Clinical Skills Hub Policy

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1. Purpose

This policy sets out the arrangements for subscription of the Warrington & Vale Royal College Clinical Skills Hub. It outlines the subscription framework, eligibility criteria, booking arrangements and responsibilities of both the College and member organisations. The policy aims to ensure that the Clinical Skills Hub remains accessible, equitable and financially sustainable whilst continuing to support the development of the adult health and social care workforce.

2. Scope

This policy applies to all organisations subscribing to the Clinical Skills Hub Subscription Scheme.

It covers:

- Subscription categories
- Eligibility
- Booking arrangements
- Course attendance
- Fair Use
- Cancellations
- Subscription renewals
- Specialist training
- Annual review arrangements

3. Subscription Principles

The Clinical Skills Hub operates in accordance with the following principles:

- Affordable access to high-quality workforce development.
- Fair and equitable access for all subscribers.
- High-quality clinical skills training delivered by appropriately qualified professionals.
- A sustainable subscription model that supports future investment.
- A responsive curriculum informed by employer need.

4. Subscription Levels

The Clinical Skills Hub offers three subscription options.

Core Care Skills Subscription

Provides access to essential workforce development and mandatory care training.
Typical courses include:

- Moving and Handling
- Infection Prevention and Control
- Basic Life Support
- Falls Prevention
- Safeguarding
- Communication and Professional Practice

Clinical Practice Subscription

Includes all Core Care Skills training together with a wider range of clinical practice courses.
Typical courses include
:

- Diabetes
- Parkinson's Disease
- COPD
- Clinical Observations
- Pressure Care
- Nutrition and Hydration

Advanced Clinical Skills Subscription

Includes all Core Care Skills and Clinical Practice provision together with access to specialist clinical skills delivered by suitably qualified clinicians.
Examples include:

- Venepuncture
- Advanced Wound Care
- Catheterisation
- Verification of Expected Death
- Syringe Driver Awareness

The College reserves the right to determine which courses fall within each subscription category and may review course classifications annually.

5. Subscription Eligibility

Subscription applies to the subscribing organisation only.
Subscription cannot automatically be extended to associated organisations, parent companies, subsidiaries or other providers operating under the same ownership unless agreed in writing by Warrington & Vale Royal College.

Where provider groups wish to include multiple organisations within a single subscription, this will be discussed on an individual basis and an appropriate subscription arrangement agreed.

5.1 Subscription Period

Clinical Skills Hub subscriptions operate on a rolling 12-month basis. Organisations may join the subscription scheme at any point during the year and will receive access to the Clinical Skills Hub for a full 12 months from the date their subscription commences.
Subscription renewal invitations will be issued prior to the expiry of the current subscription to enable organisations to renew without interruption to their access.

6. Subscription Fees

Subscription fees are based on two factors:

- the number of delegates requiring access to the Clinical Skills Hub; and

- the level of subscription selected.

This approach ensures that organisations contribute proportionately to the level of training they are likely to access whilst maintaining affordable access for providers of all sizes.
Subscription is available through either an annual payment or monthly instalments.
The table below sets out the subscription structure.

Number of Delegates	Core Care Skills	Clinical Practice	Advanced Clinical Skills
Up to 10	£595	£895	£1,120
11–25	£850	£1,100	£1,450
26–50	£1,495	£1,895	£2,370
51–100	£1,895	£2,885	£3,620
101–200	£2,950	£4,295	£5,397
200+	Bespoke quotation	Bespoke quotation	Bespoke quotation

Organisations wishing to increase the number of delegates during their subscription period may do so by contacting the Clinical Skills Hub team. Additional charges may apply.

6.2 Subscription Upgrades

Subscribing organisations may request to upgrade to a higher subscription level during their current 12-month subscription period. Where an upgrade is agreed, the organisation will move to the applicable fee for the higher subscription level from the next payment date. The upgrade will commence a new 12-month subscription period from the agreed upgrade date.

7. Subscription Renewal

Subscriptions are valid for a period of 12 months from the agreed commencement date, on a rolling basis.
The College will contact subscribing organisations in advance of their renewal date to confirm continuation of the subscription and provide details of any revised subscription fees or policy changes.
Subscription fees are reviewed annually by Warrington & Vale Royal College. Any changes to fees will apply at the point of renewal and will not affect existing subscriptions during their current 12-month term.

8. Booking Arrangements

- The Clinical Skills Hub publishes training approximately six weeks in advance.
- Bookings are accepted on a first come, first served basis and remain subject to course capacity.
- Places cannot be guaranteed.
- Subscribers are encouraged to book only those places that they intend to use.
- Course Prerequisites and Competence - Some courses may have prerequisite qualifications, experience requirements or employer authorisation. It is the responsibility of the subscribing organisation to ensure delegates meet these requirements prior to booking.

9. Fair Use Policy

Subscription provides excellent value and encourages providers to make full use of the Clinical Skills Hub.
To ensure equitable access for all subscribers, the College reserves the right to manage bookings where demand exceeds available capacity.
This may include:

- limiting the number of delegates from one organisation on individual courses
- introducing waiting lists
- offering alternative dates
- reviewing unusually high levels of course attendance with the provider.

The Fair Use Policy is not intended to restrict access but to ensure that all subscribing organisations have reasonable opportunities to access training.

10. Course Delivery

Training is delivered by the College's Clinical Skills Educator and other suitably qualified professionals where specialist expertise is required.

The College reserves the right to amend the published programme, substitute trainers or reschedule courses where operational circumstances require.

Safeguarding
All delegates attending Clinical Skills Hub training are expected to adhere to the College's safeguarding, health and safety, equality and diversity, and learner conduct requirements.

Equality, Diversity and Inclusion
Warrington & Vale Royal College is committed to providing training that is accessible, inclusive and free from discrimination in accordance with the Equality Act 2010.

Health and Safety
Delegates must follow all health and safety instructions provided by trainers and disclose any medical conditions or restrictions that may affect safe participation in practical activities.

Liability Disclaimer
Attendance at a Clinical Skills Hub course does not in itself confer professional competence or authorisation to undertake a clinical procedure in practice. Employers remain responsible for ensuring staff competence, supervision and governance arrangements within their own organisation. This is particularly important for courses such as:

- Venepuncture
- Catheterisation
- Verification of Expected Death

11. Cancellations and Non-Attendance

Subscription Cancellations

Subscribers should notify the Clinical Skills Hub as soon as possible if delegates are unable to attend a booked session.

Repeated late cancellations or non-attendance may result in booking restrictions where these impact on the availability of places for other subscribers.

Where appropriate, substitute delegates may attend in place of the original booking, subject to meeting any course prerequisites.

College Cancellations

Whilst every effort will be made to deliver all scheduled training, there may be occasions where courses need to be cancelled or postponed due to circumstances beyond the College's control, including staff sickness, trainer availability or other unforeseen operational requirements.

Where this occurs, Warrington & Vale Royal College will provide subscribers with as much notice as reasonably possible and will make every effort to reschedule the cancelled training within 28 calendar days. Where this is not possible due to the availability of specialist trainers or operational constraints, an alternative date will be agreed and communicated to affected subscribers at the earliest opportunity.

Minimum Delegate Numbers

Warrington & Vale Royal College reserves the right to reschedule courses where delegate numbers are insufficient to support effective delivery. Where this occurs, subscribers will be notified as soon as possible and offered a place on the next available session.

12. Subscription Review

Subscription arrangements, course provision and pricing will be reviewed annually to ensure the Clinical Skills Hub continues to meet employer.
Any changes will be communicated to subscribers prior to the commencement of a new subscription period.

13. Responsibilities

Warrington & Vale Royal College will:

- Deliver high-quality training.
- Publish programmes in advance.
- Maintain appropriately qualified trainers.
- Review the curriculum annually.
- Communicate changes to subscribers.

Subscribers will:

- Book responsibly.
- Ensure that delegates attend booked sessions.
- Provide evaluation feedback.
- Use subscription appropriately in accordance with this policy.

GDPR
Personal information relating to subscribers and delegates will be processed in accordance with the College's Data Protection Policy and UK GDPR requirements.

Complaints
Complaints relating to Clinical Skills Hub provision will be managed in accordance with the College's Complaints Policy.

14. Policy Review

This policy will be reviewed annually or sooner where operational or legislative changes require.