

Title: Phlebotomy Adult training Course Terms and Conditions

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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 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 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 the immunity detailed in section 2 through our occupational health clearance form
- Occupational login will be sent to students via email from our recruitment team upon booking and fully payment being made for the course
- 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
- Students must provide both the original and copies of all documents for DBS clearance purpose

- Viapath will process all occupational health clearances through our provider
- Students may be required to undertake pre course work prior to attending
- Students must attend a local induction 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 is not open to the general public. Failure to attend local induction may result in non completion of the course.
- 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 any 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 5)
- 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 5)

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

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2. OH Clearance Requirements

- **Measles & Rubella**

Immunity to measles and rubella either by blood test or evidence of 2 doses of the combined Measles, Mumps and Rubella (MMR) vaccine.

- **Varicella (chicken Pox)**

Immunity to varicella (chicken pox) by past history of disease, laboratory result indicating immunity or 2 doses of varicella vaccine.

Individuals from tropical and subtropical climates need to provide evidence of varicella antibody immunity irrespective of previous history of disease.

- **Tuberculosis (TB)**

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.

Staff 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.

- **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 contract staff are encouraged to participate in the annual GSTT influenza vaccination programme and are entitled to receive the vaccine if on placement during the programme.

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 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 5)

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
 - 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

6. Certification & Accreditation

- Certificates will be issued for the following:
 - Attendance and completion of theory session

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- 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

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 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 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
- If the practical assessment is passed but the student receives a referral mark on the written assessment, then a one to one is held before being deemed as competent. There will be no additional cost for this.
- 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