

Procedure:	Northumbria Blood Bikes Rota Definition: Weekend Daytime Scheduled Shifts		
Owner:	Rota Manager	Author:	Steve Rawlings
Approved:	14th October 2017	By:	Executive Committee
Doc Ref	ROTA0014	Version	1.0

A. Why do we need this Procedure

This document sets out the requirements for the Weekend Daytime Scheduled Shifts.

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 on the Weekend Daytime Scheduled Shift 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 one year following its approval.

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 Rota

- 1.1. This shift operates specifically to enable the weekend scheduled jobs to be done without any adverse effect on the workload of the existing 3 full shift vehicles on duty. This shift is operational on weekend day shifts only, and is designed to give the opportunity for more members to take part in operational duties.
- 1.2. In part, this shift operates in conjunction with, the standard duty shift described in the procedure *ROTA010 - Rota Definition: Riders and Drivers Operational Shifts*. The vehicles operating the Weekend Daytime Scheduled Shift will increase the number of vehicles on duty to a maximum of 4, for a limited period, on weekend dayshifts only.
- 1.3. Additionally, the Saturday shift can be performed by either bike or car. However, the Sunday shift **MUST** be performed by a car.

2. Operational Times

- 2.1. This shift operates every weekend, 52 weeks per year.
- 2.2. The Saturday shift operates from 13.00hrs to 18.00hrs and can be performed by either car or bike.
- 2.3. The Sunday shift operates from 08.00hrs to 14.00 hrs. **This shift can only be completed using a car.** The Bob car may be used if it is available, but must be returned at the end of the shift in readiness for that nights BoB run.
- 2.4. The shift should be input on OLRs as a “scheduled” shift type.

3. Vehicles

- 3.1 The Saturday shift can be completed by either bike or car
- 3.2 The Sunday shift **MUST** only be completed in a car

4. Description of Duties - Saturday

4.1. *Saturday shift - Phase one*

- 4.1.1.** Inform the Shift Controller (SC) that you are 'on duty' once the vehicle has been checked and you are about to commence the first element.
- 4.1.2.** Collect from Bishop Auckland Hospital no later than 13.30hrs
- 4.1.3.** Deliver samples to University Hospital of North Durham

4.2. *Saturday shift - Phase two*

- 4.2.1.** Stand down in an appropriate place and support the duty vehicles
- 4.2.2.** Inform shift controller that you are available for jobs

4.3. *Saturday shift - Phase three*

- 4.3.1.** Inform shift controller that you are commencing phase three and are no longer available for ad-hoc jobs.
- 4.3.2.** Collect samples from Corbridge Medical Centre at 16.30hrs
- 4.3.3.** Deliver samples to NSECH
- 4.3.4.** Return vehicle to base - End of Shift

- 4.4.** The scheduled jobs (phase 1 and phase 3) must take priority for this shift, however, at other times, the vehicle could be tasked with other jobs that can be completed within a time scale that will not delay the Scheduled jobs named in this procedure.

5. Description of Duties - Sunday

5.1. Sunday Shift –Phase one

- 5.1.1.** The vehicle used for this shift MUST be a car
- 5.1.2.** Collect Path Lab staff from Freeman Hospital at 09.00hrs
- 5.1.3.** Take staff and samples from Freeman to RVI Leazes Wing
- 5.1.4.** Wait for the staff (approx 20 mins)
- 5.1.5.** Return Staff to Freeman

5.2. Sunday Shift – Phase two

- 5.2.1.** Stand down in an appropriate place and support the duty vehicles
- 5.2.2.** Inform shift controller that you are available for jobs

5.3. Sunday Shift – Phase three

- 5.3.1.** Inform shift controller that you are commencing phase three and are no longer available for ad-hoc jobs.
- 5.3.2.** Collect samples from Bishop Auckland at 13.30hrs
- 5.3.3.** Deliver samples to University Hospital of North Durham
- 5.3.4.** Return vehicle to base - End of Shift

- 5.4.** The scheduled jobs (phase 1 and phase 3) must take priority for this shift, however, at other times, the vehicle could be tasked with other jobs that can be completed within a time scale that will not delay the Scheduled jobs named in this procedure.

6. Exceptions and Variations

- 6.1.** Any exceptions or variations will be at the discretion of the Rota Manager, or a Committee Member.

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Version Control and History

Date	Version	Author:	Reason For Change
November 2017	1.0	Steve Rawlings	First Version of Weekend Daytime Scheduled Shifts Rota Definition