22298VIC

Course in Basic Oxygen Administration

Accredited for the period: 1 January 2016 to 31 December 2020
under Parts 4.4 and 4.6 of the Education and Training Reform Act 2006

Document Status:
This document is an exact copy of the document, which is listed on the State Register of Accredited Courses and Recognised Qualifications and the www.training.gov.au site.
Accredited from 1st January 2016 to 31st December 2020

Disclaimer
In compiling the information contained in and accessed through this resource, the Department of Education and Training (DET) has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law DET, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DET limits its liability to the extent permitted by law, for the resupply of the information.

Third party sites
This resource may contain links to third party websites and resources. DET is not responsible for the condition or content of these sites or resources as they are not under its control.
Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.

TABLE OF CONTENTS

3

Section A: Copyright and course classification information

<table>
<tr>
<td>1. Copyright owner of the course</td>
<td>Copyright of this document is held by the Department of Education and Training, Victoria. © State of Victoria (Department of Education and Training) 2015.

Day to day contact:
Human Services Curriculum Maintenance Manager
Swinburne University of Technology
PO Box 218
Hawthorn VIC 3122
Email: cmmhs@swin.edu.au
Telephone: 03 9214 5034 / 9214 8501</td>
</tr>
<tr>
<td>2. Address</td>
<td>Executive Director
Training Participation and Facilitation Division
Higher Education and Skills Group
Department of Education and Training
GPO Box 4367
Melbourne VIC 3001</td>
</tr>
<tr>
<td>3. Type of submission</td>
<td>Re-accreditation</td>
</tr>
<tr>
<td>4. Copyright acknowledgement</td>
<td>Copyright of this material is reserved to the Crown in the right of the State of Victoria. © State of Victoria (Department of Education and Training) 2015</td>
</tr>
<tr>
<td>5. Licensing and franchise</td>
<td>This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (http://creativecommons.org/licenses/by-nd/3.0/au/). You are free to use, copy and distribute to anyone in its original form as long as you attribute Higher Education and Skills Group, Department of Education and Training as the author and you license any derivative work you make available under the same licence</td>
</tr>
<tr>
<td>6. Course accrediting body</td>
<td>Victorian Registration and Qualifications Authority</td>
</tr>
</table>

7. AVETMISS information	**ANZSCO Code** *(Australian and New Zealand Standard Classification of Occupations)*	*GEN20 Non-industry specific training*
	ASCED Code – 4 digit (Field of Education)	*0699 Other Health*
	National course code	*To be provided by the VRQA when the course is accredited*

8. Period of accreditation	1 January 2016 – 31 December 2020

Section B: Course information

1. Nomenclature	*Standard 1 AQTF Standards for Accredited Courses*
1.1. Name of the qualification	22298VIC Course in Basic Oxygen Administration
1.2. Nominal duration of the course	4 hours

2. Vocational or educational outcomes	*Standard 1 AQTF Standards for Accredited Courses*
2.1. Purpose of the course	Graduates of the Course in Basic Oxygen Administration will be able to recognise and respond to emergency situations that require the application of oxygen therapy or oxygen resuscitation, as appropriate, until the arrival of medical assistance.

3. Development of the course	*Standards 1 and 2 AQTF Standards for Accredited Courses*
3.1. Industry / enterprise/ community needs	This course was initially developed and accredited in 2005 in response to an identified need by key Victorian first aid providers, such as St John Ambulance and Australian Red Cross. St John Ambulance and the Australian Red Cross identified the need for training to cover the basic oxygen administration for the first aid management of the breathing and non-breathing casualty. Oxygen administration constitutes a significant part of first aid management. The accreditation of the current course expires on 31 December 2015.

This course provides accredited training for workers or nominated workplace first aiders from any industry sector and addresses the outcomes required to recognise and respond to situations that require application of basic oxygen therapy and/or oxygen resuscitation as appropriate until the arrival of medical assistance.

There are no endorsed units of competency or qualifications in a National Training Package that specifically addresses basic oxygen administration. However, there are endorsed units of competency in Training Packages that relate to first aid and training in oxygen administration involving more advanced tools/techniques. These competencies are:

- HLTAID003 Provide First Aid
  - This unit does not provide specific skills in oxygen administration
- HLTAID006 Provide Advanced First Aid
  - This unit does not provide specific skills in oxygen administration |

	- HLTAID007 Provide Advanced Resuscitation - This unit covers advanced skills in oxygen administration which are not suitable for basic oxygen administration or the target group for this course. Does not address use of pocket masks (many industries/sectors require training in pocket masks). - PUAEME003C Administer oxygen in an emergency situation - This unit does not cover standardised first aid procedures (DRSABCD) which are required of first responders, does not include CPR (which is required in this course), and includes advanced oxygen administration tools/techniques. Due to industry requirements, first aid workers need to be able to demonstrate current competency/undertake refresher training every 12 months in the following unit of competency: - VU21763 Apply basic oxygen resuscitation/oxygen therapy Therefore, it is imperative that this course is re-accredited to provide the training required. Accordingly, a Project Steering Committee was formed to oversee and direct the re-accreditation process. The members of the Steering Committee were as follows: Barbra May (Chair) — Australian Red Cross Andrew Fleming — Community Services and Health Industry Training Board Services Anthony Hasphall — St John Ambulance Victoria Jodie D'Arcy — Ambulance Victoria John Lippmann — Divers Alert Network (DAN) Asia-Pacific Stephen McFadyen — The Gordon Institute of TAFE Thomas Howell — Premium Health Tom Hallahan — Epworth HealthCare In attendance : David Trembath (Course Writer) — David Trembath and Associates Autumn Shea (Project Manager) — CMM for Human Services

	Jennifer Fleischer	Project Officer - CMM for Human Services
	Wendy Dowe	Administrator - CMM for Human Services

They also confirmed that the course:

- does not duplicate, by title or coverage, the outcomes of an endorsed training package qualification
- is not a subset of a single training package qualification that could be recognised through one or more statements of attainment or a skill set
- does not include units of competency additional to those in a training package qualification that could be recognised through statements of attainment in addition to the qualification
- does not comprise units that duplicate units of competency of a training package qualification.

3.2. Review for re-accreditation	The monitoring and evaluation processes conducted by the CMM for Human Services have identified no changes necessary to the *Course in Basic Oxygen Administration* during its period of accreditation.

The course 22298VIC *Course in Basic Oxygen Administration* replaces and is equivalent to 22100VIC *Course in Basic Oxygen Administration.*

The following table demonstrates the relationship of the course's single unit to the previous unit.

Existing Unit (from 22100VIC)	New Unit (from 22298VIC)	Comments
VU20298 Apply oxygen resuscitation/oxygen therapy	*VU21763 Apply basic oxygen resuscitation/oxygen therapy*	*Equivalent*

4. Course outcomes	*Standards 1, 2, 3 and 4 AQTF Standards for Accredited Courses*

4.1. Qualification level	*Standard 1,2 and 3 AQTF Standards for Accredited Courses*

The Course in Basic Oxygen Administration meets an identified industry/enterprise or community need, but does not have the breadth, depth or volume of learning of a qualification. Its volume of learning does not comprise a full-time year.

4.2. Employability skills	*Standard 4 AQTF Standards for Accredited Courses* Not applicable
4.3. Recognition given to the course (if applicable)	*Standard 5 AQTF Standards for Accredited Courses* Not applicable
4.4. Licensing/ regulatory requirements (if applicable)	*Standard 5 AQTF Standards for Accredited Courses* Not applicable

5. Course rules   *Standards 2, 6,7 and 9 AQTF Standards for Accredited Courses*

5.1. Course structure

Successful attainment of the unit within the course (as defined in the table below) will result in the issue of a Statement of Attainment for the *22298VIC Course in Basic Oxygen Administration*.

Unit of competency/ module code	Field of Education code (six-digit)	Unit of competency/module title	Pre-requisite	Nominal hours
VU21763	069907	Apply basic oxygen resuscitation/oxygen therapy	N/A	4

5.2. Entry requirements	*Standard 9 AQTF Standards for Accredited Courses* Participants in the Course in Basic Oxygen Administration must be able to demonstrate current competence in Cardiopulmonary Resuscitation. Australian Resuscitation Council (ARC) guidelines recommend annual refresher training for current competence. There are a number of training paths to this competence. HLTAID001 Provide cardiopulmonary resuscitation is referenced as a benchmark unit. It is recommended that participants in this course have literacy and numeracy competencies equivalent to the Australian Core Skills Framework Level 2. An example of ACSF Level 2 is being able to request appropriate emergency assistance at the scene of the incident.

6. Assessment	*Standards 10 and 12 AQTF Standards for Accredited Courses*
6.1. Assessment strategy	*Standard 10 AQTF Standard for Accredited Courses* All assessment, including Recognition of Prior Learning (RPL), must be compliant with the requirements of: • Standard 1.2 of the AQTF: Essential Conditions and Standards for Initial Registration and Standard 1.5 of the AQTF: Essential Conditions and Standards for Continuing Registration. and/or • Standard 1, Clauses 1.1 and 1.8 of the Standards for Registered Training Organisations 2015 (SRTOs). Assessment methods should be flexible, valid, reliable and fair. Assessment of the unit requires evidence of satisfactory performance being sought for each element and its performance criteria and the required skills and knowledge through a variety of tasks depending on the criteria specified. The following principles should be used as a guide to the assessment approach: • Students should be assessed across the full range of required tasks integrated into practice, in order to increase reliability and validity of assessment. • Instructions for assessment tasks should be clear, explicit and ordered. Students must know what is expected and the criteria by which they will be judged. • Time allowed to complete a task should be reasonable and specified, and should allow for preparation and re-drafting as appropriate to the task. • Assessment should be validated through such strategies as co-assessment. • Performing practical tasks and a range of simulation activities. • Observation by the teacher.
6.2. Assessor competencies	*Standard 12 AQTF Standards for Accredited Courses* Assessment must be undertaken by a person or persons in accordance with: • Standard 1.4 of the AQTF: Essential Conditions and Standards for Continuing Registration and/or • Standard 1, Clauses 1.13, 1.14, 1.15, 1.16 and 1.17 of the Standards for Registered Training Organisations 2015 (SRTOs).

11

	In addition, it has been determined by Industry and endorsed by the Steering Committee that assessors must have:
	• higher level of knowledge and skills than that being assessed, such as nursing/medical, paramedic and/or additional study in the relevant subject area e.g. Provide Advanced Resuscitation
	• practical experience in the field of first aid provision of oxygen and have these competencies re-assessed in line with industry requirements
	In order to maintain proficiency in Cardiopulmonary Resuscitation, the ARC recommends that annual refresher training is undertaken.

7. Delivery   *Standards 11 and 12 AQTF Standards for Accredited Courses*

7.1. Delivery modes	*Standard 11 AQTF Standards for Accredited Courses* This course provides for delivery in a variety of modes including: • classroom delivery • workplace • some theory components are suitable for flexible delivery There are no restrictions on offering the program on either a full-time or part-time basis. Where possible, participants should be exposed to real work environments and examples/case studies. Strategies should be selected to reflect the nature of the elements and performance criteria and the needs of the participants. Some areas of content may be common to more than one element and therefore integration may be appropriate. An appropriate mix of knowledge and skills development is important.
7.2. Resources	*Standard 12 AQTF Standards for Accredited Courses* Specialised facilities, equipment and other resources required to deliver this course include: • training facilities and equipment • related range of texts, references and audio/visual material • an environment appropriate to the assessment task, that is either on the job or simulated workplace environment Specific resource requirements to deliver the unit are outlined here and within the unit of competency: • ancillary devices and equipment • appropriate cleaning and disinfecting resources

	• communication equipment
	• first aid equipment (current/manufacturers guidelines adhered to)
	• Nasal cannulae (prongs)
	• non-rebreather mask
	• OHS legislation/guidelines
	• oxygen equipment
	• protective gloves
	• resuscitation manikin
	• resuscitation mask (pocket-style) with oxygen inlet
	• simple face mask
	• suitably equipped theory and practical space
	• work cover/workplace documentation
	RTOs should ensure reference material is current and follows the ARC Guidelines.
	Qualifications of Trainers
	Training must be undertaken by a person or persons in accordance with:
	• Standard 1.4 of the AQTF: Essential Conditions and Standards for Continuing Registration
	and/or
	• Standard 1, Clauses 1.13, 1.14, 1.15, 1.16 and 1.17 of the Standards for Registered Training Organisations 2015 (SRTOs)
	In addition, it has been determined that trainers must have:
	• higher level of knowledge and skills than that being assessed, such as nursing/medical, paramedic and/or additional study in the relevant subject area e.g. Provide Advanced Resuscitation
	• practical experience in the field of first aid provision of oxygen and have these competencies in line with industry requirements
	In order to maintain proficiency in Cardiopulmonary Resuscitation, the ARC recommends that annual refresher training is undertaken.

8. Pathways and articulation	*Standard 8 AQTF Standards for Accredited Courses* No formal articulation and credit transfer arrangements have been negotiated with VET RTOs and Universities. Arrangements for credit transfer between VET RTOs and Universities will need to be undertaken individually and on a case-by-case basis.
9. Ongoing monitoring and evaluation	*Standard 13 AQTF Standards for Accredited Courses* This course is maintained and monitored by the Curriculum Maintenance Manager, Human Services. A review of the course will take place at the mid-point of the accreditation period. Feedback will be sought from those Registered Training Organisations offering the course as part of the review process. Recommended changes will be referred to the Victorian Registration & Qualifications Authority (VRQA) for noting. Processes for gathering evaluation data may include: • student feedback questionnaires • client and stakeholder feedback • trainer and assessor feedback • industry changes and updates Recommendations for any significant changes will be reported to the VRQA. Examples of changes that will be reported to the VRQA include changes to: • the course structure, whether to reflect local industry needs or to reflect changes to Training Packages and the availability of new or revised nationally endorsed units of competency • required pre-requisites and/or co-requisites • the nominal duration of the course and of the units • copyright ownership • articulation and/or credit arrangements • legislation such as OHS/ licensing • amendments to refresher or currency requirements to reflect revised ARC guidelines or other health authority requirements

Section C—Units of competency

The *Course in Basic Oxygen Administration*:

Unit Code	Unit Title
Specialisation Unit	
VU21763	Apply basic oxygen resuscitation/oxygen therapy

The specialisation unit of competency is provided on the following pages.

VU21763	**Apply basic oxygen resuscitation/oxygen therapy**
Unit Descriptor	This unit describes the outcomes required to recognise and respond to situations that require application of basic oxygen therapy and/or oxygen resuscitation as appropriate until the arrival of medical assistance.
	Participants must be able to demonstrate current competence in Cardiopulmonary Resuscitation to undertake this unit.
	The unit excludes the use of bag-valve-mask, manually triggered resuscitators and closed-circuit oxygen units.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Employability skills	This unit has not been mapped to the National Employability skills.
Application of the Unit	This unit can be applied in either the workplace or in the community at large.

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
1 Respond to the situation	1.1 The situation is assessed in a manner that recognises that it is time critical.
	1.2 *Physical hazards* to the health and safety of self and others are identified and minimised and/ or removed according to established *first aid principles and procedures*.
	1.3 Immediate *risks* to health and safety of self, casualty and others are minimised by isolating any identified hazard, such as a naked flame.
	1.4 *Casualty's condition* is assessed and the need for administration of *supplemental oxygen* is identified.
	1.5 Appropriate *emergency assistance* is requested using relevant available *communication media or equipment*.
2 Assess situation and administer oxygen	2.1 The nature of the casualty's condition is determined and CPR is applied if appropriate.
	2.2 Casualty is reassured in a caring and calm manner, if conscious, and made comfortable using available resources.

	2.3	***Resources and equipment*** are identified, accessed and assessed for ***serviceability and suitability***.
	2.4	Oxygen is administered using ***specified delivery devices*** and suitable flow rates relevant to casualty's condition, resources and equipment available.
	2.5	Casualty's condition is monitored and responded to in accordance with first aid principles and procedures, Australian Resuscitation Council (ARC) Guidelines and/or State/Territory and industry requirements.
3 Communicate details of the incident	3.1	Details of casualty's condition and ***first aid management activities*** are accurately conveyed to emergency response services/relieving personnel.
	3.2	Details of incident are reported in line with workplace requirements.
	3.3	***Workplace documentation*** is completed in a timely manner, presenting all relevant facts according to established procedures.
	3.4	Confidentiality of records and information is maintained in line with statutory and/or workplace requirements.
4 Evaluate oxygen support provided	4.1	Effectiveness of own role in the incident is reviewed in accordance with established procedures.
	4.2	Aspects for improvement and/or further development of own skills and knowledge are identified.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Skills

- Carrying out relevant first aid procedures in line with current ARC basic life support flow chart (DRSABCD)
- Controlling the situation prior to appropriate oxygen administration
- Requesting appropriate emergency assistance
- Using resources and equipment appropriately
- Administering oxygen appropriately using specified delivery device appropriate to casualty
- Conveying casualty's details accurately to emergency services
- Completing relevant documentation accurately
- Reporting first aid given and all information about situation to ensure future operational readiness

Knowledge

- Relevant first aid principles and procedures in line with current ARC basic life support flow chart (DRSABCD)
- When to apply oxygen therapy and oxygen resuscitation as appropriate to casualty's condition
- Oxygen flow rates relevant to delivery device and different sizes of casualties
- How to administer oxygen appropriately using specified delivery devices
- Considerations for administering oxygen to adults, children and infants
- Hazards associated with casualty management and the administration of oxygen

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Physical hazards may include	
	• Workplace hazards
	• Environmental hazards
	• Proximity of other people
	• Hazards associated with casualty management
	• Hazards associated with the administration of oxygen

First aid principles and procedures may include, but are not limited to	
	• Checking the site for danger to self, casualty and others and minimising danger
	• Assess casualty's condition
	• Checking and maintaining the casualty's airway, breathing and circulation
	• Infection control principles and procedures, including use of standard precautions
	• ARC Guidelines or those of other relevant Australian specialist organisations (e.g. Asthma Australia) are followed
	• Appropriate emergency assistance may include: medical, paramedic, ambulance, higher level first aider, police, fire brigade
	• Checking casualty's medical history, if available

Risks may include, but are not limited to	
	• Worksite equipment, machinery and substances
	• Environmental risks
	• Contamination by bodily fluids
	• Risks of further injury to the casualty
	• Risks associated with the proximity of other workers and bystanders

- Risks associated with the use of oxygen, egg. naked flames, poorly ventilated spaces, etc.

Casualty's condition may include

- Respiratory distress
- Cardiac/vascular problems
- Drowning/near drowning
- Trauma
- Shock
- Compressed gas diving injuries
- Altered conscious state

Supplemental oxygen may include oxygen delivered by

- Resuscitation mask (pocket-style) with oxygen inlet
- Simple face mask
- Non-rebreather mask
- Nasal cannulae (prongs)

Emergency assistance may include

- Medical, paramedic, ambulance, higher level first aider, police, fire brigade

Communication media or equipment may include

- Telephone (landline, mobile or satellite)
- Alarm systems
- Two-way radio

Resources and equipment may include

- Oxygen equipment compatible with appropriate delivery devices
- Ancillary devices and equipment
- Resuscitation masks and other appropriate barrier devices
- Protective gloves
- First aid kit
- Appropriate cleaning and disinfecting resources

Serviceability and suitability may involve but is not limited to

- Appropriate maintenance and checking of oxygen equipment as per manufacturer's instructions and any relevant Australian Standards

Specified delivery devices must include

- Resuscitation mask (pocket-style) with oxygen inlet

   and either:

- Simple face mask

   or

- Non-rebreather mask

Specified delivery devices may also include	• Nasal cannulae (prongs)
First aid management activities may include	• History of the incident, if known
	• Details of oxygen administration
	• Other first aid treatments e.g. CPR, positioning of casualty
	• Recording and communicating incident
Workplace documentation may include	• Required Work Cover documentation
	• Industry/organisational documents
	• Written reports
	• Statutory requirements

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	To be considered competent in this unit the participant must be able to demonstrate the knowledge and skills required to achieve all of the elements of competency to the level defined by the associated performance criteria. Specifically they must be able to:
	• Assess the situation taking into consideration the casualty, risks, physical hazards (including poorly ventilated room, naked flame, or potential for spark or flame), appropriate response to take control of the situation.
	• Appropriately administer oxygen using specified delivery devices.
	• Communicate details of the incident including requesting emergency assistance, conveying details of the casualty to emergency services and relevant workplace officers and producing appropriate documentation according to established industry/organisational procedures.
Context of and specific resources for assessment	The assessment context should provide for:
	• Practical demonstration of the administration of oxygen using specified delivery devices.
	• Assessment of performance requirements in this unit should include assessment in a simulated workplace environment.
	• Assessment should take place in a variety of scenarios requiring assessment on the use of each of the delivery devices.

Method of assessment The following assessment method is required :

- Assessment methods must include practical application and demonstration of skills, and may include oral presentations, written assignments or tests, short answer tests, observation, structured questions and problem-solving scenarios. For example, case studies where decision on the appropriate provision of supplemental oxygen is required.