

Title: Phlebotomy Adult training
Course Terms and Conditions

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Department Phlebotomy

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2.1	Added Local Induction	20/07/2016
3.0	OH Clearance process, Disability Act considerations	17/10/2017
3.1	Review of all terms and conditions	25/10/2018

Contents

1.	General Terms and Conditions	3
2.	OH Clearance Requirements.....	5
3.	Refunds & Cancelation Policy	6
4.	Clinical Supervision	6
5.	Termination of Honorary Contract	7
6.	Certification & Accreditation.....	8
7.	Assessment	8

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 to the theory training day will be refused entry onto the course (see section 3).
- 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 3).
- Students must be over the age of 18 when the course commences in order to apply for the course due to nature of the programme.
- Students are required to ensure that full 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 reasons below, students will be rebooked on to the next available date or an adhoc session will be provided to accommodate these cancellations:
 - Low intake of students,
 - Unforeseen circumstances such as sickness to facilitator, departmental emergencies,
- Students who fail to turn up on the theory training date will not be offered alternative booking date and will be liable for the full cost of the course (see section 3).
- Dates are non transferable.
- Before clinical sessions commence, students will be required to provide evidence of the immunity detailed in section 2 through Viapath's occupational health (OH) clearance process.
- OH login information will be sent to students via email from the Phlebotomy team upon booking and full payment being received for the course.
- Students who fail to provide evidence prior to the theory day will not gain entry and will be deferred to the next available training course.
- Students who may require additional support or assessment by Viapath's OH provider for conditions covered by the Equality Act 2010 must seek advice and contact the Phlebotomy Training department prior to booking the course. Failure to do so may result in applicants not being able to attend the full course and not being eligible for a refund.
- Viapath **will now** provide students with any vaccinations or immunity tests as part of the OH clearance process. It is the responsibility of the student to

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Author	Seymour Poraicu- Vaz	Effective date	25/10/2018
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assist by attending all OH appointments or obtain these from their GP where possible to speed up this process (see section 3).

- Viapath will not reimburse any fees for vaccinations or immunity testing completed outside of our OH provider.
- Viapath will process all Disclosure & Barring Service (DBS) forms.
- DBS forms will be sent to students on successful completion of the theory course.
- Students must provide both the original and copies of all documents for DBS clearance purpose as required.
- Viapath will process all OH clearances through their provider.
- Students may be required to undertake pre course work prior to attending.
- Students must attend a local induction at St Thomas Hospital prior to commencing clinical practice. This can only be booked once OH and DBS clearances have been processed in full. Inductions currently take place on a Saturday as this is the only time that the department provides a reduced service to the general public. Failure to attend local induction may result in non completion of the course.
- Viapath will not cover any costs incurred by the student for additional costs, such as travel, childcare, accommodation etc.
- Viapath reserve the right to cancel clinical sessions, at late notice due to unforeseen or emergency circumstances.
- Students must return any ID cards issued by Viapath at the end of their clinical practice.
- Students will be required to comply with all local policies and procedures. Failure to do so may result in contract termination (See section 5).
- All clinical sessions and assessments must be pre booked in advance via the phlebotomy training email address and are subject to the departments / assessors availability.
- 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 of this will result in termination of contract. (see section 5)

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

Document No	BSP-SOP-011	Version	3.1
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2. OH Clearance Requirements

- Students who are unable to obtain immunisation proof listed below from their GP will be booked to attend an appointment by Viapath's OH provider.
- Viapath will cover the cost of any necessary appointments with their OH provider. However if a student does not attend an appointment, they may be incur a cancellation fee as detailed below:
- DNA (Did Not Attend) or cancellation <2 working days before the appointment = 100% (£35.00).
- Cancellation between 2 and 5 working days before the appointment = 50% charge.
- Cancellation more than 5 working days before the appointment = no charge.
- If a student is late for their appointment, it is up to the OH Clinician to decide if there is still sufficient time to conduct an effective and thorough consultation and, if not, the appointment may be cancelled. If the appointment is cancelled, a charge will be incurred (£35.00).

- **Measles & Rubella**

Immunity to measles >16.5 AU/ml and rubella >10 IU/ml either by satisfactory evidence which will be reviewed by OH or results obtained following an immunity blood test.

- **Varicella Zoster (chicken Pox)**

Immunity to varicella zoster >150 mIU/ml either by satisfactory evidence which will be reviewed by OH or results obtained following an immunity blood test.

- **Tuberculosis (TB) BCG Scar Check**

Evidence of a documented BCG scar check by a qualified practitioner on a letter headed report.

Documentary evidence of BCG vaccination or results of Mantoux/heaf test within the last 5 years.

If the Mantoux result is positive (>6 mm) or heaf test result grade 3 or 4, evidence of a subsequent chest x-ray is required.

Individuals from areas of high TB prevalence will be required to provide a copy of their port of entry chest x-ray.

Although immunisation against tuberculosis (TB) is recommended, those who have not been immunised will not necessarily be precluded from placement. Staff must be free from symptoms suggestive of TB in order to attend clinical placement.

Document No	BSP-SOP-011	Version	3.1
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- **Hepatitis B**

Documentary evidence of Hepatitis B immunity (Hepatitis B surface antibody blood result >100 mIU/ml) following a course of hepatitis B immunisation. Although hepatitis B immunisation is not a mandatory requirement for prospective honorary contract staff, it is in the best interest of staff to be protected.

- **Seasonal Influenza**

All honorary contracted staff are encouraged to participate in the annual influenza vaccination programme and are entitled to receive the vaccine if on placement during the programme.

- Upon completion of your final assessment you will no longer be covered for any follow up immunisations by our occupational health provider.

3. 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.

4. Clinical Supervision

- All Viapath phlebotomy staff have been deemed competent and as such are capable of 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 5).
- 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.
- Students must complete their clinical sessions within a 3 month (12 week) period due to the mandatory training requirements at the host Trusts. The 3 month period will commence from the date of the first session booked.
- Failure to notify the department of being unable to attend a clinical practice session may result in these hours being counted towards your total number of hours.

5. 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 and procedures
 - Unprofessional conduct
 - Failure to maintain a respectful workplace
 - If patient care is jeopardised
 - 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

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6. 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)- 99% pass for students who sit their final assessment
- 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.

7. 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 a student fails their practical assessment, they must rebook the assessment. The cost of this is outlined in the price list and 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 receives a referral mark on the written assessment, then the written assessment will need to be repeated in order to achieve competence following a one to one meeting. There will be no additional cost for this.
- Failure to pass the written assessment on the second attempt will require students to rebook an assessment. The cost of this is outlined in the price list and will be taken in advance of the assessment. The cost for re-assessment will be for both the practical and written elements due to the length of time that is likely to have passed since the first attempt of sitting the practical.

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- The pass marks are as follows:
 - Practical Assessment - 100%
 - Written Assessment – Pass mark <80%, Referral mark 70% - 80% and fail mark is <70%
- Viapath phlebotomy department advise students to purchase further clinical sessions should they fail their 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.

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