



| Type: Procedure | Northumbria Blood Bikes Definition: Relays in Co-operation with Other Groups (Blood Bikes Scotland) | | |
|--------------------|--|---------|---------------------|
| Owner: | Rota | Author: | Barry Bullas |
| Approved: | Nov 2016 | By: | Executive Committee |
| Doc Ref | OPS005(iv) | Version | 2.2 |

A. Why do we need this Procedure

This document sets out the requirements for arranging and carrying out relay runs which involve our neighbouring Blood Bike groups;

Bloodrun EVS see OPS005(i);

Blood Bikes Cumbria see OPS005(ii);

White Knights see OPS005(iii);

Blood Bikes Scotland (BBS) see OPS005(iv);

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 run requested of or by Blood Bikes Scotland (BBS) is 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 or from that of BBS, or may involve moving items across more than the two areas.

3. Areas Covered by Blood Bikes Scotland

- 3.1.** Blood Bikes Scotland primarily cover Scottish Borders, Lothian and Fife.

4. Contact Procedures

4.1. Regular Transfers

- 4.1.1.** Regular pre-arranged transfers 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 from within NBB area

- 4.2.1.** Transfers requested from within the NBB area will be made to the normal number used by Hospitals (0191 228 6495). This will come to an approved NBB Shift Controller
- 4.2.2.** If the call is for a transfer that requires a relay with BBS the Shift Controller will task the rider/driver and also contact the Rota Manager (or if not available the NBB committee member on the emergency committee number on 0191 364 3036).
- 4.2.3.** The Rota manager (or Committee member) will contact BBS to arrange their participation by ringing:
Borders 0300 8000 115 and daytime 0845 875 1551
Lothians 0300 8000 116 and daytime 0845 875 1661

If unsuccessful on the above numbers, contact their Chairman

- 4.2.4.** The Rota Manager (or Committee member) will then contact the Shift Controller either to confirm or otherwise BBS participation and the time of any agreed handover (for handover location see below).

4.3. One-off transfers from outside NBB Area

- 4.3.1.** Transfers requested from outside of the NBB area will be made to an approved NBB Shift Controller who should task a rider/driver as normal.
- 4.3.2.** Transfers may be requested via an NBB committee member who will agree if a response is appropriate and, if so, will pass the details to the NBB Shift Controller using the 0191 228 6495. The Shift Controller will then take over handling the arrangements.

5. Handover Locations

For BBS the handover location is

McDonalds, Loaning Meadows, North Road. TD15 1UN

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6. Exceptions and Variations

6.1. There are no exceptions to this procedure

7. Administration

7.1. NBB Documentation

7.1.1. Rota Manager/Shift Controllers will record all details and enter them onto the Online Activity Recording System (OARS) as appropriate

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 (NB: NHSBT do not wish to sign or receive our job receipts) and record the job details using the Online Activity Recording System

7.2. Other Documentation

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

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Version Control and History

| Date | Version | Author: | Reason For Change |
|--------------|----------------|------------------------|--|
| Nov 2016 | 1.0 | Peter Robertson | First Version |
| Nov 2018 | 2.0 | | Document review |
| August 2023 | 2.1 | Ria Burnett | Document Review – no changes made |
| January 2025 | 2.2 | Ria Burnett | Amended section 4.2.2, 4.2.3, 4.2.4, 5 & 7.1.1 Added Derbyshire BB to section A |