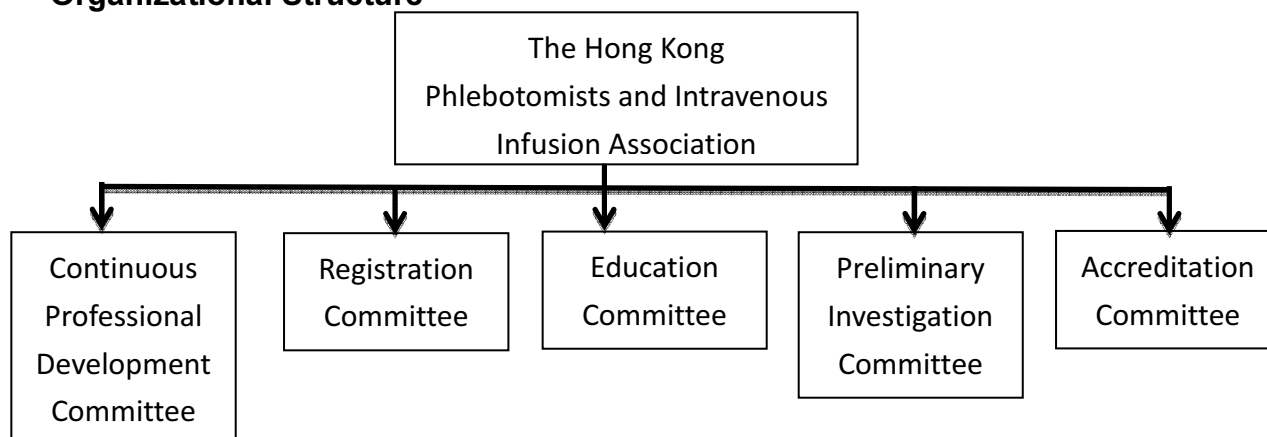


Annex F:

Hong Kong Phlebotomy and Intravenous Infusion Association (HKPIVA)

Organizational Structure



Functions and Membership of Committees and Sub-Committees

A. Registration Committee

Terms of Reference

- a. To assess applications for registration and enrolment and to recommend approval or refusal of these applications;
- b. To recommend requirements, where applicable, which will enable approval of registration and enrolment;
- c. To assess applications for restoration of names to the register of phlebotomists and to recommend approval or refusal of these applications;
- d. To recommend requirements, where applicable, which will enable approval of restoration of name to the register of phlebotomists; and
- e. To consider issues of the practising certificate.

Membership

Chairman

Members

B. Education Committee

Terms of Reference

- a. To make policy recommendations in respect of basic phlebotomy education;
- b. To monitor the Examination Sub-committees
- c. To make recommendations on the assessment methods for Licensing Examinations;
- d. To make recommendations on curriculum guidelines and implementation requirements in line with international trends/standard; and
- e. To advise on the progress and improvement of policies in relation to phlebotomist education.

Membership

Chairman

Members

C. Preliminary Investigation Committee (Registration and Disciplinary Procedure)

Terms of Reference

- a. to make preliminary investigations into complaints or information touching conduct as required by the Regulations; and
- b. having investigated into the complaint/information, to make recommendations to the HKPIVA.

Membership

Chairman

Members

D. Professional Development Committee

Terms of Reference

To advise the HKPIVA on:

- a. the delineation of the domain of nursing practice;
- b. the Code of Professional Conduct for phlebotomists in accordance with international standard;
- c. the general standard of professional practice;
- d. the development trends in nursing practice and education;
- e. the policies and strategies to cope with future developments including the delivery and development of the health care services in the HKPIVA's perspective;
- f. the policies in respect of Continuing Professional Development and to implement, monitor and review the Continuing Education System; and
- g. the accreditation of Continuing Education providers and to monitor their performance.

Membership

Chairman

Members

E. Accreditation Committee

Terms of Reference

- a. To provide independent authoritative advice on academic and professional standards in an institution by carrying out accreditation, that is
- b. validating or revalidating any phlebotomy programme for the purpose of registration conducted by the institution; and/or
- c. reviewing the general academic and professional standards of the institution.
- d. To promote good practices of accreditation and quality assurance, and to assist in

maintaining and monitoring academic and professional standards.

- e. To advise the HKPIVA on matters pertaining to accreditation and academic and professional standards.
- f. To carry out such other functions connected with accreditation and evaluation as may be permitted or assigned to the Accreditation Committee by the HKPIVA.

Membership

Chairman

Members