



Type: Procedure	Northumbria Blood Bikes Definition: Relays in Co-operation with Other Groups (White Knights)		
Owner:	Rota Manager	Author:	Peter Robertson
Approved:		By:	Executive Committee
Doc Ref	OPS005(iii)	Version	1.2

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

This document sets out the requirements for arranging and carrying out relays which involves our neighbouring Blood Bike groups.

For Bloodrun EVS see 005(i);

For Blood Bikes Cumbria see 005(ii);

For Blood Bikes Scotland see OPS005(iv);

For Blood Bikes Derbyshire – see OPS005(v).

#### **B. Who is Responsible for this Procedure**

The Rota lead of the group is responsible for the maintenance of this procedure.

The Executive Committee is responsible for approving this procedure.

Any person arranging or carrying out a relay 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 procedure 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 Procedure**

- 1.1.** This procedure is intended to ensure that any relay runs requested of or by White Knights is carried out safely, swiftly and efficiently.

## **2. Types of Relay Runs**

- 2.1.** Relay runs may be either regular, pre-arranged transfers or one-off transfers.
- 2.2.** Relay runs may be from the NBB area to or from that of White Knights, or may involve moving items across more than the two areas.

## **3. Areas Covered by White Knights**

- 3.1.** White Knights primarily cover the West Yorkshire area
- 3.2.** White Knights do not immediately border on the NBB area but as their area covers the major NHSBT Centre in Leeds there may occasionally be a need to transfer to or from that Centre and it has been agreed that to involve Bloodrun EVS would be to add an unnecessary link into the chain.

## **4. Contact Procedures**

### **4.1. Regular & pre-arranged transfers**

- 4.1.1** These will be negotiated by the NBB committee lead for NHS Liaison in liaison with the committee members holding responsibility for Rota and Fleet.
- 4.1.2** Approval for the commencement of regular pre-arranged transfers will be given by the committee.

### **4.2. One-off transfers**

- 4.2.1** Transfers requested within NBB operational hours will be made via the Hospital Hotline (0191 228 6495) or the out of hours number (0191 364 3773) if the call is received between 7am and 7pm Monday to Friday (these calls being answered by a committee member) who will forward onto the Rota Manager.
- 4.2.2** If the call is for a transfer that requires a relay with the White Knights the Shift Controller (SC) will contact the Rota Manager (or in their absence the committee on call on 0191 364 3036) who will contact one of the White Knights committee members to arrange their participation.
- 4.2.3** The Rota Manager will then re-contact the SC either to confirm or otherwise the White Knights participation and the time of any agreed handover (for handover location see 5.1 below).
- 4.2.4** There may be situations where we simply cannot fulfil such requests, especially if it impacts on our ability to provide a service to our main hospital partners.
- 4.2.5** After agreeing that a response is appropriate the details should be passed on to the SC who will take over the handling of the arrangements.

## **5. Handover Locations**

### **5.1.** For White Knights the handover point is as follows:

Scotch Corner Services off A1, postcode DL10 6PQ

What 3 Words - [///save.eventful.offhand](#)

[See map link for details](#)

## **6. Exceptions and Variations**

### **6.1.** No current exceptions or variations

## **7. Administration**

### **7.1.** NBB Documentation

**7.1.1** Rota Manager/NBB Shift Controllers will record all details onto the on-line OARS software.

**7.1.2** NBB riders/drivers will ensure that they complete and get signed NBB receipts for all packages transferred to or from other groups.

**7.1.3** Complete the NBB Standard Job tracker asap after the job is complete.

## **8. Other Documentation**

### **8.1.** NBB riders/drivers will sign the receipts of other groups as appropriate.

**Northumbria Blood Bikes Definition:  
Relays in Co-operation with Other Groups (White Knights)**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
	1.0	<b>Peter Robertson</b>	First Version
Sept 2022	1.1	Paul Curran	Review of full procedure
January 2025	1.2	Ria Burnett	Amended 4.2.1, 4.2.2, 4.2.3, 5.1 & 7.1.1 Added Derbyshire BB to section A