

Title: Phlebotomy Adult training Course T&C

Document No: BSP-SOP-011

Version number 1

Review interval 1 year

Author Michael J Holder

Authorised by **Darren Costello**

Effective date 25th November 2014

Review date 25th November 2016

Department Phlebotomy

Version Number	Change Details	Date

Document No BSP-SOP-011

Version 1

Author Michael J Holder

Effective date 25th November 2014

Authorised by **Darren Costello**

Review date 25th November 2016

Contents

1.	General Terms and Conditions	3
2.	Refunds & Cancellation Policy	5
3.	Clinical Supervision	5
4.	Termination of Honorary Contract	6
5.	Certification & Accreditation.....	7
6.	Assessment	7

Document No	BSP-SOP-011	Version	1
Author	Michael J Holder	Effective date	25 th November 2014
Authorised by	Darren Costello	Review date	25 th November 2016

1. General Terms and Conditions

Students must agree to the following terms and conditions as part of the booking process. Failure to do so will result in booking not being authorised.

- Participants arriving late will be refused entry onto the course (see section 2)
- Failure of participants to attend the full duration of the event will result in incompleteness of the course and relevant certificates will not be issued
- Cancellation fees will apply once a booking request has been placed (see section 2)
- Students are required to ensure that fully payment has been made at the time of booking. Failure to make full payment will result in the participant being refused entry and cancellation fees applied
- If a training course is cancelled due to any of the following:
 - Low intake of students
 - Unforeseen circumstances such as sickness to facilitator, departmental emergencies

Students will be rebooked on to the next available date or an adhoc session will be provided to accommodate these cancellations

- Students who fail to turn up on the event date will not be offered alternative booking date and will be liable for the full cost of the course (see section 2)
- Dates are non transferable
- Students who require clinical sessions will be required to provide evidence of Hepatitis B, Tetanus, MMR vaccines and immunity through our occupational health clearance form
- Occupational health clearance forms will be sent to students via email upon booking of clinical sessions
- Students who fail to provide evidence will not be permitted to participate in the clinical session until cleared
- Viapath **will not** provide students with any vaccinations or immunity test as part of the occupational health clearance process. It is the responsibility of the student to obtain these from a GP or other healthcare provider
- Viapath will not reimburse any fees for vaccinations or immunity testing
- Viapath will process all DBS forms
- DBS forms will be sent to students on successful completion of the theory course

Document No	BSP-SOP-011	Version	1
Author	Michael J Holder	Effective date	25 th November 2014
Authorised by	Darren Costello	Review date	25 th November 2016

- Students must provide both the original and copies of all documents for DBS clearance purpose
- Viapath will process all occupational health clearance forms
- Students may be required to undertake pre course work prior to attending
- Viapath will not provide any costs incurred for additional cover (Travel, childcare accommodation etc...)
- Viapath reserve the right to cancel clinical sessions at late notice due to unforeseen or emergency circumstances
- Students must return an ID cards issued by Viapath at the end of any sessions
- Students will be required to comply with all local policies and procedures. Failure to do so may result in contract termination (See section 4)
- All clinical sessions must be pre booked in advance via the phlebotomy training email address
- All clinical sessions are subject to availability
- All assessments must be pre booked in advance via the phlebotomy training email address and are subject to the assessors availability
- Students who wish to undertake clinical sessions must do so within 4 months of attending the theory sessions. Failure to do so will mean that students must rebook the theory course and will incur any costs associated with this course
- The Viapath phlebotomy training materials and documentation are controlled and owned by Viapath. These are not to be distributed or shared to third parties by any unauthorised person(s). Any breaches in this will result in termination of contract. (see section 4)

These terms and conditions supersede any and all previous terms and conditions under Viapath and/or GSTS pathology.

Document No	BSP-SOP-011	Version	1
Author	Michael J Holder	Effective date	25 th November 2014
Authorised by	Darren Costello	Review date	25 th November 2016

2. Refunds & Cancellation Policy

- Cancellations of >14 days notice will result in 35% (+VAT) of the booking fee being retained by Viapath
- Cancellations of >3 but <14 days will result in 70% (+VAT) of the booking fee being retained by Viapath
- Cancellations of <3 days will result in 100% (+VAT) of the booking fee being retained by Viapath
- Failure to obtain DBS clearance will result in the cancellation of the students course with 100% (+VAT) being retained by Viapath
- Failure to obtain occupational health clearance will result in the cancellation of the students course with 100% (+VAT) of the booking fee being retained by Viapath
- Any participants arriving late will be refused entry with 100% (+VAT) of the booking fee being retained by Viapath
- Failure to attend will result in 100% (+VAT) of the booking fee being retained by Viapath

3. Clinical Supervision

- All Viapath phlebotomy staff have been competent in both venepuncture and supervising external phlebotomy students
- Students will undergo a period of direct and indirect supervision
- Students bleeding with indirect supervision have been deemed safe to practice independently (**this does not deem the student as competent**)
- The Viapath phlebotomy training programme aims to have students bleeding independently following 10-15 hours of clinical practice
- Failure to meet the standards of clinical practice may result in termination of contract (see section 4)

Document No	BSP-SOP-011	Version	1
Author	Michael J Holder	Effective date	25 th November 2014
Authorised by	Darren Costello	Review date	25 th November 2016

4. Termination of Honorary Contract

- Viapath reserve the right to terminate an honorary contract if any of the following occur:
 - Failure to follow any of the local and/or national policies
 - Failure to follow any of the local procedures
 - Unprofessional conduct
 - If patient care is decremented
 - If the full number of clinical hours have been reached
 - Failure to complete assessment
 - Failure to attend clinical sessions without sufficient notice
 - Where students have been deemed to put staff and/or patients at risk
 - Any breach of confidentiality or data protection
 - Any breach of training documentation or materials being shared or distributed by any unauthorised person(s)

Viapath reserve the right to retain 100% (+VAT) of the booking fee if contract is terminated

Document No	BSP-SOP-011	Version	1
Author	Michael J Holder	Effective date	25 th November 2014
Authorised by	Darren Costello	Review date	25 th November 2016

5. Certification & Accreditation

- Certificates will be issued for the following:
 - Attendance and completion of theory session
 - Attendance and completion of clinical sessions (accumulative hours stated)
 - Successful competence achieved (Written and Practical assessments passed)
- Certificates will only be issued upon completion and if full payment has been received
- Certification for attendance and completion of both theory session and accumulative clinical session does not deem a student as competent. Viapath only issue certificates of competence to students passing the assessment
- Students will receive an accredited certification upon completion. The accreditation is nationally recognised

6. Assessment

Students must have undertaken a minimum of 30 hours clinical practice before sitting their assessment

- The assessment consists of two parts:
 - Practical assessment
 - Written assessment
- If the practical assessment is failed then a student must rebook the assessment. The cost of this is outlined in the price list. The cost of the full assessment will be taken in advance of the assessment. The cost for re-assessment will only be for the practical section as the written section will have already been paid for
- If the practical assessment is passed but the student fails the written assessment, then the written assessment will need to be repeated in order to achieve competence. The cost for re-assessment will only be for the written section as the practical section will have already been paid for and completed
- If the practical assessment is passed but the student receives a referral mark on the written assessment, then the written assessment will need to be repeated in order to achieve competence. There will be no additional cost for this

Document No	BSP-SOP-011	Version	1
Author	Michael J Holder	Effective date	25 th November 2014
Authorised by	Darren Costello	Review date	25 th November 2016

- The pass marks are as follows:
 - Practical Assessment - 100%
 - Written Assessment – Pass mark <80%, Referral mark 70% - 80% and fail mark is <70%
- It is advisable by Viapath phlebotomy to purchase further clinical sessions if a student fails the practical assessment prior to arranging a re-assessment. This allows the student to gain further experience and the phlebotomy team to provide direct support
- Written assessments are marked by two assessors independently to ensure fairness
- There is no process for appeal of a failed assessment
- Whilst every effort is made by Viapath phlebotomy to ensure that all students obtain a competent status this is not always the outcome

Document No	BSP-SOP-011	Version	1
Author	Michael J Holder	Effective date	25 th November 2014
Authorised by	Darren Costello	Review date	25 th November 2016
