

Terms and Conditions for the BBTS Specialist Certificate in Clinical Transfusion Practice

Please read the terms and conditions carefully. If required, additional clarification on any of the rules may be obtained by contacting the BBTS Office.

General

1. The BBTS Specialist Certificate in Clinical Transfusion Practice is overseen by the Professional Education Committee (PEC), who working alongside the Exam Board and approve and appoint the Programme Examiner.
2. The BBTS Specialist Certificate in Clinical Transfusion Practice is accredited by the University of Manchester and is equivalent to 45 level 7 points (Credit Accumulation and Transfer Scheme, CATS).
3. The course fees include access to the BBTS virtual learning environment, guided study programme, additional course materials, examination fees and certificate.
4. Applicants must be a member of the BBTS. Membership must be valid prior to programme start and continuous for the duration of the course and any re-sit/deferral period. **BBTS membership fees are not included in the course fees.**
5. The format to the examination / assessment might vary but due notice will be given to applicants of such changes.
6. Applicants are automatically registered for the exam at the point of enrolment. This is non-negotiable.
7. The course is of 12 months duration.
8. Due to the nature of the online resources and activities, applicants *must* have access to a reliable internet source.
 - BBTS cannot be held responsible for inability to view online resources due to inconsistent access to the internet.
9. BBTS reserves the right to rescind places/withdraw approved students from the course if fees/membership fees remain unpaid (without prior notification/discussion with the BBTS office) and if there is no response to repeated correspondence.

Eligibility

10. The BBTS Specialist Certificate in Clinical Transfusion Practice is designed for those registered professionals working in transfusion either in a hospital clinical environment, a hospital transfusion laboratory or blood establishment (blood centre).
11. Applications from trainee registrants will not be considered.
12. International applications will not be considered at this time.

Essential Criteria

13. All applicants must:
 - have a BSc in a relevant healthcare science or demonstrable equivalent
 - i.e. be registered with NMC or NMBI/ HCPC / ACSLM or CORU
 - be working at practitioner level (NHS career framework grade 5 equivalent) or higher
 - be working in a transfusion environment during the programme of study
 - applicants not working in a transfusion environment are not eligible for this programme
 - be a member of the BBTS
 - prior to programme start
 - throughout the programme (including any deferral period)
 - at examination

Desirable Criteria

- previous experience of working in a transfusion environment at practitioner level (recommendation: minimum of 6 months)

Applying for the Programme

14. Registration for the Specialist Certificate in Clinical Transfusion Practice is through the BBTS website.
15. Application and enrolment is open once a year. Specific dates will be announced via the BBTS website.
16. The application form is provided on the BBTS website which will clearly state the eligibility requirements.
17. All applicants are checked against the eligibility criteria for approval.
18. If the applicant meets the criteria, they will be provisionally approved though not yet enrolled.
 - The applicant is required to pay a deposit of 20% of the full fee during the application process.
 - Once payment is received, the applicant is enrolled onto the course.
19. If the applicant fails to meet the criteria stated in the application form, they will not be approved.
20. All applications must be supported by your manager. Manager confirmation will be sought by BBTS.
21. Places on the programme are allocated on a case by case basis, dependent upon fulfilling the enrolment criteria, funding and availability.
22. Where the course is oversubscribed the following criteria is applied:
 - Quality of personal statement
 - All requested information has been supplied by the applicant

Grading, Marking and Results

23. Assessment is a two-part process
 - Part 1: Poster (25% weighting)
 - Part 2: Online examinations (75% weighting)
24. The poster is assessed to the following criteria
 - Relevance
 - Aim and objectives
 - Display
 - Outcome
 - Knowledge (this criterion will be demonstrated by the student providing a two minute recorded voice over presenting their poster)

Each criterion is graded out of 5; 1 = poor, 2 = fair, 3 = average, 4 = good, 5 = excellent.

1 – Poor

Demonstrates very limited understanding of the topic. Significant inaccuracies or misconceptions. Unable to clearly explain key concepts.

2 – Fair

Basic understanding shown but with notable gaps or minor inaccuracies. Explanations lack clarity and depth.

3 – Average

Adequate understanding of the topic. Key concepts are explained correctly but with limited depth or insight.

4 – Good

Clear and accurate understanding demonstrated. Concepts are explained well with some depth and appropriate use of subject-specific knowledge.

5 – Excellent

Comprehensive and confident understanding of the topic. Clear, concise, and insightful explanations demonstrating depth of knowledge and strong subject mastery.

A total of 25 marks is available; this forms 25% of the final grade.

25. The online examination (Closed book)
 - Applicants are registered for the examination at the point of enrolment

- Takes place remotely using the Moodle software, further information on this exam platform will be provided and students are expected to ensure that they have a reliable internet connection for the exam period.
- Exam paper format is subject to change but due notice will be given

26. The examination papers are weighted as follows:

- Paper A multiple choice questions 17.5%
- Paper B short answer questions 17.5%
- Paper C Case Study questions based on compulsory modules 20%
- Paper D Case Study questions based on supplementary modules 20%
- This total mark then forms 75% of the final grade

27. Exam papers are marked online and then moderated and collated to a PEC approved marking scheme.

28. Candidates will receive average scores for each paper and an overall average final result.

29. The overall pass mark for this qualification is 60% with a minimum of 40% in each individual assessment

30. Students are entitled to one free resit with their course fee (subject to meeting eligibility criteria)

31. Students will resit any element of assessment (exam paper or poster) that scores below 60%, scores above this are carried forward for students that fail overall as part of the partial resit process.

32. Final grades are awarded as shown in the table:

Final overall percentage score	Grade awarded	Additional information
≥75 %	Distinction	Must achieve a minimum of 60% in each of the papers and the poster
60-74.8 %*	Pass	N/A
57.5 – 59.8 %*	Borderline	A third independent review is triggered
<57.5	Fail	N/A
N/A	Automatic Fail	<40% in <i>any</i> one written examination paper or poster Failure to submit a poster to the agreed schedule

* 'Rounding up' is permitted to 0.1% only

33. Where the outcome is a borderline result the exam papers will be reviewed by a third independent marker, appointed by the Programme Examiner. The decision of this third examiner will be final.

34. Candidates will be informed of their results by email within 12 weeks following the examination date. Successful candidates will receive their BBTS certificate and university transcripts. BBTS will notify students of any delay that may result in exam results receipt after the deadline above.

35. A list of successful candidates will be published in the exam report available in the BBTS publication Bloodlines.

Examination Feedback

- An anonymised student cohort performance is reported to PEC and published in Bloodlines
- Exam papers remain the property of the BBTS and will not be returned to students
- The BBTS reserves the right to contact supporting managers or workplace supervisors for those students whose attempt is unsuccessful and for whom the responses to exam questions causes concern in relation to patient safety. This step will only be undertaken following discussion with the particular student.
- Student feedback requests: The Programme Examiner will generate cohort level feedback available to all students. Additionally, individual feedback can be generated upon request after results release (details of time frame will be provided on results emails)

Student participation, deferrals and non-attendees

36. Student participation in online activities will be monitored throughout the programme.

37. Students must complete 75% (9 out of 12) of the online compulsory discussion activities to be eligible to sit the examination.

- This is non-negotiable

38. Deferral of the final examination or early withdrawal from the programme may be possible dependent upon extenuating circumstances (see below). You may be able to:

- Defer your first examination for 6 months to the May examination (Exam Deferral)
 - Your access to the student area will continue (conditional upon active BBTS Membership status)
 - The required compulsory discussion activities must be completed within the original programme schedule
- Defer your studies to the following cohort (Programme Deferral)
 - This requires you to restart the programme with the next incoming cohort (The required compulsory discussion activities will be reset to zero with the new programme)
 - Membership status must be maintained throughout the deferral period and study period
- Withdraw from the programme
 - Refund of fees is subject to conditions outlined in the Fees and Finance section

BBTS explanation/ application of extenuating circumstances

Applications for extenuating circumstances must be made at the earliest opportunity and before the date of examination (where possible). Without exception, you will need to complete and submit the BBTS 'Extenuating Circumstances Application Form (ECA1)'. You can request this form from bbts@bbts.org.uk

BBTS defines extenuating circumstances as '**circumstances which are beyond the control of the candidate, which could not reasonably have been foreseen or prevented by the candidate and which would substantially impact on a candidate's performance in assessment**'.

The grounds on which extenuating circumstances can be claimed are normally limited to

- a serious illness which would detrimentally affect your performance
 - on the day of the exam
 - in the revision period leading to the exam
- the death of a close family member or personal friend which would detrimentally affect your performance
 - normally in the period leading up to the date of the examination
- other serious circumstances beyond your control, which could not have been foreseen or prevented and which would detrimentally affect your performance

39. Evidence is required with independent verification for all claims i.e. a timely medical note and/ or note from your employer.

40. Your BBTS membership must be maintained throughout your deferral period i.e. a lapse in membership or non-payment of fees may result in your place being rescinded.

41. You may **not** claim extenuating circumstances on the basis that your performance has been or will be affected by family, financial or other lifestyle problems other than those listed above.

- As the Specialist Certificate is a distance learning programme, it is expected that you plan your work in order that you allow sufficient time to cope with the demands of employment, home life, study workloads and commitments.
- Extenuating circumstances will **not** normally be granted for any of the following reasons (this list is not exhaustive)
 - Study related circumstances

- Inadequate planning, organisation or management
- Timetabling of examinations
- Misreading of assessment dates and times
- Personal computer or printer problems
- Difficulty with the English language
- Personal illness or disability where reasonable adjustments are already in place
 - Specific requirements must be highlighted to BBTS at application (if known) or as soon as diagnosed (if new)
 - A disability or long-term medical condition cannot be taken into account after the examination papers have been marked
- Minor illnesses/ injuries e.g.
 - Cold, sore throat, cough
 - Hay fever
 - Sprains (other than in the writing/typing hand /arm)
 - Accidents / illness affecting relatives or friends (unless serious or if the student is the sole carer)
- Normal examination stress or anxiety
- Non serious domestic or personal disruptions
 - Holidays
 - Social occasions (e.g. weddings, christenings, religious celebrations)
 - Moving house
 - Financial difficulties
 - Normal work patterns and pressures of employment
 - Transport problems
 - Change of job
- Pregnancy (unless unexpected complications occur)
 - It is expected that you inform BBTS as soon as possible of your pregnancy and expected date of delivery so reasonable adjustments can be made (where necessary/ possible)

42. Candidates who fail to attend the exam without appropriate notification* and permission from BBTS will not be:

- Eligible for any refund of fees
- Eligible to attend the re-sit examination

*If you experience extenuating circumstances immediately prior to the examination (e.g. the evening before/morning of the examination) it is recognised that you may not be able to contact BBTS office staff until after the examination. Under these conditions it is expected that you contact the BBTS office at the earliest opportunity. You will be asked to complete and submit the written application for extenuating circumstances as soon as possible.

Examination - Allegations of Unfair Practice (AUP)

To include but not be limited to:

- Plagiarism
 - *The act of using ideas, words, or creations from either humans or digital systems without proper attribution or permission and presenting them, either intentionally or unwittingly, as one's own work. Plagiarism encompasses a range of practices beyond just verbatim (word for word) copying. It also includes instances of close paraphrasing, minimal adaptation, and other actions that involve*

reproducing the work of another source in a way that means the assessed work lacks appropriate originality or proper referencing.

- Collusion
 - *when a student or students permit or condone another student or students, to share a piece of work subject to assessment in order to gain a mark or grade to which they are not entitled. Students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalised. The methods of collusion may include, but are not limited to, sharing of work, ideas or plans by social media or other electronic communication means, and/or physical sharing of work, ideas or plans. Collusion may happen through an exchange or communication outside of an assessment submission and/or at the time of an assessment submission*
- Misconduct
 - *the possession of unauthorised material or the use or attempted use of unauthorised or unfair means (including academic malpractice such as plagiarism or collusion with other students or fabrication or falsification of results) in connection with any examination or assessment*
- Use of Artificial Intelligence
 - *The use of generative artificial intelligence to create or edit any part of their submission for their examination or poster. Use of AI includes using any generative software to generate any content that is used within assessments, including (but not limited to) exam answer content and referencing.*

Where AUP is suspected, BBTS retains the right to implement the following procedure (to have been completed within 8 weeks of exam result issue date):

- Involved student(s) are invited to a preliminary meeting (virtual or otherwise) with a Programme Examiner (PE) and Senior Education Officer (SEO) to address initial concerns; the outcome of which may be one of the following:
 - the student's case may be referred directly to PEC for formal review
OR
 - the student may be asked to participate in a viva voce (to establish knowledge level) and a decision will be made based on that;
 - If no admission of AUP, and viva voce result is successful, original grading is upheld
 - If no admission of AUP and viva voce result is unsuccessful, their case will be referred to PEC for formal review.
 - Possible outcomes of PEC review:
 - If the allegation is upheld - all penalties apply (see below)
 - Student has the right to further appeal PEC decision to BBTS President
 - If the allegation is overruled - original grading is applied.
 - If student admits AUP, all penalties apply.

Penalties for AUP:

- Candidate must retake all exam* papers again
- Overall resit grade is capped at 60%
- Candidate loses eligibility for a further resit opportunity if unsuccessful and must reapply at full cost if qualification is required.
- Candidate is limited to only one permitted deferral request of the resit exam, depending on extenuating circumstances criteria being met

*Exam result appeal process remains the same (if unsuccessful)

Appeals and Re-sits

43. Appeals must be made in writing by completing an appeal application form, addressed to the Programme Examiner and submitted to the BBTS Office within four weeks of result notification (issue date of the student result email)

- Reason(s) for the appeal must be stated along with the relevant 'grounds' for appeal in line with the guidance available. This will be emailed to those requesting an appeal.
- Appeals are reviewed by the Programme Examiner and PEC
- Appeal decisions will be returned to the student by email within 8 weeks of the date of initial appeal

Students have the right to a final appeal to the President of the BBTS or an independent person holding a senior position within the society.

44. Candidates who have failed the examination can re-sit once.

- If you fail the examination you will be automatically enrolled for the resit examination (six months from date of original examination)
 - This is subject to email confirmation of your intention to resit
- *You may only resit once*
 - There is no fee for this, but membership status must be maintained
- You may defer this *once* to the next examination date (extenuating circumstances provided)
- All resit results will be capped at 60 (pass mark) which is the maximum mark overall that can be awarded for a resit for this qualification (this applies to the individual papers and final mark)
- Students who have passed cannot re-sit the exam in an attempt to attain a better mark

Candidature and re-applications

Candidature is the permitted amount of time a student has to complete the programme.

ie. Candidature for the BBTS Specialist Certificates is a maximum of three years from the initial induction/start date.

BBTS reserves the right to limit the number of times that a student can apply for the programme once candidature has been reached.

Students reaching candidature:

- will not be permitted to reapply with the next cohort.
- must wait for at least one enrolment period to have passed before a final application can be submitted. Immediate re-applications for the next cohort will be declined.

For all other students, BBTS reserves the right to limit the maximum number of consecutive applications to two. Beyond this, additional consecutive applications will not be considered.

Fees and Finance

45. The cost of the programme is £1098. This includes the access to learning materials, online resources, examination fee and one potential re-sit fee.
46. You must keep up your BBTS membership for the duration of the programme (including any examination period)
47. The available finance options are as follows:

Payment Options	Self-funded					Employer-funded		
	20% Deposit	Instalment 1	Instalment 2	Instalment 3	Total payment	Full payment upfront	20% Deposit	Balance
Option 1*	£219.60	£307.44	£307.44	£307.44	£1141.92*	£1098	£219.60	£878.40
Option 2	£219.60	£878.40	N/A	N/A	£1098			
Due Date	TBC	TBC	TBC	TBC		TBC	TBC	30 days post invoice date

* payment by option 1 is subject to an administration charge

48. Payments

- The deposit must be paid in order to receive a full confirmation email. **Please note: If employers are paying the full amount, confirmation of your place will not be issued until full payment has been received.**
 - Remaining instalments are payable, by debit/ credit card or cheque, by due dates shown above
 - Late payment of programme or membership fees incurs suspension of online access and exam eligibility
- BBTS reserves the right to withdraw students from the course where:
- Programme or membership fees remain unpaid
 - There is no response to repeated correspondence from BBTS

49. Programme Withdrawal Refund Policy:

- Deposit Payments are non-refundable under all circumstances
 - Refunds are not given to any individual who withdraws from the course from week 23 onwards
- Where extenuating circumstances criteria have been met the following refund options may be available to you dependent on your payment option:
- Payment Option 1**
 - Payments received to date are not refundable
 - Any further instalments due will be cancelled
 - Payment Option 2:** The following applies to individuals or employers who have paid the balance in full at the time of withdrawal
 - Withdrawal prior to induction; maximum refund £878.40
 - Withdrawal in week 1 to week 14 inclusive; maximum refund £585.60

- Withdrawal in week 15 to week 22 inclusive; maximum refund £292.80
- Where the employer has paid the student fees, the student cannot claim a personal refund

Bribery Act

50. Students who are receiving the Services under this Agreement, shall:

- comply with all applicable laws, statutes, regulations and sanctions relating to anti-bribery and anti-corruption, including but not limited to the Bribery Act 2010 and any guidance provided from time to time;
- comply with any policies and procedures relating to anti-bribery and anti-corruption which are provided;
- not engage in any activity, practice or conduct which would constitute an offence under sections 1,2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the United Kingdom;
- promptly report to the BBTS any request or demand for any undue financial or other advantage of any kind received in connection with the performance of this Agreement.

Record Retention

51. Student data is collected for the use of education and marketing purposes

- Student records held by BBTS:
 - Application form and data collected within
 - Examination papers
 - Examination results
 - Documents to support extenuating circumstances (where claimed and submitted to BBTS by individual students)
- All personal data is stored digitally, where possible, and securely on BBTS premises
- All student records are retained for a minimum of six years following programme induction
 - After this time records undergo secure disposal
- All claims brought with respect to the programme must be made within 6 years of the date of student original induction
- NB. these terms exclude personal data required for BBTS membership records