



APPENDIX A

Registration Form (Exercise Providers)

To be read and completed by Exercise Providers agreeing to be part of the Warwickshire Exercise Referral Scheme, after meeting with or having a telephone conversation with the Scheme Coordinator, Rich Collinson at CSW Sport (contact details below)

- All personnel will adhere to the processes and conditions of the scheme, as outlined in all scheme documentation, including any updates and changes to processes, and use the current scheme documentation for all processes, as updated on the CSW Sport website.
- All personnel involved in the Exercise Referral Scheme will protect the confidentiality and medical information related to the patient / client, in line with the Data Protection Act (1998) and Caldicott Principles. The patient's / client's personal information will only be used for the purposes of improving the scheme. The list below includes examples of measures, although is not an exhaustive list, that are expected to be put in place:-
 - Patient / Client related information stored in locked cupboards
 - Electronic Patient / Client related information to be password protected
 - Electronic Patient / Client Files to not be stored on the hard drive of computers
 - Any personal or medical information of Patients / Clients needs to be kept for 8 years then shredded or burnt for any patient / client who starts the referral period. This figure is 2 years for anyone who is referred but does not start the referral period
 - Designated person(s) to be responsible for the scheme so that only personnel who are involved in the scheme have access to Patient / Client related information
 - System in place for managing patient confidentiality and personal and medical information
- All personnel involved in the scheme will be comprehensively and appropriately qualified, in line with section 7 of the Exercise Referral Pack. This may be updated from time to time and so personnel should continue to meet any updated requirements. The names, qualification titles and dates of qualifications of all qualified personnel delivering the scheme will be communicated to CSW Sport before a person starts delivering the scheme. Copies of certificates may be requested by CSW Sport.
- The organisation will have and maintain adequate insurance cover in respect of 3rd party, public liability, employer's liability, legal expenses and any other relevant insurance so that every activity as part of the scheme is comprehensively insured.
- The organisation will take full responsibility for their involvement and responsibilities, as part of the scheme, as outlined in the scheme documentation. The organisation understands that CSW Sport accepts no responsibility, financial or otherwise for expenditure or liabilities arising from the organisation's involvement in the scheme. This includes any actions that are taken outside of the processes and conditions of the scheme, and all relevant legislation related to the scheme.
- The organisation understands that CSW Sport will not indemnify us against any claims, whether under any statute or regulation or at common law, for which we may be liable as an employer or otherwise in the involvement of the scheme. The organisation will be responsible for any claims for which it is liable as part of its role within the scheme. This includes any actions that are taken outside of the processes and conditions of the scheme, and all relevant legislation related to the scheme.
- The systems in place within the organisation and the facilities will be compliant with the Disability Discrimination Act (DDA) 1995 and the disability related aspects of the Equality Act 2010.
- The organisation will comply with all relevant health and safety legislation, in line with the Health and Safety Executive, eg Health and Safety at Work (1974).

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- The organisation will have, and comply with, a set of Normal Operating Procedures (NOPs) for the organisation.
- The Pricing Tariff for the scheme will be kept up to date at all times and communicated to CSW Sport, by post or email (see contact details below) before any changes are made so that all parties are fully informed of the current pricing levels.
- Current contact details for the designated scheme contact will be communicated to CSW Sport as soon as they change.
- The Progress Form (Appendix C) will be completed fully, for all patients / clients who start the exercise referral period, and copies sent to the referrer, CSW Sport and the patient / client. This includes patients / clients that leave the scheme early.
- In situations where patients / clients choose not to take part in the scheme, the exercise provider will inform the referrer and CSW Sport that this is the case.
- Organisations will be expected to cover all costs associated with providing the scheme, e.g. equipment, postage, staff time, other day to day operational costs. There is no expectation for NHS Warwickshire or CSW Sport to pay for these costs.
- The scheme may be updated at any given point, and that all parties are expected to adhere to any updated requirements and criteria of the scheme.

If any of the requirements and criteria of the scheme are not met then the organisation will no longer be able to be part of the scheme and be unable to accept referrals as part of the scheme.

Please confirm the list of the qualified Exercise Referral Instructors who are going to be part of the scheme, their email address and phone number, and the location where they would deliver the scheme, (please notify the Rich Collinson, the Scheme Coordinator at CSW Sport when there any additions to this list):

- 1.
- 2.
- 3.
- 4.
- 5.



I understand and agree to the above conditions to be part of the Warwickshire Exercise Referral Scheme.

Signed		Date	
Printed		Position	
Address			
Phone Number			
Email Address			

Please send this completed form to CSW Sport (address provided below), or give it to Rich Collinson, CSW Sport, once you have met or had a telephone conversation about the details of the scheme with Rich.

For any enquiries, contact Rich Collinson, CSW Sport on exercisereferral@cswsport.org.uk or 024765 74889

Warwickshire Exercise Referral Scheme

CSW Sport, University of Warwick, Westwood Campus, Coventry, CV4 7AL
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