

**Appendix 3.**

**Accredited Registers Scheme for Healthcare Professions**

**Phlebotomists (REGISTRATION PROCEDURE)**

**REGULATIONS**

**Application for Registration  
as a Phlebotomists**

I .....  
(name in both English and Chinese)

of .....  
(correspondence or home address in both English and Chinese)

.....

being qualified for registration under Accredited Registers Scheme for Healthcare Professions for registration as a phlebotomist and request that my name be placed on the Register.

2. I hold the following qualifications .....  
.....  
.....  
.....  
.....

3. I have the following professional experience .....  
.....  
.....  
.....  
.....

4. My business address(es) \*is/are as follows:  
(English) .....  
.....  
(Chinese) .....  
.....

5. My telephone numbers are:

(Home).....

(Office).....

6. I \*†have/have not been convicted in Hong Kong or elsewhere of an offence punishable with imprisonment. I \*have/have not been found guilty in Hong Kong or elsewhere of unprofessional conduct. I \*am/am not the subject of an existing order under Accredited Registers Scheme for Healthcare Professions.

I declare that the information given in this application is correct to the best of my knowledge and belief. Signed at .....

The .....day of .....20..... (Signature of Applicant)

**Hong Kong Phlebotomy and Intravenous Infusion Association**  
**REGISTRATION OF PHLEBOTOMIST**  
**GUIDE TO APPLICANTS**

Introduction

1. The purpose of registration is to ensure the professional competence and good conduct of phlebotomist. The statutory basis for registration is contained in the Accredited Registers Scheme for Healthcare Professions Regulations (henceforth called the Regulations). Under the Ordinance, all practising phlebotomist should be registered.

How to apply for registration

2. An application for registration should be made on the prescribed form obtainable in person or in writing from the Central Registration Office at XXXXXXXXXXXX The form can also be downloaded at XXXXXXXXXXXX

**Statement of Purposes**

Purpose of Collection

1. The personal data provided by you to the Hong Kong Phlebotomists Association are to be used for the following purposes in relation to the Accredited Registers Scheme for Healthcare Professions:
  - (i) to process your application for registration and/or examination;
  - (ii) to compile statistics;
  - (iii) to prepare, maintain and publish the register;
  - (iv) to process complaints or enquiries;
  - (v) to send you materials issued by the Hong Kong Phlebotomists Association; and
  - (vi) any other legitimate purpose.

The provision of personal data is voluntary. However, if you do not provide sufficient information, the Hong Kong Phlebotomists Association may be unable to process your application for registration.

**Disclosure of Personal Data to the Public**

2. Under Accredited Registers Scheme for Healthcare Professions, a list of the names,

addresses, qualifications and dates of the qualifications of all persons whose names appear on the register has to be published annually in the register system of Hong Kong Phlebotomists Association. The correspondence address that you provide to the Hong Kong Phlebotomists Association will appear in on the official website where the annual report is also published.

3. The names and the registration numbers of registrants will also be posted on the website (xxxxxxxxxxxxx) of the Hong Kong Phlebotomists Association.

**4. The main purpose of publishing such information is to protect the public by creating a public record of persons who are registered phlebotomists and are entitled to practise the profession in Hong Kong.**

### **Classes of Transferees**

5. The personal data that you provide are mainly for use within the Hong Kong Phlebotomists Association, but, if required, they may also be disclosed to other government departments, bureau, agencies and authorities for the purposes mentioned in paragraph 1 above. Apart from such disclosure, your data may only be disclosed to other parties where you have consented to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

### **Access to Personal Data**

6. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request.

### **Enquiries**

7. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

Secretariat, Hong Kong Phlebotomists Association

1/F, xxxxxxxxxxxxxxxx

Tel No.: xxxxxxxxx

Fax No.: xxxxxxxxx

Email: xxxxxxxxx

## **Qualifications**

Registration criteria are stipulated in Accredited Registers Scheme for Healthcare Professions, the HKPIVA has the authority to hold examinations.

Subject to Hong Kong Phlebotomists Association, the following persons

3. A statement of purposes in relation to the personal data provided in the application form is shown at Appendix II.

## **Qualifications required for registration**

4. Before completing the application form, applicants should study carefully the registrable qualifications specified for registration in phlebotomist of the register.

How to complete the application form

5. The completed application form should be witnessed and signed by a person belonging to one of the following categories:

- (a) Barrister;
- (b) Solicitor;
- (c) Commissioner for Oaths;
- (d) Registered medical practitioner; or
- (e) Medical laboratory technologist registered in Part I of the register.

6. The place where the witnessing has been done should be entered after 'Signed at' on page 2 of the application form.

7. Applicants having more than one business address should indicate which is the principal one with the symbol '#'. Documents to be submitted together with the completed application form

8. Applicants should submit four passport-size (50mm x 40mm) photographs, including one to be affixed to the photograph box in the application form. In addition, a photocopy of the following documents, certified true by a person belonging to one of the categories stipulated in paragraph 7 above, should be submitted:

- (a) Hong Kong Identity Card, or Passport;
- (b) Diploma(s) or relating to the qualification(s) held.

If a qualification is not one of those specified in section B of Appendix III, transcripts of study should also be produced;

- (c) Certification of professional experience in phlebotomy (e.g. certification from employer); and

(d) Certification of present employment as a medical laboratory technologist (e.g. certification from employer).

11. Where necessary, applicants may be requested to submit additional information in respect of his / her qualification(s) and / or work experience, to facilitate consideration of their applications. Late submission of information requested will lead to delay in the processing of applications.

Deadlines for submitting applications for registration

12. a person who practises a profession without being registered in respect of that profession commits an offence. Registration under section Accredited Registers Scheme for Healthcare Professions is an ongoing exercise without any deadline.

### **Practising certificates**

13. Under Accredited Registers Scheme for Healthcare Professions 'a person registered shall not practise a profession in Hong Kong unless he is the holder of a practising certificate which is then in force'. HKPIVA states that where a practising certificate is issued pursuant to an application, the certificate shall, be in force for any period not exceeding 12 months and ending on 31 Dec in any year as may be specified in the certificate'. The need for a person practising phlebotomy in Hong Kong to hold a valid practising certificate became a mandatory requirement on 2018. Applicants who wish to apply for a practising certificate are requested to complete the letter at Appendix .Self-addressed mailing labels

15. Applicants are requested to fill in their correspondence address in the label sheet at Appendix. The completed label sheet should also be submitted with the application form.

Registration examination

16. Applicants who do not possess the formal qualifications specified but who have met the eligibility criteria specified by the Board may be invited to sit for a registration examination.

How to return the completed application form

17. The completed application form, together with all relevant documents, may be returned in person (either by the applicant or a representative) or by post to XXXXXXXX

Warning against false declaration

18. Under Accredited Registers Scheme for Healthcare Professions 'a person who wilfully procures himself or any other person to be registered by making or producing or causing to be made or produced, any false or fraudulent representation or declaration, whether in writing or otherwise, commits an offence'. Please note that the HKPIVA may verify information and documents submitted by applicants with the appropriate organisations.

## Fees

19. The fees for sitting the registration examination, and for issuing a certificate of registration and a practising certificate. Applicants will be notified later of the method of payment. Office hours of counter services and enquiry telephone numbers

20. Counter services in relation to applications for registration are provided from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:45 p.m. from Tuesdays to Fridays, and from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m. on Mondays (except public holidays).

21. For enquiries, please call xxxxxxxx during office hours

## Qualifications for registration

(1) A person who holds any of the following qualifications, together with not less than 250 self-practice hours post-qualification, is eligible for registration in the register. A person who has such other experience, acquired before obtaining these qualifications, as may be accepted by the HKPIVA in a particular case subject to such conditions (if any) relating to the acquisition of post-qualification experience as the HKPIVA may impose, is also eligible for registration in the register. The qualification so far is:

**Diploma in Phlebotomy, Intravenous Cannulation and Electrocardiogram Operation**  
抽血技術,靜脈導管插入及心電圖操作文憑課程