

Qualification Specification

QNUK Level 3 Award in Administration of Emergency Oxygen (RQF)

603/2078/3

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1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

Contact Us

Please get in touch if you need any advice or guidance with this qualification.

Head Office:

Qualifications Network
First Floor Offices
86A Lancaster Road
Enfield
Middlesex
EN2 0BX

Email: centres@qnuk.org
Tel: 020 3795 0559

2. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

| | |
|-------------------------|------------------------|
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3. Qualification Objective

This qualification is aimed at those working in a range of settings where they are required to administer oxygen as part of their role. This includes, but is not limited to, pre-hospital care providers and those working in the leisure industry. This is **not** a Licence to Practice qualification and employers should ensure they have full and rigorous Clinical Governance in place to be able to allow employees to administer oxygen. The qualification will support a role in the workplace.

4. Geographical Coverage of this Qualification

This qualification is available in England, Wales and Northern Ireland.

5. Benefit for Learners

This qualification will develop knowledge and ability to deliver emergency oxygen in a pre-hospital situation enabling learners to support and preserve life where possible.

6. Progression

Learners could progress on to Pre-Hospital Care qualifications.

7. Recognition of Prior Learning

QNUK are unable to accept requests for recognition of prior learning (RPL) for this qualification.

8. Qualification Information

| | |
|--------------------------------|---|
| Qualification Number (QN) | 603/2078/3 |
| Learning Aim | 60320783 |
| Total Qualification Time (TQT) | 5 |
| Guided Learning Hours (GLH) | 3 |
| Credit value | 1 |
| Level | 3 |
| Validity | It is recommended that this qualification is refreshed annually |
| Assessment | Invigilated MCQ paper and observed practical tasks |
| Achieving the qualification | Learners must achieve the mandatory unit |

9. Qualification Structure

| Unit No. | Unit Title | Level | Credit | GLH |
|------------------------|--------------------------------|-------|--------|-----|
| Mandatory units | | | | |
| D/616/0092 | Administering Emergency Oxygen | 3 | 1 | 3 |

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.

10. Learner Entry Requirements

There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre; however, learners should be aged 18 years and over to undertake this qualification.

Learners must have suitable First Aid or Medical qualifications. A minimum would be a valid Level 3 First Aid at Work qualification or a valid outdoor First Aid qualification such as the QNUK Level 3 Award in Outdoor First aid (RQF).

It is recommended that learners have at least level 2 literacy to undertake this qualification within the given Total Qualification Time.

There are no other pre-requisites for this qualification.

11. Delivery

This qualification is delivered in a face-to-face setting over 3 hours. Some cohorts of learners may be taking this qualification as part of another pre-hospital course or as a refresher. In these cases, learning time may be reduced due to prior knowledge and experience.

11.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

11.2. Equipment Requirements

- Resuscitation manikins – 1 per 4 candidates
- Resuscitation cleaning materials, for example manikin wipes
- AED training units - 1 per 4 candidates
- A range of Oximeters, 1 oximeter per 4 candidates
- Oxygen cylinder – 1 per 4 candidates. CD and/or D sized
- Range of oxygen delivery devices (1 per 4 candidates) including:
 - 100% mask,
 - 28% mask,
 - simple face mask
 - nasal cannulae
 - bag valve mask
 - pocket mask with oxygen port
- Template reporting documentation

All equipment should be safe and in good working order.

11.3. Blended Learning

Blended learning is acceptable for this qualification provided suitable controls are in place to ensure learners complete all elements.

Much of the qualification is based on developing practical skills and using equipment which is not commonly available outside of the learning environment; therefore, learners will undertake some face-to-face learning. All practical assessments must be taken in the physical presence of the assessor.

11.4. Trainer to Learner Ratio

The maximum Trainer to learner ratio for this qualification is 1: 12

12. Centre Personnel Requirements

All those who deliver and assess this qualification must hold:

1. Current registration as a Doctor with the General Medical Council (GMC); or
2. Current registration as a Nurse with the Nursing and Midwifery Council (NMC); or
3. Current registration as a Paramedic with the Health and Care Professions Council (HCPC); or
4. Additional medical related qualifications include:
 - a. Ambulance technician (IHCD)
 - b. Combat medical technician class 1 (Army)
 - c. Lead medical assistant (Navy)
 - d. Medical Assistant (RAF)
 - e. Emergency care assistant (NHS)
 - f. Emergency Ambulance grade (VAS)
 - g. First Person on Scene Enhanced (IHCD/Pearson)
 - h. First aid at Work certificate
 - i. Outdoor First aid certificate
5. Where an “additional medical related qualification” is held, the trainer should also have completed recognised CPD training or a qualification in the administration of Emergency Oxygen
6. Hold one of the following qualifications or their recognised equivalent:
 - a. Cert Ed/PGCE/B Ed/M Ed
 - b. CTLLS/DTLLS
 - c. PTLLS (12 credits)
 - d. Further and Adult Education Teacher’s Certificate
 - e. IHCD Instructional Methods
 - f. IHCD Instructor Certificate
 - g. S/NVQ level 3 in training and development
 - h. S/NVQ level 4 in training and development
 - i. TQFE (Teaching Qualification for Further Education)
 - j. English National Board 998
 - k. Nursing mentorship qualifications
 - l. NOCN Tutor Assessor Award
 - m. Level 3 Award in Education and Training (QCF/RQF)
 - n. Level 4 Certificate in Education and Training (QCF/RQF)
 - o. Level 5 Diploma in Education and Training (QCF/RQF)
7. If none of the above teaching/assessing qualifications are held, delivery staff must hold both a teaching qualification AND assessing qualification from the list below
 - a. Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development (Teaching)
 - b. Training Group A22, B22, C21, C23, C24 (Teaching)
 - c. SQA Accredited Planning and Delivering Learning Sessions to Groups (Teaching)
 - d. A1 (D32/33) – Assess candidates using a range of methods (Assessing)
 - e. A2 (D32) – Assess candidates’ performance through observation (Assessing)
 - f. Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement (Assessing)
 - g. SQA Accredited Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33 (Assessing)

- h. SQA Accredited Learning and Development Unit 9D - Assess workplace competence using direct methods – replacing Units A2 and D32 (Assessing)
 - i. SQA Carryout the Assessment Process (Assessing)
 - j. Level 3 Award in Assessing Competence in the Work Environment (QCF/RQF) (Assessing)
 - k. Level 3 Award in Assessing Vocationally Related Achievement (QCF/RQF) (Assessing)
 - l. Level 3 Award in Understanding the Principles and Practices of Assessment (QCF/RQF) (Assessing)
 - m. Level 3 Certificate in Assessing Vocational Achievement (QCF/RQF) (Assessing)
 - n. Assessor/IQA CPD Day (Assessing)
8. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

Internal quality assurance requirements

Each centre must have access to a suitably qualified IQA. The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.

All those who are involved with the quality assurance of this qualification **internally** must:

1. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
2. meet the delivery staff requirements for this qualification;
3. hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - a. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - b. Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - c. V1 Conduct internal quality assurance of the assessment process; or
 - d. D34 Internally verify the assessment process; and
4. show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

Please note whilst centre personnel may be approved for both roles, those assigned the role of Trainer/Internal Verifier are not permitted to operate in both these roles for any learner.

13. Assessment Requirements

Learners are assessed for this qualification through:

13.1. Multiple-Choice Question Paper

The MCQ paper will be taken under examination conditions, i.e. learners will sit a minimum of 1.25 metres apart, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

| | |
|------------------------|------------|
| Language of assessment | English |
| Duration | 20 minutes |
| Pass mark | 70% (7/10) |
| Grading | Pass/Fail |

Example MCQs are included at Appendix 2

13.2. Practical Tasks

Learners are required to demonstrate the safe use of oxygen as they would in an emergency situation, therefore, they will need to be able to work on the floor, for example, as with CPR.

| | |
|------------------------|-------------|
| Language of assessment | English |
| Duration | As required |
| Pass mark | 100% |
| Grading | Pass/Fail |

14. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

There may be situations within the centre devised assessment methodology that require observations, in these situations QNUK EQA Department will also require to conduct verification visits to ensure the accuracy and consistency of assessment decisions.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

15. Reasonable Adjustments

Learners are required to complete the assessments in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners who would otherwise be able to demonstrate competence in line with the purpose of the qualification. Learners should contact their centre to discuss reasonable adjustment if they feel the prescribed assessment methods would disadvantage them

16. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.

Appendix 1: Units

Unit 1 Administering Emergency Oxygen (D/616/0092)

Unit Summary

This unit develops the principles of administering oxygen in emergency situations and the learner will understand how to administer oxygen safely.

| 1. The learner will: Understand the principles of administering oxygen in an emergency situation | | |
|--|---|-------------------|
| Assessment Guidance | | Types of Evidence |
| 1.1 | Outline how oxygen is used within the body | MCQ |
| 1.2 | Identify indications for the administration of oxygen in different emergency situations | MCQ |
| 1.3 | Identify contraindications that prohibit the administration of oxygen | MCQ |
| 1.4 | Describe the use pulse oximetry | MCQ |
| 1.5 | Describe the limitations of pulse oximetry | MCQ |
| 1.6 | Outline precautions to be observed in relation to oxygen | MCQ |

| 2. The learner will: Understand how to administer oxygen to a casualty | | |
|--|---|-----------------------|
| Assessment Guidance | | Types of Evidence |
| 2.1 | Demonstrate operational checks to be undertaken on oxygen therapy equipment prior to use | Practical Observation |
| 2.2 | Demonstrate the safe preparation of different administration devices for a casualty not in cardiac arrest | Practical Observation |
| 2.3 | Demonstrate the delivery of oxygen | Practical Observation |
| 2.4 | Outline the details that should be recorded in relation to the administration of oxygen | MCQ |

| Rationale for level | | | |
|---------------------|-------|----------|--|
| | Level | Emphasis | Comments |
| Knowledge | 3 | Strong | Learners need to assess the casualty and make reasoned judgements about the management of that casualty. Application of knowledge and skills is required in possibly unfamiliar contexts |
| Skills | 3 | Good | |
| Overall | 3 | | |

| Rationale for TUT and credit | | | |
|------------------------------|-------|--|---|
| | Hours | Comments | |
| Guided learning | 3 | Some guided learning hours may be reduced where learners have been previously qualified in current basic life support. All assessments must still be undertaken to prove current competence. | |
| Directed study | N/A | | |
| Independent study | 2 | | |
| Non invigilated assessment | N/A | | |
| TQT: | 5 | Credit: | 1 |

| What needs to be learnt? | |
|---|---|
| Unit 1 Administering Emergency Oxygen (D/616/0092) | |
| 1.1 | How oxygen is used within the body including absorbed into the blood stream; aerobic respiration; used to produce energy; cellular rejuvenation; supports the immune system; aids alertness, reflexes, memory. |
| 1.2 | The indications for the administration of oxygen in different emergency situations including shortness of breath; fast heart rate and increased blood pressure; paleness; decompression illness; air or gas embolism; carbon monoxide poisoning and smoke inhalation; etc. |
| 1.3 | The contraindications that prohibit the administration of oxygen including COPD, high fever, pacemakers or epidural pain pump, seizures, asthma, congenital spherocytosis, Eustachian tube dysfunction, upper respiratory tract infection, pregnancy, malignant tumours |
| 1.4 | The use of pulse oximetry including objective measurement of oxygenation; measures saturation of haemoglobin in arterial blood; easy and non-invasive monitoring; diagnostic testing; correct placement of probe; clip type probe; self-adhesive probe used for long-term monitoring. |
| 1.5 | The limitations of pulse oximetry including may give false readings; cannot be used to assess oxygen delivery or adequacy of ventilation; effects of poor peripheral perfusion due to cold or hypotension; effects of motion on sensor. |
| 1.6 | The precautions to be observed in relation to oxygen when: <ul style="list-style-type: none"> • handling – ensure correct regulator is fitted; use of PPE if appropriate. • using – inspect regulator and cylinder valves for grease, oil, dirt or solvent; use away from open flames (i.e. cigarettes, candles, gas stoves, etc); do not use electric razors, hair dryers or any heat producing or electrical appliance that has a motor • storing – minimum 3 metres away from open flame or heat source; not stored near electrical appliances (such as electric razors, hair dryers, electric blankets, etc); keep area clean and dust free; secure and safe storage where it will not get knocked over. |

| | |
|-----|--|
| 2.1 | The operational checks to be undertaken on oxygen therapy equipment prior to use including checking equipment is dirt and dust free; equipment is undamaged; level of supply; expiry date of oxygen; sealed and in date delivery device. |
| 2.2 | The safe preparation of different administration devices for a casualty not in cardiac arrest including preparing: <ul style="list-style-type: none"> • 100% non-rebreathe mask • 28% mask • simple face mask • nasal cannulae This does not need to be performed in a scenario or role play situation. |
| 2.3 | The delivery of oxygen using a: <ul style="list-style-type: none"> • bag valve mask • pocket mask with oxygen port Including safely setting up pocket mask and delivering breaths to a casualty; setting up bag valve mask and delivering two effective inflations. This does not need to be performed in a scenario or role play incident, although this is an option. |
| 2.4 | The details that should be recorded in relation to the administration of oxygen including pulse rate, blood pressure, temperature, respiratory rate, oxygen concentration, flow rate, oximetry result, delivery devices used; batch number. |

Appendix 2: Specimen Assessment Material

What piece of information is missing from this oxygen administration record:

1

“15:00 - Casualty given 15lpm oxygen using a 100% non-rebreather mask. BN:23325G. Stopped on ambulance crew arrival at 15:23. Administered by: S Smith”

- A** Time stopped
- B** Effect
- C** Dose
- D** Batch number

2

Why is it important to keep oxygen cylinders free from oil and grease?

- A** To prevent any leaks from the cylinder
- B** To make sure it stays in date
- C** To create a professional image
- D** To reduce the chance of dropping it.

3

When may the pulse oximetry device reading be unreliable?

- A** When it shows a regular wave form
- B** Casualty is wearing nail varnish
- C** When it is used in a dark room
- D** At high altitude