



Procedure:	Northumbria Blood Bikes Rota Definition: ROTA004 – GNAAS Blood on Board		
Owner:	Rota Manager	Author:	Ronnie Paton
Approved:	3 rd September 2019	By:	Executive Committee
Doc Ref	ROTA004	Version	4.9

A. Why do we need this Procedure

This document sets out the requirements for ROTA004 – GNAAS Blood on Board (BoB) and other scheduled work that runs concurrently with the BoB deliveries.

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 a shift on ROTA004 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 or following significant changes to the procedure format.

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. Exceptions and Variations

- 1.1** If the Air Ambulance or Merit Car returns to base in the late evening, there may not be any BoB boxes to recover. It is normal practice to recover late boxes on the following evening shift.

2. Aim of Rota

- 2.1** This Rota operates specifically to support the GNAAS Blood on Board (BoB) Service.
- 2.2** This Rota also supports other scheduled work which “piggy backs” the journeys undertaken in the course of the BoB deliveries:
- 2.2.1** Samples (for RVI only) from James Cook University Hospital (JCUH) via Bloodrun EVS (BEVS).
 - 2.2.2** Genetics Notes passing between RVI and JCUH via BEVS.
 - 2.2.3** Empty sample boxes for Cumbrian hospitals returning via Blood Bikes Cumbria.
- 2.3** Supplementary collections from Darlington Memorial Hospital (DMH) and/or University Hospital North Durham (UHND) will occur once the BoB run elements are completed. These are classed as standard jobs (if not delivered direct to RVI) along with any other samples for NHSBT, Centre for Life, Freeman or any other location.
- 2.4** No driver is permitted to undertake the BoB Run until they have been shadowed by one of the authorised BoB Run Familiarisation trainers. The driver wishing to undertake this run must contact the Training Officer, who will allocate a suitable trainer. The driver & trainer will then arrange a BoB shift to suit both parties.

3. Operational Times

- 3.1** This rota operates seven days per week, 365 days per year.
- 3.2** This rota begins at **18:00** hours. The driver must have completed the vehicle check procedures and be **ready to begin the rota at the RVI by 18:00**.
- 3.3** This rota completes when the final scheduled delivery is made and the vehicle is returned to base.

4. Vehicles

- 4.1** Under normal circumstances this rota will be completed using the designated BoB car, which is based at Blucher Ambulance Station. If this vehicle is unavailable, the Fleet Manager will prioritise another vehicle and inform the relevant drivers.

5. Operational Location

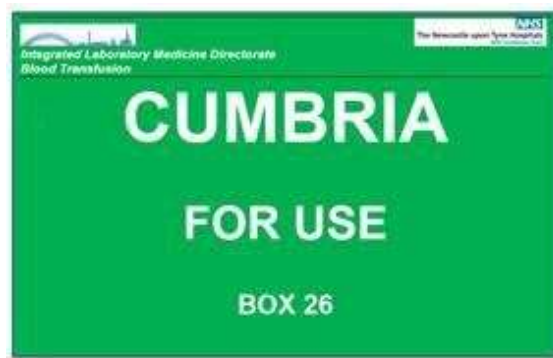
- 5.1** This rota operates in two phases:
- 5.1.1** Run one serves the Air Ambulance and MERIT Car based at Langwathby and is completed with the assistance of Blood Bikes Cumbria.
 - 5.1.2** Run two serves the Air Ambulance and MERIT Car based at GNAAS, Progress House, Urlay Nook Road, Eaglescliffe, Stockton on Tees, TS16 0QB. ([W3W: ///vessel.sadly.pasting](http://www.vessel.sadly.pasting.com))
- 5.2** Genetic notes are transported between the RVI and JCUH and Blood samples for testing from JCUH may also be transported. These ancillary tasks are usually with the assistance of BEVS.

PLEASE READ IN CONJUNCTION WITH INFO PACK BOB001 FOR SPECIFIC GNAAS BASE INFORMATION WHICH CAN BE FOUND IN THE MEMBERS LIBRARY

6. Description of Duties

6.1 Air Ambulance Run – Phase 1

- 6.1.1** This run is to be completed every day
- 6.1.2** Inform the **Committee on call (0191 3643036)** that you are 'on duty' once the vehicle has been checked and you are about to commence the shift.
- 6.1.3** Committee on call to contact duty volunteer if no contact from duty volunteer by **18:00hrs**
- 6.1.4** BoB Boxes for both **Langwathby** and **Progress House** shall be collected from the **RVI Labs at 18:00hrs** or as soon as possible thereafter. The BoB box numbers will be recorded onto the relevant job receipt to ensure correct box is delivered to each location.
- 6.1.5** **Destination cards** - Essentially each cool box will leave the lab with a laminated 'destination' card in the top pocket. E.g. destination = GNAAS Cumbria.



- 6.1.6** At the end of the shift, the GNAAS team flip over the card which will then state destination i.e. 'Return to RVI' transfusion lab and ditto for the Teesside boxes etc. This makes it clear where each box is going to so there isn't a mistake where the old/empty box from Cumbria is wrongly delivered to Teesside resulting in a clinical incident or wastage of blood products.

****NBB will not need to do anything with these labels, they're just an extra visual aid to prevent the wrong number boxes being delivered to the wrong destination**



- 6.1.7** Check at Blood Sciences to see if there are "empty" sample boxes to return to Cumbria hospitals, if so collect them on a separate Job Receipt marked as 'Equipment – Relay'. These boxes will be marked or labelled with the Cumbria hospital location. We are not required to return any other empties to Blood Bikes Cumbria if not marked up accordingly.
- 6.1.8** If required collect the Genetics Notes for JCUH at the Leazes Wing Reception (Blue Bags) **(Mondays through Thursdays, not including Public holidays)**

6.1.9 Inform the Committee on call (0191 3643036) that you are en-route to the rendezvous with Blood Bikes Cumbria.

****Committee on call to confirm with BoB driver that Genetic notes have been collected (Mondays through Thursdays, not including Public holidays)**

6.1.10 The BoB box shall be delivered to Blood Bikes Cumbria group at our designated handover location at the Hexham BP Garage just off the A69 on Rotary Way
<https://what3words.com/blesses.instilled.pace>

This exchange is to take place no later than **18:45hrs** where possible. Handover any empty sample boxes collected earlier.

6.1.11 Take delivery of any BoB box(es) from Cumbria for return to the RVI. For job logging, this needs to be completed on its own NBB receipt.

6.1.12 Inform the Shift Controller that you are en-route to Progress House.

6.1.13 If Genetic Notes are to be relayed with BEVS, Shift Controller needs to book the BoB car relay with the BEVS controller **@ 1900hrs** via Text
Send: **PICKUP NBB LEAZES** - 07480 619 603.
An automated reply will confirm their attendance

6.1.14 On nights where there are no Genetic Notes (generally Friday – Sunday), the BEVS controller will ring NBB Shift Controller if there are any samples for exchange at Progress House. **There is no onus on the NBB Shift Controller to contact BEVS.**

*****BOB Car can be tasked with any Sample/Blood collections from Darlington Memorial Hospital en-route to Progress House so long as they arrive at Progress House for no later than 20:00*** - After BEVS Handover, BOB car can be used for standard jobs en-route back to the RVI.

6.2 Air Ambulance Run – Phase 2

6.2.1 Deliver BoB box to the delivery point at **Progress House** - **ETA 2000hrs**, leaving yellow copy in the cabinet.

6.2.2 If there is no returning BoB box in the cabinet, ring the GNAAS Air Desk on 01642 790913 (also written on inside of cabinet door). Ask GNAAS if the box will be available to collect and if not, NBB to depart without BoB box which will be collected the following day.

6.2.3 If there are BoB box(es) at **Progress House** to be returned to the RVI, complete the required GNAAS paperwork (See section 7.4), leaving the white copy of the NBB receipt in the locker (be aware there is no need to obtain a GNAAS signature for either transaction).

6.2.4 When the BEVS member has arrived (between 2000 & 2030), handover the Genetics Notes for JCUH. Take from BEVS any Genetics Notes from JCUH along with any blood samples from JCUH or North Tees Hospitals.

6.2.5 If a BEVS member is not scheduled / does not arrive then inform the controller and travel on to JCUH to deliver the Genetics Notes directly, also collecting the Genetics Notes for RVI from JCUH. This is a very rare occurrence but could happen due to accidents/breakdowns/availability of staff.

6.2.6 Once all handovers and documentation has been completed, inform the Shift Controller that you are en-route to the RVI unless there are collections required from DMH or UHND.

6.2.7 Return to RVI and deliver any BoB box(es), blood samples and Genetics Notes as necessary.

6.2.8 Inform the Shift Controller that you have delivered at the RVI.

[ALSO REFER TO SCHEDULED RUN TIMELINE](#)

7. Administration

7.1 NBB Documentation

- 7.1.1** A NBB job sheet must be completed for each delivery between one collection point and one delivery point.
- 7.1.2** Within 48 hours of completing the run, enter the details into the web-based Job Recorders, accessed via the NBB website.
- 7.1.3** Details of BoB boxes to and from Cumbria for the RVI should only be entered into the BoB Job Tracker.
- 7.1.4** Details of BoB boxes, Genetics Notes to and from Teesside, as well as details of any RVI sample boxes from Teesside should only be entered into the BoB job tracker.
- 7.1.5** Details of any other jobs i.e. Empty boxes, samples collected from or for other locations will be entered as either 'Standard' or 'Relay' jobs, as applicable on the standard job logger.
- 7.1.6** Any samples for NSECH in Cramlington will normally be relayed with another NBB vehicle at the RVI unless a vehicle is unavailable. This is to keep the mileage down on the BoB Car. Record this as an Internal NBB Relay and record both job receipts in the BoB & Standard Job Loggers.

7.2 Blood Bikes Cumbria Documentation

- 7.2.1** Blood Bikes Cumbria *may* require you to sign their documentation for boxes returning to RVI, you should provide one of our normal receipts for each package involved.

7.3 Bloodrun EVS Documentation

- 7.3.1** Bloodrun EVS *may* require you to sign their documentation for boxes returning to RVI and elsewhere, you should provide one of our normal receipts for each package involved remembering that RVI samples are recorded on the BoB logger whilst others (NHSBT or FRE) go onto the standard job logger as in 7.1.5 above.

7.4 GNAAS Documentation

- 7.4.1** Fill in the GNAAS documentation at **Progress House** with the details of the boxes you have delivered and collected.
- 7.4.2** The documentation is one-page split into four vertical sections. The first and last sections only are for NBB.
- 7.4.3** When collecting a box, find the box number and complete the details in the last section of that row.
- 7.4.4** When dropping a box off write the box number in the left-most column then add the details in the next section on that row. Write your name clearly rather than signing.

TEESSIDE HEMS NHS					The Newcastle-upon-Tyne Hospitals NHS Foundation Trust					Blood Sciences Department									
Monthly Cool Box Collection / Return Record																			
IN Drop off box - Blood Bikes					OUT Drop off Box - GNAAS					IN Drop off Box - GNAAS					OUT Drop off Box - Blood Bikes				
Box Number	Date	Time	Y/N	Signed	Date	Time	Y/N	Signed	Date	Time	Y/N	Signed	Date	Time	Y/N	Signed			
19	26/5/21	20:00	Y	[Signature]	27/5/21	20:15	Y	[Signature]	27/5/21	20:15	Y	[Signature]	27/5/21	20:15	Y	[Signature]			
26	27/5/21	20:15	Y	[Signature]	27/5/21	20:15	Y	[Signature]	27/5/21	20:15	Y	[Signature]	27/5/21	20:15	Y	[Signature]			
15	28/5/21	19:45	Y	[Signature]	28/5/21	20:00	Y	[Signature]	28/5/21	20:00	Y	[Signature]	28/5/21	20:00	Y	[Signature]			
23	29/5/21	20:00	Y	[Signature]	29/5/21	20:00	Y	[Signature]	29/5/21	20:00	Y	[Signature]	29/5/21	20:00	Y	[Signature]			
18	30/5/21	20:05	Y	[Signature]	30/5/21	20:30	Y	[Signature]	30/5/21	20:30	Y	[Signature]	30/5/21	20:30	Y	[Signature]			
19	1/6/21	20:20	Y	[Signature]	1/6/21	07:30	Y	[Signature]	1/6/21	20:30	Y	[Signature]	1/6/21	20:30	Y	[Signature]			
25	2/6/21	20:20	Y	[Signature]	2/6/21	07:15	Y	[Signature]	2/6/21	20:30	Y	[Signature]	2/6/21	20:30	Y	[Signature]			
19	3/6/21	20:20	Y	[Signature]	3/6/21	07:30	Y	[Signature]	3/6/21	20:30	Y	[Signature]	3/6/21	20:30	Y	[Signature]			

**Northumbria Blood Bikes Rota Definition:
ROTA004 – GNAAS Blood on Board**

Version Control and History

Date	Version	Author:	Reason For Change
Jan 2015	1.0	Michael Thompson	First Version
5 Feb 2015	2.0	Peter Robertson	Clarification following delivery of the Henry Surtees Foundation vehicle.
1 Feb 2016	3.0	Michael Thompson	New version incorporating JCUH – Notes and Samples.
Oct 2018	4.0	Ronnie Paton	New procedure for Merit Boxes
10 Oct 2018	4.1	Ronnie Paton	MERIT procedure change
4 Dec 2018	4.2	Ronnie Paton	Modified section 5, added to section 6, changed appendix A process flows, removed appendix B&C
16 Aug 2019	4.3	Ronnie Paton	Modified 5.1.10.1 ref delivery
16 Dec 2020	4.4	Chris Mann	Re-write of Procedures
Oct 2022	4.5	Paul Curran	General review & updates
March 2024	4.6	Paul Curran/Ria Burnett	Minor updates to sections 1.2, 5.1.7 & 7.1
January 2025	4.7	Ria Burnett	Added W3W to section 4.1.2 & 'collections' to section 5.1.14
June 2025	4.8	Paul Curran	Amended section 1.3 & added section 1.4
September 2026	4.9	Paul Curran	Change to Hexham handover point in section 6.1.10 Moved Exceptions/Variations from section 6 to section 1