

# Spirometry Training Program

## QHSTP Enrolments Policy

### Policy Statement

Enrolment into the course is through the QHSTP website:

<https://metronorth.health.qld.gov.au/refer-your-patient-page/spirometry-training-program>

Enrolment into a workshop is on a first in first serve basis and is confirmed on receipt of a completed registration form.

A waitlist is generated for workshops that are full and participants are allocated to the workshop in order of receipt of their registration form.

Refresher trainees are advised via email that refresher training is due within a 3-6-month period.

Fees are reviewed from time to time to ensure sustainability of the program.

Special dietary requests are sought and considered only for catering purposes.

### Target Audience

The program prepares participants for practice in a range of roles including, performing spirometry with adults and children, in tertiary health care facilities, in occupational health programs, community and rural health, outreach services, private practice specialist respiratory services, general practice, pathology services and research.

Participants include but are not limited to medical, nursing and allied health professionals, health workers, medical assistants, occupational health technicians.

### Enrolment exclusion

The target audience for the course is extensive, however some background knowledge and/or skills are required to complete the course successfully. In some situations, the course co-ordinator will contact the registrants to gather further information about their current workplace role, qualifications, experience and potential to complete the program successfully. Recommendations will then be made for other training or future training opportunities.

If assessment criteria for course completion cannot be met due to the current role of the participant and they still wish to enrol then they will be awarded a Certificate of Attendance.

### Learning Support

Assistance may be available, where a disability or literacy skills could disadvantage you in successfully completing the assessment for this course. Contact [QHSTP@health.qld.gov.au](mailto:QHSTP@health.qld.gov.au) to further discuss your needs.

### Confirmation of enrolment

Enrolment is confirmed when a completed registration form is received by the QHSTP, and a confirmation email is returned to the registrant.

If a registration form is received but there are no spaces available in a workshop, then the participant will be contacted and placed on a waitlist or enrolled in another workshop as agreed by the participant.

Waitlisted participants will be recorded in order of receipt of a completed registration form and will be allocated in this order if spaces are made available in their nominated workshop.

## Terms and Conditions of enrolment

### Fees and payments

Course fees are clearly outlined on the course website.

<https://metronorth.health.qld.gov.au/refer-your-patient-page/spirometry-training-program>

Course registration and fee payment information is found on the [website](#).

QH Metro North Finance Department processes payments prior to the scheduled workshop date.

### Refunds and course withdrawals

Participants are encouraged to contact the workshop co-ordinator via email [QHSTP@health.qld.gov.au](mailto:QHSTP@health.qld.gov.au) as soon as possible if they are unable to attend a workshop for which they are registered.

A full refund is granted if workshop attendance is cancelled up to 2 weeks from the date of the scheduled workshop.

No refund is provided if a participant cancels their enrolment within 2 weeks of the scheduled workshop, however, re-enrolment into another suitable workshop is possible. This will be assessed on a case-by-case basis.

Registrants unable to attend can transfer their registration to other suitable applicants.

### Rights and responsibilities

QHSTP makes every effort to deliver workshops on scheduled days. However, there may be extenuating circumstances which may lead to workshop cancellations. For example, inclement weather and other natural disasters leading to disruptions to travel arrangements (cancellation of flights to workshop destinations), or if minimum enrolment numbers for a scheduled workshop have not been met.

The QHSTP reserves the right to cancel scheduled workshops without incurring any costs or liabilities, for example costs that participants have outlaid in advance of attending the workshop. This may include participant's airfares, accommodation costs, loss of income etc. It is advised that travel insurance is taken out by participants to cover any losses that may be incurred due to course cancellation.

If the QHSTP cancels a workshop course fees will be refunded in full to the participant or their organisation.