



<b>Type: Policy</b>	<b>Northumbria Blood Bikes Definition: Relays in Co-operation with Other Groups</b>		
<b>Owner:</b>	<b>Rota Manager</b>	<b>Author:</b>	<b>Michael Thompson</b>
<b>Approved:</b>	<b>5<sup>th</sup> March 2018</b>	<b>By:</b>	<b>Executive Committee</b>
<b>Doc Ref</b>	<b>OPS005</b>	<b>Version</b>	<b>2.2</b>

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

This document sets out the purposes and requirements for arranging relay jobs i.e. those which should involve our neighbouring Blood Bike groups, namely:

Bloodrun EVS (Cleveland & Northallerton) see OPS005(i);

Blood Bikes Cumbria (BBC) see OPS005(ii);

White Knights (West & North Yorkshire) see OPS005(iii);

Blood Bikes Scotland see OPS005(iv);

Blood Bikes Derbyshire see OPS005(v)

Detailed instructions are held in these separate procedures.

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

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

The Executive Committee is responsible for approving this policy.

Any person arranging or carrying out a relay run is bound by the rules laid out in this policy.

#### **C. When will this Policy be reviewed**

The policy will be reviewed a maximum of Two years following its approval or following any significant changes.

#### **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 controllers and the executive committee.

## **1. Aim of Policy**

- 1.1.** Relay runs are organised and carried out when jobs given to a Blood Bike group have a need to cross the boundaries of that group into the area(s) of a neighbouring group / groups.
- 1.2.** This policy is intended to ensure that any relay runs requested of or by our neighbouring Blood Bike groups are carried out safely, swiftly and efficiently.

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

- 2.1.** Relay runs may be either regular, pre-arranged transfers or ad hoc, one-off transfers.
- 2.2.** Relay runs may be from the NBB area to a neighbouring area, or may involve moving items across more than two areas.
- 2.3.** The involvement of NBB would be restricted to making arrangements with the neighbouring group(s) only.

## **3. Areas Covered by Neighbouring Groups**

- 3.1.** Blood Bikes Cumbria cover the northern lakes area
- 3.2.** Bloodrun EVS cover the Hartlepool, Middlesbrough and Northallerton hospital areas.
- 3.3.** The White Knights primarily cover the West Yorkshire area.
  - 3.3.1** 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.
- 3.4.** Blood Bikes Scotland operate north of the border in Scotland
- 3.5.** Blood Bikes Derbyshire operate in and around the Derby area

## **4. Transfer Agreements**

- 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** One-off transfers will be arranged on an as needed basis, the detailed arrangements for each of the neighbouring groups are covered by separate NBB procedures (see section A of this policy).

## **5. Exceptions and Variations**

- 5.1.** There are no exceptions to this policy.

## **6. Administration**

- 6.1.** NBB Documentation
  - 6.1.2** Rota Manager/NBB Shift Controllers will record all details using the on-line (OARS) software

**6.2.** NBB riders/drivers will

**6.2.1** Ensure that they complete and get signed NBB receipts for all packages transferred to or from other groups.

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

**6.3.** Other Documentation

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

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Relays in Co-operation with Other Groups**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
	1.0	<b>Peter Robinson</b>	First Version
	2.0	<b>Michael Thompson</b>	Updated for CIO Details
Sept 2022	2.1	Paul Curran	Periodic Review
January 2025	2.2	Ria Burnett	Amended section 6.1.2 Added Derbyshire BB to section A