Type: Procedure	Northumbria Blood Bikes Definition: Relays in Co-operation with Other Groups (Derbyshire Blood Bikes)		
Owner:	Rota Manager	Author:	Ria Burnett
Approved:	6Th February 2025	By:	Executive Committee
Doc Ref	OPS005(v)	Version	1.0

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 White Knights see OPS005(iii) and;

For Blood Bikes Scotland see OPS005(iv).

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 Derbyshire Blood Bikes 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 Derbyshire, or may involve moving items across more than the two areas.

3. Areas Covered by Derbyshire Blood Bikes

3.1. Derbyshire Blood Bikes primarily cover the Derbyshire area

3.2. Derbyshire Blood Bikes offer a relay service to ourselves and neighbouring blood bike groups in order to facilitate the movement of Donor Breast Milk and any other products as required.

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 Derbyshire group 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 Derbyshire committee members to arrange their participation.

4.2.3 The Rota Manager will then re-contact the SC either to confirm or otherwise the Derbyshire 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 Derbyshire Blood Bikes the handover point is as follows:

Fuel Station at Wetherby Services, Wetherby, North Yorkshire. LS22 5GT.

https://what3words.com/stands.geese.counters

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.

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Version Control and History			
Date	**Version**	**Author:**	**Reason For Change**
January 2025	1.0	**Ria Burnett/Paul Curran**	First Version