

**CHEC INDEPENDENT PRESCRIBER CLINICAL PLACEMENT  
TERMS AND CONDITIONS**

**Parties:**

**CHEC (The Clinical Placement Provider)**

**(Name of Participant) (Participant)**

## DEFINITIONS

**Clinical Placement:** The Placement that CHEC is offering as an element of the Independent Prescriber qualification in accordance with The College of Optometrists guidelines.

**College of Optometrists:** The professional body for Optometry

**College of Optometrists Code of Conduct:** The code of conduct as set out by the College of Optometrists. The code can be located on their website: [Member Code of Conduct - College of Optometrists \(college-optometrists.org\)](https://www.college-optometrists.org/Member-Code-of-Conduct).

**Duration and Schedule:** At the time of registration, the start and end dates of the placement will be confirmed. These dates are subject to change.

**Participant:** The person undertaking the clinical placement at CHEC.

**Session(s):** A three-hour period of attendance at any CHEC site between the hours of either 09:00-12:00 or 13:00-16:00.

**Supervising Mentor:** (May also be referred to as **Designated Prescribing Practitioner**) The allocated CHEC personal who will supervise the participant throughout the course of the placement at CHEC in accordance with The College of Optometrists guidelines.

**The Clinical Placement Provider:** Community Health and Eyecare Limited (CHEC)

The following terms and conditions will apply to all participants undertaking the clinical placement with CHEC.

**1. Registration of Clinical Placement with CHEC:**

- 1.1. Initial enquiries are made via the interest registration form as found on our website ([Independent Prescribing Clinical Placement - CHEC](#)) however completion of this does not guarantee Participants will secure a placement with CHEC.
- 1.2. Registration for the placement is subject to availability and will be confirmed between parties upon receipt of all required information and full payment. Registration is subject to the discretion of the provider, the satisfaction of any suitability requirements and may be considered against factors such as capacity.

**2. Eligibility:**

- 2.1. Participants must meet the eligibility criteria set forth by regulatory bodies or accrediting organisations including having undertaken or intending to undertake the Independent Prescriber Course at a recognised university.
- 2.2. Upon successful registration to the clinical placement, Participants must be DBS cleared prior to the commencement of Sessions.
- 2.3. It is the participants own responsibility to ensure that they fit all relevant criteria for the placement and CHEC holds no responsibility in ensuring that Participants suitability.

**3. Fees and Payment:**

- 3.1. The fee payable for the Independent Prescriber Placement offered by CHEC totals £1200.00.
- 3.2. This can be broken down as £50.00 per Session for a total of 24 Sessions and Participants are eligible to only complete part placement with CHEC providing the number of Sessions is agreed and paid in full in advance.
- 3.3. Payment will be required ahead of registration being confirmed and prior to any Sessions beginning.
- 3.4. Payments made are non-refundable unless deemed otherwise at the absolute discretion of the provider.
- 3.5. Fees may be subject to change with one months' notice provided. The provider will not increase fees on more than one instance in 12 Calendar months.
- 3.6. Payment will be accepted via Bank Transfer/BACS to the designated CHEC bank details.
- 3.7. Where post registration Participants are found not to meet the criteria set out within clause 2 (and ONLY where sessions have not yet commenced), CHEC will refund any amounts paid by the Participant having made a deduction of £120.00 for administrative costs incurred.



- 4. Attendance:** Participants are expected to attend all scheduled Sessions of the Clinical Placement. Any missed Sessions may result in the participant being charged for the missed Session subject frequency and reasoning of absence. CHEC will hold total discretion for the rescheduling of missed Sessions.
- 5. Patient Discretion:** CHEC will strive to allow attendance to all appointments on the scheduled date of the placement. However, where a patient objects to the participant being present during their appointment the participant will be required to leave the consultation room.
- 6. Cancellation:** The placement provider reserves the right to cancel or reschedule the Sessions at its discretion.
- 7. Compliance of Standards and Conduct:**
  - 7.1. CHEC Code of Conduct and Policies** Participants are expected to adhere to professional standards of conduct throughout the clinical placement, including maintaining confidentiality, respecting diversity, and conducting themselves in an ethical manner at all times. Participants are required to adhere to all CHEC Policies which will be made available to participants as and when required.
  - 7.2. College of Optometrists Code of Conduct** Participants are expected to maintain awareness of and adhere to the College of Optometrists Code of Conduct throughout the clinical placement. CHEC holds no responsibility for educating participants on the requirement of compliance with the College of Optometrists Code of Conduct nor advising on any amendments or updates made by the College.
  - 7.3.** Where CHEC deems the conduct of a Participant to be unacceptable and non-compliant with either CHEC Policies or the College of Optometrists Code of Conduct, they hold sole discretion as whether it is appropriate for the placement to continue. CHEC may refer to the above and communicate with the College on such matters where it is deemed appropriate to do so.
- 8. Supervision:** The placement will be supervised in accordance with The College of Optometrists guidelines. Please note, the supervising mentor/designated prescribing practitioner may not be the clinician who you are designated to work with on a day-to-day basis and is subject to change.
- 9. Sign Off:**
  - 9.1.** Sign Off will be achieved in accordance with the College of Optometrists learning objectives. The participant will be required to send their log book to the supervising mentor/designate prescribing practitioner within CHEC for sign off prior to send to the College of Optometrists.
  - 9.2.** Please note that all documentation including the participants notes made whilst completing the placement and their log book must be anonymised and remain free of patient data. The participants are able to detail the date and time of appointments as and when required to ensure traceability. The participant is not authorised to gather any other data.

- 9.3.** Where sign off is not achieved, CHEC will work with the participant in order to devise an action plan to facilitate sign off. The action plan is subject to mutual agreement in respect of content and related costs.
- 10. Termination:** CHEC may terminate the placement agreement in writing with four weeks' notice if the Participant fails to fulfil their obligations under the agreement including but not limited to matters relating to professionalism and conduct or if circumstances arise that make continuation of the placement untenable. In the event of termination, mutual agreement shall be made in respect of costs and CHEC reserves sole discretion in respect of any refund.
- 11. Intellectual Property:** All materials, including but not limited to presentations, handouts, patient information collateral and online resources, are the intellectual property of the provider and may not be reproduced or distributed without prior written permission.
- 12. Confidentiality:**
- 12.1. During the course of the clinical placement,** the participant may have access to confidential information, including but not limited to patient records, medical histories, and other sensitive data. The participant acknowledges that this information is privileged and must be treated with the utmost confidentiality.
- 12.2. Non-Disclosure:** The participant agrees not to disclose any confidential information obtained during the placement to any unauthorised individuals or entities. This includes discussing patient cases, CHEC ways of working, sharing medical records, or divulging any other sensitive information without authorisation.
- 12.3. Purpose of Use:** Any confidential information obtained during the placement is solely for the purpose of fulfilling educational requirements and providing patient care under the supervision of qualified professionals. The participant agrees not to use this information for any other purpose.
- 12.4.** The participant agrees to take appropriate measures to safeguard confidential information, including but not limited to ensuring that patient records are stored securely, not leaving confidential documents unattended, and accessing electronic records only through authorised channels.
- 12.5. Legal and Ethical Obligations:** The participant acknowledges their legal and ethical obligations regarding patient confidentiality, including compliance with relevant laws such as the Data Protection Act 2018 and General Data Protection Regulations, and agrees to abide by these obligations at all times during the placement.
- 12.6. Reporting of Breaches:** In the event of any breach of confidentiality, whether intentional or unintentional, the participant agrees to report the breach immediately to their supervisor or the appropriate authority as per CHEC policies and procedures.
- 12.7. Duration of Obligation:** The obligation to maintain confidentiality extends beyond the duration of the placement and continues indefinitely, even after the participant's association with the institution has ended.

**12.8. Consequence of Breach:** The participant understands that any breach of confidentiality may result in disciplinary action, including termination of the placement and potential legal consequences.

**12.9.** By agreeing to this confidentiality clause, the participant acknowledges their responsibility to maintain the privacy and confidentiality of sensitive information and agrees to abide by the terms outlined herein.

**13. Liability:** CHEC as the placement provider assumes no liability for any injury, loss, or damage sustained by participants during the course or because of actions taken based on clinical placement content.

**14. Governing Law:** These terms and conditions are governed by the laws of the jurisdiction in which the course is conducted.

**15. Variation:** CHEC reserves the right to modify these terms and conditions at any time and will be made available upon request to the participant.

By registering and making payment for the independent prescriber placement with CHEC, participants acknowledge that they have read, understood, and agree to abide by these terms and conditions.

**Community Health and Eyecare (The Clinical Placement Provider\_**

Signed: .....

Name: .....

Role: .....

Date: .....

**(PARTICIPANT NAME) (The Participant)**

Signed: .....

Name: .....

Role: .....

Date: .....