Procedure:	Northumbria Blood Bikes Rota Definition: Weekend Daytime Scheduled Shift		
Owner:	Rota Manager	Author:	Ronnie Paton
Approved:	15th April 2018	By:	Executive Committee
Doc Ref	ROTA014	Version	1.5

A. Why do we need this Procedure

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

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 coordinators 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 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. This shift operates in conjunction with and as part of, the standard duty shift described in the procedure *ROTA010 - Rota Definition: Riders and Drivers Operational Shifts*. The vehicles operating the Weekend Daytime Scheduled Shift doesn't count to the number of duty vehicles required.

2. Operational Times

2.1. This shift operates every weekend, 52 weeks per year.

2.2. The Saturday shift operates from 11.00hrs to 18.00 hrs.

2.3. The Sunday shift operates from 08.00hrs to 14.00 hrs.

2.4. The shift should be input on OLRs as "scheduled"

3. Vehicles

3.1. The Saturday shift can be completed by either bike or car

3.2. The Sunday shift can be completed by either bike or car

4. Description of Duties

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. The shift starts by completing the Newcastle Trust GP Saturday run 1. Please refer to document ROTA020 for this procedure.

4.1.3. Collect from Bishop Auckland General Hospital not before 13:30 and no later than 14.00hrs

4.1.4. Deliver samples to University Hospital of North Durham

4.2. Saturday shift - Phase two

4.2.1. Collect samples from Corbridge Medical Centre 16.30hrs

4.2.2. Deliver samples to NSECH

4.2.3. End of Shift

4.2.4. The scheduled jobs must take priority for this shift.

4.3. Sunday Shift – Phase one

4.3.1. The vehicle for this shift can be either bike or car

4.3.2. Collect samples from Blood Sciences Lab at RVI Leazes wing at 8.30am

4.3.3. Deliver samples to Freeman

4.3.4. Collect samples from Blood Sciences Lab at RVI Leazes Wing at 11.15am,

4.3.5. Deliver samples to Freeman, also collect Newcastle Trust GP run sample box in preparation for GP run.

4.3.6. Start the Newcastle Trust GP run 1. Please refer to document ROTA020 for this procedure.

4.4. Sunday Shift – Phase two

4.4.1. Collect samples from Bishop Auckland General Hospital 14.00hrs

4.4.2. Deliver samples to University Hospital of North Durham

4.4.3. End of Shift

4.4.4. The scheduled jobs must take priority for this shift

4.4.5. During quite times on this shift, the vehicle could be tasked other jobs that can be completed within a time scale that will not delay the Scheduled jobs named in this procedure.

5. Exceptions and Variations

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

Northumbria Blood Bikes:
Weekend Daytime Scheduled Shits

Version Control and History

Date	Version	Author:	Reason For Change
Nov 2017	1.0	Steve Rawlings	First Version
Jan 2018	1.2	Steve Rawlings	New Sunday Run details and formatting changes
March 2018	1.3	Ronnie Paton	Added Newcastle Trust GP Run
Oct 2018	1.4	Ronnie Paton	Changed Pickup time on 4.1.3
Nov 2019	1.5	Chris Mann	Modified 3.2