0191 266 5246	20:00
20:05	FREEMAN HOSPITAL Labs			

Wednesdays				
COLLECT TIME	**SURGERY**	**Post Code**	**Tel Number**	**GP CLOSING TIMES**
	Freeman Hospital			
19:00	Ponteland Road Health Centre	NE5 3AE	0191 271 9030	20:00
19:15	Gosforth Memorial Medical Centre	NE3 1TX	0191 285 1119	19:30
19:35	Battle Hill Health Centre	NE28 9DX	0191 295 8520	20:00
19:40	Saville Medical Group (Newcastle)	NE1 8DQ	0191 232 4274	20:00
	FREEMAN HOSPITAL Labs			

Thursdays				
COLLECT TIME	**SURGERY**	**Post Code**	**Tel Number**	**GP CLOSING TIMES**
	Freeman Hospital			
19:00	Ponteland Road Health Centre	NE5 3AE	0191 271 9030	20:00
19:20	Battle Hill Health Centre	NE28 9DX	0191 295 8520	20:00
19:30	Lane End Surgery	NE7 7XX	0191 266 5246	20:00
	FREEMAN HOSPITAL Labs			

Fridays				
COLLECT TIME	**SURGERY**	**Post Code**	**Tel Number**	**GP CLOSING TIMES**
	Freeman Hospital			
19:00	Ponteland Road Health Centre	NE5 3AE	0191 271 9030	20:00
19:20	Battle Hill Health Centre	NE28 9DX	0191 295 8520	20:00
	FREEMAN HOSPITAL Labs			

5. Weekend Route Card

5.1. The Newcastle trust medical centre run operates Saturday and Sunday Only

5.2. There is date specific for some picks

5.2.1. Saturday Denton Turret Medical Centre operates fortnightly starting 12/05/2018, then 26/05/2018, 09/06/2018, 23/06/2018, 07/07/2018, 21/07/2018, etc,

5.2.2. The Saturday Throckley Practice operates monthly on the second Saturday of each month, starting 14/07/2018 then 11/08/2018, 08/09/2018, etc

5.2.3. If unsure on if you are to complete any of these pickups check in with the controller who can refence the shift controller notices.

Saturday				
COLLECT TIME	**SURGERY**	**Post Code**	**Tel Number**	**GP CLOSING TIMES**
	Freeman Hospital			
11:15 **(Monthly)**	Throckley Practice	NE15 9PA	0191 264 1014	11:30
11:30 **(Fortnightly)**	Denton Turret Medical Centre	NE5 2UY	0191 2741840	12:15
11:45	Ponteland Road Health Centre	NE5 3AE	0191 271 9030	20:00
12:15	Newcastle Medical Centre, Boots, (5 Hotspur Way), Eldon Square	NE1 7XR	0191 232 2973	17:00
12:40	Battle Hill Health Centre	NE28 9DX	0191 295 8520	20:00
	FREEMAN HOSPITAL Labs			
Run 2				
	Freeman Hospital			
19:15	Ponteland Road Health Centre	NE5 3AE	0191 271 9030	20:00
19:45	Battle Hill Health Centre	NE28 9DX	0191 295 8520	20:00
	FREEMAN HOSPITAL Labs			

Sunday				
COLLECT TIME	**SURGERY**	**Post Code**	**Tel Number**	**GP CLOSING TIMES**
	Freeman Hospital			
11:45	Ponteland Road Health Centre	NE5 3AE	0191 271 9030	20:00
12:00	FREEMAN HOSPITAL Labs			
Run 2				
	Freeman Hospital			
18:30	Ponteland Road Health Centre	NE5 3AE	0191 271 9030	20:00
18:45	FREEMAN HOSPITAL Labs			

6. Exceptions and Variations

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

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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