

# 22575VIC Course in Basic Oxygen Administration for First Aid

This course has been accredited under Part 4.4 of the Education and Training Reform Act 2006



Version 1.1 - November 2024

Accredited for the period: 1 January 2021 to 31 December 2025

**22575VIC Course in Basic Oxygen Administration for First Aid**

Version History	Comments	Date
Version 1.1	Copyright owner details and contact information in Section A, updated.	November 2024
Version 1.0	Initial release approved to commence from 1 January 2021.	16 December 2020

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## Section A: Copyright and course classification information

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<p><b>2. Address</b></p>	<p>Deputy CEO Victorian Skills Authority Department of Jobs, Skills, Industries and Regions (DJSIR) GPO Box 4509 MELBOURNE VIC 3001</p> <p><b>Organisational contact</b> Manager, Training and Learning Products Unit Engagement Branch Victorian Skills Authority Department of Jobs, Skills, Industries and Regions (DJSIR) Telephone: 131 823 Email: <a href="mailto:course.enquiry@djsir.vic.gov.au">course.enquiry@djsir.vic.gov.au</a></p> <p><b>Day-to-day contact</b> Human Services Curriculum Maintenance Manager Swinburne University of Technology PO Box 218 Hawthorn, VIC 3122 Telephone: (03) 9214 5034 / 9214 8501 Email: <a href="mailto:cmmhs@swin.edu.au">cmmhs@swin.edu.au</a></p>
<p><b>3. Type of submission</b></p>	<p>Re-accreditation</p>
<p><b>4. Copyright acknowledgement</b></p>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria.</p> <p>© State of Victoria (DJSIR) 2021</p>
<p><b>5. Licensing and franchise</b></p>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria.</p> <p>© State of Victoria (DJSIR) 2020.</p> <p>This work is licensed under a Creative Commons Attribution-No Derivatives 4.0 International licence (see <a href="#">Creative Commons</a> for more information).</p>

Section A: Copyright and course classification information

	<p>You are free to use, copy and distribute to anyone in its original form if you attribute the State of Victoria (DJSIR) as the author and you licence any derivative work you make available under the same licence.</p> <p>Request for other use should be addressed to:</p> <p>Deputy CEO Victorian Skills Authority Department of Jobs, Skills, Industries and Regions (DJSIR) GPO Box 4509 MELBOURNE VIC 3001</p> <p>Email: <a href="mailto:course.enquiry@djsir.vic.gov.au">course.enquiry@djsir.vic.gov.au</a></p> <p>Copies of this publication can be downloaded free of charge from the <a href="#">Victorian government website</a>.</p>
<p><b>6. Course accrediting body</b></p>	<p>Victorian Registration and Qualifications Authority</p>
<p><b>7. AVETMISS information</b></p>	<p><b>ANZSCO code</b> – GEN20 Non-industry specific training</p> <p><b>ASCED Code</b> – 0699 Other Health</p> <p><b>National course code</b> – 22575VIC</p>
<p><b>8. Period of accreditation</b></p>	<p>1 January 2021 – 31 December 2025</p>

## Section B: Course information

<b>1. Nomenclature</b> <i>Standard 1 AQTF Standards for Accredited Courses</i>	
<b>1.1. Name of the qualification</b>	Course in Basic Oxygen Administration for First Aid
<b>1.2. Nominal duration of the course</b>	4 hours
<b>2. Vocational or educational outcomes</b> <i>Standard 1 AQTF Standards for Accredited Courses</i>	
<b>2.1. Purpose of the course</b>	<p>Graduates of the <i>22575VIC Course in Basic Oxygen Administration for First Aid</i> will be able to recognise and respond to emergency situations that require the application of first aid oxygen therapy or oxygen resuscitation, as appropriate, until the arrival of medical assistance.</p> <p>This course excludes the:</p> <ul style="list-style-type: none"> <li>• Use of bag-valve-mask, manually triggered resuscitators and closed-circuit oxygen units</li> <li>• Administration of oxygen in non-first aid situations</li> </ul>
<b>3. Development of the course</b> <i>Standards 1 and 2 AQTF Standards for Accredited Courses</i>	
<b>3.1. Industry / enterprise/ community needs</b>	<p>This course was initially developed and accredited in 2005 in response to an identified need by key Victorian first aid providers and has been continually re-accredited ever since.</p> <p>There is a need for first aiders to be trained in basic oxygen administration for the first aid management of the breathing and non-breathing casualty. This course addresses the outcomes required to recognise and respond to emergency situations that require the administration of basic oxygen therapy and oxygen resuscitation, as appropriate, until the arrival of medical assistance. Oxygen administration constitutes a significant part of first aid management.</p> <p>This course has been designed to meet the training needs of workers in industry sectors or workplaces where the emergency administration of oxygen may be required as a part of their employer's health and safety duties in relation to first aid. Under both the <a href="#">Work Health and Safety (WHS)</a> and the <a href="#">Occupational Health and Safety (OHS)</a> Codes</p>

of Practice, individuals trained in more advanced techniques (such as oxygen provision) may be needed in certain workplaces.<sup>1</sup>

The dive and snorkelling industry have specific requirements for people to be trained in emergency oxygen administration which is outlined in a range of codes of practice and industry guidelines including (but not limited to): Worksafe QLD's Code of Practice for [Recreational Diving, Recreational Technical Diving and Snorkelling](#) and Code of Practice for [Occupational Diving Work](#)<sup>2</sup>; Safework SA's [Snorkel Safety Guide](#)<sup>3</sup>; Tasmanian Abalone Council's [Code of Practice for the Tasmanian Abalone Industry](#)<sup>4</sup>.

This course assists employers in a broad range of industry sectors in meeting their obligations under WHS/OHS legislation and regulations by providing accredited training in basic oxygen administration which is not available in any of the national Training Packages.

The Training Package units *HLTAID011 Provide first aid* and *HLTAID014 Provide advanced first aid* do not provide specific skills in oxygen administration. Other units that do address oxygen administration, such as *HLTAID015 Provide advanced resuscitation and oxygen therapy* and *PUAEME003 Administer oxygen in an emergency*, involve the use of devices that extend beyond the scope of role of this course (e.g. using an Automated External Defibrillator, inserting an airway adjunct, inserting/using a suction apparatus into the pharynx).

### Enrolment data

NCVER Total VET Activity enrolment data for the previous course *22298VIC Course in Basic Oxygen Administration* (accredited for the period 01/01/2016-31/12/2020) shows that between 2016-2019 there has been increasing up-take of this course nationally, with the highest rate of enrolments being in Queensland followed by Victoria. This course has been delivered in all states and territories; and has also had a small amount of overseas delivery (according to the NCVER data).

Currently, on training.gov.au (TGA), there are 15 Registered Training Organisations (RTOs) with 22298VIC on their scope of registration, with 14 of these registered to deliver in Victoria.

<sup>1</sup> Safe Work Australia's [Code of Practice: First aid in the workplace](#) & WorkSafe Victoria's [Compliance Code: First aid in the workplace](#)

<sup>2</sup> Worksafe QLD, *Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice*, and *Occupational Diving Work Code of Practice* (see [Worksafe QLD](#) for more information)

<sup>3</sup> Safework SA, *Snorkel safety: A guide to business owners and workers* (see [Safework SA](#) for more information)

<sup>4</sup> Tasmanian Abalone Council, *Code of Practice for the Tasmanian Abalone Industry* (see [Tasmanian Abalone Council](#) for more information)





<b>NCVER Total VET Activity enrolment data for 22298VIC</b>					
<i>Data extracted 03/09/2020</i>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Total</b>
<b>Queensland</b>	256	554	677	617	<b>2115</b>
<b>Victoria</b>	150	229	184	392	<b>959</b>
<b>New South Wales</b>	106	211	175	189	<b>679</b>
<b>Tasmania</b>	74	79	102	72	<b>321</b>
<b>South Australia</b>	20	54	23	157	<b>258</b>
<b>Western Australia</b>	13	9	38	42	<b>97</b>
<b>Northern Territory</b>	0	0	28	16	<b>40</b>
<b>Overseas</b>	3	6	14	0	<b>24</b>
<b>Australian Capital Territory</b>	11	1	0	2	<b>15</b>
<b>Not known</b>	0	10	0	0	<b>10</b>
<b>TOTAL</b>	<b>640</b>	<b>1155</b>	<b>1236</b>	<b>1496</b>	<b>4522</b>

### Target group for this course

Those who undertake the course may include, but is not limited to:

- Dive related industries (aqua culture, construction, divemaster, etc.)
- Workers in remote or isolated regions
- First aid officers in any workplace
- Community first aiders
- Sport, fitness and recreation professionals
- Security staff
- Those with a duty of care for minors, such as:
  - Teachers (primary/secondary)
  - Early childhood educators
- Those with a duty of care for adults, such as:
  - Corrections officers

- Disability support workers
- Aged care / HACC workers

### Course consultation and validation process

The development of the *22575VIC Course in Basic Oxygen Administration for First Aid* was overseen by a project steering committee.

Course consultation and development involved:

- Project steering committee input via email, telephone consultation, meetings and out-of-session feedback on drafts to review and evaluate course content and structure.
- Review of the skills and knowledge requirements of the existing course.
- Consideration of the feedback received from mid-cycle review of 22298VIC.

### Members of Project Steering Committee:

Dr. John Lippmann	Australian Resuscitation Council (Victoria); and the Australasian Diving Safety Foundation
Anna Sims	Ambulance Victoria
Peter Nicholson	LivCor
Phillipa Wilson	Premium Health
Tom Howell	Premium Health
Andrew Fleming	Community Services & Health Industry Training Board (Victoria)

### In attendance:

Autumn Shea	CMM for Human Services
Christine Foard	CMM Service Project Officer

### Currency / refresher training requirements

WorkSafe Victoria's *Compliance Code: First aid in the workplace* requires employers ensure that the qualifications of first aid officers are current.<sup>5</sup> The *Safe Work Australia First Aid Model Code of Practice* requires employers to ensure that their nominated first aiders attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid. The Code of

<sup>5</sup> WorkSafe Victoria, [Compliance Code: First aid in the workplace](#) (Sept 2008), pg. 7 & 13.

	<p>Practice states that “<i>refresher training in CPR should be carried out annually and first aid qualifications should be renewed every three years.</i>”<sup>6</sup> Some industry sectors and employers may require first aider to undertake more frequent refresher training.</p> <p>First aiders who have undertaken this course should refer to the relevant national/state/territory Work Health and Safety Regulatory Authority and their industry/workplace requirements to determine their refresher training requirements.</p> <p>Cardiopulmonary resuscitation (CPR) skills should be refreshed in line with current Australian Resuscitation Council (ARC) Guidelines.</p> <p>The Project Steering Committee recommends that first aiders undertake refresher training in oxygen administration every 12 months.</p> <p>This course:</p> <ul style="list-style-type: none"> <li>• Does not duplicate, by title or coverage, the outcomes of an endorsed training package qualification</li> <li>• 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</li> <li>• 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</li> <li>• Does not comprise units that duplicate units of competency of a training package qualification.</li> </ul>
<p><b>3.2. Review for re- accreditation</b></p>	<p>The review for reaccreditation took into consideration feedback from the course monitoring and evaluation processes; current Australian Resuscitation Council (ARC) guidelines, and guidance from the Project Steering Committee. The following change was incorporated during this reaccreditation:</p> <ul style="list-style-type: none"> <li>• Refining unit for clarity of expression and ensuring alignment to current ARC guidelines and first aid protocols</li> <li>• Amending the phrase ‘supplemental oxygen’ throughout unit to ‘first aid oxygen’ to emphasise that this is the short-term administration of oxygen until the arrival of medical assistance. This has also been reflected in the course and unit titles.</li> <li>• Addition of ‘demand (inhalator) valve’ as one of the delivery devices that may be used for specific first aid</li> </ul>

<sup>6</sup> Safe Work Australia, [Code of Practice: First aid in the workplace](#) (July 2019), pg. 17.

	<p>situations/casualty conditions (<i>i.e. decompression illness, carbon monoxide poisoning or other toxic gas inhalation</i>)</p> <ul style="list-style-type: none"> <li>• Addition of a Range Statement that outlines some of the signs and symptoms which indicate the need for first aid oxygen</li> <li>• Greater specificity added regarding the refresher training requirements for trainers and assessors of this course</li> </ul> <p>This course, the <i>22575VIC Course in Basic Oxygen Administration for First Aid</i> <b>replaces and is equivalent</b>, to the <i>22298VIC Course in Basic Oxygen Administration</i>.</p> <p>The following transition table identifies the relationship between units from this re-accredited course to units from the replaced course, <i>22298VIC Course in Basic Oxygen Administration</i>.</p> <p>RTOs must manage transition of current students in accordance with their VET Regulator's transition policies and timelines (<i>i.e. ASQA, VRQA, or WA TAC</i>). There should not be any new enrolments in <i>2298VIC Course in Basic Oxygen Administration</i> after the 31 December 2020.</p> <p><b>Transition Table</b></p> <table border="1" data-bbox="579 1081 1505 1384"> <thead> <tr> <th>Unit from: 22575VIC</th> <th>Unit from: 22298VIC</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>VU23077 - Apply basic first aid oxygen therapy and oxygen resuscitation</td> <td>VU21763 Apply basic oxygen resuscitation/oxygen therapy</td> <td>Equivalent</td> </tr> </tbody> </table>	Unit from: 22575VIC	Unit from: 22298VIC	Relationship	VU23077 - Apply basic first aid oxygen therapy and oxygen resuscitation	VU21763 Apply basic oxygen resuscitation/oxygen therapy	Equivalent
Unit from: 22575VIC	Unit from: 22298VIC	Relationship					
VU23077 - Apply basic first aid oxygen therapy and oxygen resuscitation	VU21763 Apply basic oxygen resuscitation/oxygen therapy	Equivalent					
<p><b>4. Course outcomes</b>      <i>Standards 1, 2, 3 and 4 AQTF Standards for Accredited Courses</i></p>							
<p><b>4.1. Qualification level</b></p>	<p><i>Standard 1,2 and 3 AQTF Standards for Accredited Courses</i></p> <p>The <i>22575VIC Course in Basic Oxygen Administration for First Aid</i> addresses an identified industry need, but does not have the breadth, depth or volume of learning of an Australian Qualification Framework (AQF) qualification.</p>						

<b>4.2. Employability skills</b>	<i>Standard 4 AQTF Standards for Accredited Courses</i> Not applicable													
<b>4.3. Recognition given to the course (if applicable)</b>	<i>Standard 5 AQTF Standards for Accredited Courses</i> Not applicable													
<b>4.4. Licensing/ regulatory requirements (if applicable)</b>	<i>Standard 5 AQTF Standards for Accredited Courses</i> Not applicable													
<b>5. Course rules</b>	<i>Standards 2, 6,7 and 9 AQTF Standards for Accredited Courses</i>													
<p><b>5.1. Course structure</b></p> <p>To be eligible for the award of a Statement of Attainment for the <b>22575VIC Course in Basic Oxygen Administration for First Aid</b>, participants must successfully complete the unit listed in table below.</p> <table border="1" data-bbox="142 1037 1508 1400"> <thead> <tr> <th data-bbox="142 1037 386 1256">Unit of competency/ module code</th> <th data-bbox="386 1037 560 1256">Field of Education code (six- digit)</th> <th data-bbox="560 1037 1198 1256">Unit of competency/module title</th> <th data-bbox="1198 1037 1358 1256">Pre- requisite</th> <th data-bbox="1358 1037 1508 1256">Nominal hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="142 1256 386 1400">VU23077</td> <td data-bbox="386 1256 560 1400">069907</td> <td data-bbox="560 1256 1198 1400">Apply basic first aid oxygen therapy and oxygen resuscitation</td> <td data-bbox="1198 1256 1358 1400">N/A</td> <td data-bbox="1358 1256 1508 1400">4</td> </tr> </tbody> </table>					Unit of competency/ module code	Field of Education code (six- digit)	Unit of competency/module title	Pre- requisite	Nominal hours	VU23077	069907	Apply basic first aid oxygen therapy and oxygen resuscitation	N/A	4
Unit of competency/ module code	Field of Education code (six- digit)	Unit of competency/module title	Pre- requisite	Nominal hours										
VU23077	069907	Apply basic first aid oxygen therapy and oxygen resuscitation	N/A	4										
<b>5.2. Entry requirements</b>	<i>Standard 9 AQTF Standards for Accredited Courses</i> Learners enrolling in <i>22575VIC Course in Basic Oxygen Administration for First Aid</i> must be able to demonstrate current competence in cardiopulmonary resuscitation (CPR). The Australian Resuscitation Council (ARC) guidelines recommend annual refresher training for current competence. There are several training paths to this competence. <i>HLTAID001/HLTAID009 Provide cardiopulmonary resuscitation</i> is referenced as a benchmark unit. <sup>7</sup>													

<sup>7</sup> Noting that *HLTAID009* was released on training.gov.au (TGA) on 16/10/2020 and supersedes *HLTAID001*.

	<p>Learners enrolling in this course are best equipped to successfully undertake the course if they have as a minimum, language, literacy and communication skills that align to Level 2 of the Australian Core Skills Framework (ACSF), see the <a href="#">ACSF website</a> for more information.</p> <p>Learners with language, literacy and numeracy skills at a lower level than suggested may require additional support to successfully undertake the course.</p>
<p><b>6. Assessment</b>      <i>Standards 10 and 12 AQTF Standards for Accredited Courses</i></p>	
<p><b>6.1. Assessment strategy</b></p>	<p><i>Standard 10 AQTF Standard for Accredited Courses</i></p> <p>All assessment, including Recognition of Prior Learning (RPL), must be compliant with the requirements of:</p> <ul style="list-style-type: none"> <li>• Standard 1 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 4.1 and 4.2 of the VRQA Guidelines for VET Providers,</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the Standards for Registered Training Organisations 2015 (SRTOs),</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the relevant standards and Guidelines for RTOs at the time of assessment.</li> </ul> <p>Assessment strategies should be designed to:</p> <ul style="list-style-type: none"> <li>• Cover the range of skills and knowledge required to demonstrate achievement of competence</li> <li>• Collect evidence on a number of occasions to suit a variety of contexts and situations</li> <li>• Be appropriate to the knowledge, skills, methods of delivery and needs and characteristics of learners</li> <li>• Recognise prior learning</li> <li>• Assist assessors to interpret evidence consistently</li> <li>• Be equitable to all groups of learners</li> </ul> <p>Assessment strategies for this course should be developed to simulate a range of different workplace environments, as closely as possible and reflect current industry practice. RTOs must:</p>

	<ul style="list-style-type: none"> <li>• Develop strategies based on consultation with industry stakeholders</li> <li>• Ensure assessment reflects regulations and laws governing the first aid sector and is up-to-date with current ARC Guidelines</li> <li>• Monitor and improve the effectiveness of assessment strategies based on data gathered from industry stakeholders and learners.</li> </ul> <p>Assessment methods must include the practical application of knowledge and demonstration of skills and may also include:</p> <ul style="list-style-type: none"> <li>• Oral and written questioning related to underpinning knowledge</li> <li>• Problem solving activities</li> <li>• Case studies</li> <li>• Role play/scenarios.</li> </ul> <p>Assessment of the course participant administering first aid oxygen to casualties must be in a simulated emergency situation contextualised to the participant's workplace or community setting.</p> <p>The steering committee who oversaw the reaccreditation of this course states that participants from in the diving industry must be assessed administering first aid oxygen using a demand (inhalator) valve and a non-rebreather mask.</p>
<p><b>6.2. Assessor competencies</b></p>	<p><i>Standard 12 AQTF Standards for Accredited Courses</i></p> <p>Assessment must be undertaken by a person or persons in accordance with:</p> <ul style="list-style-type: none"> <li>• Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 3 of the VRQA Guidelines for VET Providers,</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the Standards for Registered Training Organisations 2015 (SRTOs),</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the relevant standards and Guidelines for RTOs at the time of assessment.</li> </ul> <p><b>Additional Requirements</b></p> <p>It has been determined that assessors are required to:</p>

	<ul style="list-style-type: none"> <li>• Have a higher level of knowledge and skills than that being trained/assessed in this course. This may be evidenced through holding units of competency such as <i>HLTAID015 Provide advanced resuscitation and oxygen therapy</i> (or equivalent unit) and/or through vocational competency/holding qualifications in relevant fields such as nursing/medical, paramedic, etc.</li> <li>• Have practical experience in the field of first aid oxygen administration</li> <li>• Maintain currency of: <ul style="list-style-type: none"> <li>○ First aid oxygen administration knowledge and skills by undertaking refresher training at least every two (2) years, and</li> <li>○ Cardiopulmonary resuscitation (CPR) knowledge and skills in accordance with Australian Resuscitation Council (ARC) Guidelines for refresher training.</li> </ul> </li> </ul>
<b>7. Delivery</b> <span style="float: right;"><i>Standards 11 and 12 AQTF Standards for Accredited Courses</i></span>	
<b>7.1. Delivery modes</b>	<p><i>Standard 11 AQTF Standards for Accredited Courses</i></p> <p>This course may be delivered in a variety of modes, including via:</p> <ul style="list-style-type: none"> <li>• Educational setting</li> <li>• Workplace or simulated workplace</li> <li>• Blended learning</li> </ul> <p>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.</p> <p>Strategies should be selected to reflect the nature of the elements and performance criteria and the needs of the participants. An appropriate mix of knowledge and skills development is important.</p>
<b>7.2. Resources</b>	<p><i>Standard 12 AQTF Standards for Accredited Courses</i></p> <p>Resources required to deliver this course include:</p> <ul style="list-style-type: none"> <li>• Training facilities and equipment</li> <li>• Related range of texts, references and audio/visual material</li> <li>• Access to an environment appropriate to the assessment task, that is either in the workplace or simulated workplace environment</li> </ul>



	<ul style="list-style-type: none"> <li>The devices, resources and first aid equipment listed in the unit of competency VU23077</li> </ul> <p>RTOs must ensure that reference material is consistent with current ARC Guidelines.</p> <p><b>Trainers:</b></p> <p>Training must be undertaken by a person or persons in accordance with:</p> <ul style="list-style-type: none"> <li>Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guideline 3 of the VRQA Guidelines for VET Providers,</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>the Standards for Registered Training Organisations 2015 (SRTOs),</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>the relevant standards and Guidelines for RTOs at the time of assessment.</li> </ul> <p><b>Additional Requirements</b></p> <p>It has been determined that trainers are required to:</p> <ul style="list-style-type: none"> <li>Have a higher level of knowledge and skills than that being trained/assessed in this course. This may be evidenced through holding units of competency such as <i>HLTAID015 Provide advanced resuscitation and oxygen therapy</i> (or equivalent unit) and/or through vocational competency/holding qualifications in relevant fields such as nursing/medical, paramedic, etc.</li> <li>Have practical experience in the field of first aid oxygen administration.</li> <li>Maintain currency of: <ul style="list-style-type: none"> <li>First aid oxygen administration knowledge and skills by undertaking refresher training at least every two (2) years, and</li> <li>Cardiopulmonary resuscitation (CPR) knowledge and skills in accordance with Australian Resuscitation Council (ARC) Guidelines for refresher training.</li> </ul> </li> </ul>
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<b>8. Pathways and articulation</b>	<p><i>Standard 8 AQTF Standards for Accredited Courses</i></p> <p>There are no formal articulation arrangements in place.</p>
<b>9. Ongoing monitoring and evaluation</b>	<p><i>Standard 13 AQTF Standards for Accredited Courses</i></p> <p>The Curriculum Maintenance Manager for Human Services is responsible for the ongoing monitoring and evaluation of this course</p> <p>A review of the course will take place at the mid-point of the accreditation period. Feedback will be sought via surveys or one-on-one consultations from the project steering committee involved in the reaccreditation of this course, RTOs who deliver the course and other key stakeholders.</p> <p>The Victorian Registration and Qualifications Authority (VRQA) will be notified of any required changes to the course.</p>

## Section C—Units of competency

The following unit of competency has been developed for this course and is attached in this section:

- VU23077 - Apply basic first aid oxygen therapy and oxygen resuscitation

**Unit code** VU23077

**Unit title** Apply basic first aid oxygen therapy and oxygen resuscitation

**Unit Descriptor** This unit describes the outcomes required to recognise and respond to emergency situations that require application of basic oxygen therapy and 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 contains 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 | Recognise and respond to an emergency situation  | 1.1 | Recognise and assess the emergency situation in a time critical manner  |
|   |  | 1.2 | Identify <b>hazards</b> in the emergency situation and recognise where administration of <b>first aid oxygen may present a hazard</b> to self or others |
|   |  | 1.3 | Assess and minimise immediate risks to the health and safety of self and others   |
|   |  | 1.4 | Follow standard <b>first aid principles</b> and <b>infection control protocols</b> for the provision of first aid                                       |
|   |  | 1.5 | Request <b>emergency assistance</b> using relevant available <b>communication media or equipment</b>  |
| 2 | Apply first aid procedures and administer oxygen | 2.1 | Assess the <b>casualty's condition</b> and identify the <b>signs and symptoms</b> which indicate the need for first aid oxygen                          |
|   |  | 2.2 | Display respectful behaviour towards casualty and reassure them in a caring and calm manner   |

- 2.3 Perform cardiopulmonary resuscitation (CPR), where required, in accordance with Australian Resuscitation Council (ARC) Guidelines
- 2.4 Identify, access and assess **resources and equipment** for **serviceability and suitability**.
- 2.5 Administer first aid oxygen using **specified delivery device** and suitable flow rates appropriate to casualty's size and condition
- 2.6 Monitor and respond to casualty's condition in accordance with standard first aid principles and ARC Guidelines
- 2.7 Seek **additional assistance**, where required
- 3 Communicate details of the incident
  - 3.1 Accurately convey **details** of casualty's condition and first aid management activities to emergency response services/relieving personnel
  - 3.2 Report details of incident in line with workplace requirements
  - 3.3 Complete **workplace documentation** in a timely manner, presenting all relevant facts according to established procedures
  - 3.4 Maintain confidentiality of records and information in line with statutory and/or workplace requirements
- 4 Clean and check equipment after use
  - 4.1 Clean reusable equipment after each use, in accordance with manufacturer's recommendations and infection control protocols
  - 4.2 Dispose of and replace consumables as necessary, in accordance with manufacturer's recommendations and infection control protocols
  - 4.3 Conduct routine maintenance on equipment and report any faults or problems identified, in accordance with manufacturer's recommendations and organisational procedures
- 5 Evaluate response to the incident requiring oxygen
  - 5.1 Review effectiveness of own role in the incident in accordance with established procedures
  - 5.2 Identify aspects for improvement and/or further development of own skills and knowledge.

## REQUIRED SKILLS AND KNOWLEDGE

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

### **Required Skills**

- Interpersonal skills to reassure the casualty in a caring and calm manner
- Observational skills to:
  - Identify hazards
  - Recognise the casualty's need for first aid oxygen
  - Monitor the casualty's condition
- Respond appropriately to challenging situations
- Control the situation appropriately according to established first aid principles
- Technical skills to:
  - Operate oxygen equipment and undertake routine maintenance of equipment
  - Use specified delivery devices to administer oxygen
- Analysis skills to:
  - Assess risks and hazards
  - Evaluate the casualty's condition
  - Evaluate response to the incident
- Problem solving skills to determine appropriate response to the emergency situation
- Communication skills to:
  - Reassure casualty
  - Request emergency assistance
  - Accurately convey relevant details to emergency services
- Literacy skills to:
  - Complete required workplace documentation
  - Read and interpret:
    - Manufacturer's instructions
    - Organisational procedures
    - Infection control protocols

### **Required Knowledge**

- Relevant first aid principles in line with current ARC basic life support flow chart (DRSABCD)
- ARC guidelines for the use of oxygen in emergencies relevant to basic oxygen administration for first aid
- Signs, symptoms and condition of the casualty that indicate the need for oxygen

- Hazards associated with casualty management and the administration of oxygen, including situations where administering first aid oxygen may be hazardous to self or others
- That, in most cases, administration of lower concentrations of oxygen will do no harm and can be very advantageous in a first aid setting, for a limited period of time until an ambulance arrives
- That administration of oxygen is the first aid of choice for decompression illness in divers, whether hypoxia is present or not
- Oxygen flow rates and associated typical delivered oxygen concentrations relevant to features and function of the delivery device and different sizes of casualties
- How to operate oxygen equipment and administer oxygen using specified delivery devices
- Considerations for administering oxygen to adults, children and infants
- Standard infection control protocols for provision of first aid, including cleaning of equipment and disposal of consumables
- That an ambulance must always be called when first aid oxygen has been administered
- The psychological impacts that medical emergencies may have on individuals
- Methods for cleaning, replenishing, recharging and maintaining resuscitation and oxygen equipment in accordance with manufacturer's instructions and relevant Australian Standards

## 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.*

**Hazards** may include:

- Workplace hazards (e.g. worksite equipment, machinery, substances, electrical hazards)
- Environmental hazards (e.g. traffic dangers; toxic fumes, poisonous gases or smoke; fallen power lines; inadequate ventilation; sources of ignition/ignition hazards, etc.)
- Hazards associated with:
  - Manual handling
  - Proximity of other people
  - Casualty management / further injury to casualty
  - Soiled equipment (e.g. contaminated by grease or oil, etc.)
  - Infection and contamination by bodily fluids (including aerosol emission) and/or used consumables

**First aid oxygen may present a hazard** include:

- Fire hazard in the environment (poorly ventilated spaces, naked flames/ignition sources, etc.)
- Where the casualty has chronic obstructive pulmonary disease (COPD)

**First aid principles** include, but are not limited to:

- Where some casualties with heart attack or stroke are given high concentration oxygen
- Checking the site for danger to self, casualty and others and minimising danger
- Assessing casualty's condition
- Checking and maintaining the casualty's airway, breathing and circulation
- Infection control protocols, including use of standard precautions
- Following ARC Guidelines or those of other relevant Australian specialist organisations (e.g. Asthma Australia)
- Appropriate emergency assistance may include medical, paramedic, ambulance, higher level first aider, first responders
- Checking casualty's medical history, if available

**Infection control protocols** may include, but are not limited to:

- Standard precautions, such as:
  - Hand hygiene
  - Use of personal protective equipment
  - Respiratory hygiene and cough etiquette
  - Reprocessing of reusable instruments and equipment
- Managing exposures to blood, body fluids or body substances
- Appropriate handling and disposal of waste (general and contaminated)

**Emergency assistance** may include:

- Ambulance paramedic
- Higher level first aider
- Doctor
- Nurse
- Trained first responder

**Communication media or equipment** may include:

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

**Casualty's condition** may include:

- Bleeding / trauma
- Burns



- Shock
- Heart attack with shortness of breath
- Stroke
- Asthma
- Anaphylaxis
- Drowning
- Compressed gas diving injuries (e.g. decompression illness)
- Poisoning, including envenomation and gas toxicities (smoke inhalation, chemical gas, carbon monoxide poisoning)
- Cardiac arrest
- Altered conscious state

**Signs and symptoms** may include, but are not limited to:

- Signs and symptoms of hypoxia are non-specific and may vary between individuals and the underlying cause. This may include (but is not limited to) the onset of:
  - Blueness of lips and tongue (central cyanosis)
  - Rapid heart rate
  - Rapid breathing / shortness of breath
  - Confusion
  - Pale, cold, clammy skin
  - Seizures
  - Light headed / dizziness
  - Unconsciousness
  - Oxygen saturation level (using pulse oximetry) below the level currently recommended in ARC guidelines for the use of oxygen in emergencies (*noting that pulse oximetry can be misleading for divers with decompression illness, those with carbon monoxide poisoning, and casualties of submersion*)
- Signs and symptoms of hypoxia may not be present for divers with decompression illness or for those with carbon monoxide poisoning. Common signs and symptoms for these may include, but are not limited to:
  - For decompression illness (*noting they can vary greatly from mild tingling to paralysis*):
    - Body pain (often joints)
    - Numbness/tingling
    - Weakness

- Extreme fatigue
- Headache
- Dizziness
- Blotchy rash
- For carbon monoxide poisoning:
  - Headache
  - Dizziness
  - Nausea
  - Confusion
  - Amnesia
  - Shortness of breath
  - Unconsciousness

**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
- Pulse oximeter

**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 device** may include:

- Resuscitation mask (pocket-style) with oxygen inlet
- Simple face mask
- Non-rebreather mask
- Nasal cannulae (prongs)
- Demand (inhalator) valve (*for decompression illness, carbon monoxide poisoning, or other toxic gas inhalation*)

**Additional assistance** may include, but is not limited to:

- Calling local hyperbaric unit in a possible decompression illness situation

**Details** 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
- Reporting to meet 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.*

### 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 the elements of competency to the level defined by the associated performance criteria.

Specifically, they must be able to follow standard first aid principles to:

- Assess and respond to the emergency situation; taking into consideration the casualty's condition, risks and hazards
- Administer first aid oxygen to at least two (2) casualties who require different oxygen flow rates and delivery devices, in a simulated emergency situation contextualised to the participant's workplace or community setting. The participant must demonstrate use of the delivery device and flow rate that is appropriate to the casualty's size and condition.
- Communicate details of the incident; including requesting emergency assistance, conveying details of the casualty to emergency services and producing appropriate documentation according to established procedures
- Follow infection control protocols for the provision of first aid and processing of equipment following use
- Evaluate own first aid response to the emergency incident

### Context of and specific resources for assessment

The assessment should provide for:

- Practical demonstration of the administration of first aid oxygen using specified delivery devices and appropriate flow rate.

- Assessment of performance in a simulated emergency environment that simulates real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.
- A variety of scenarios requiring assessment on the use of each of the delivery devices.

Resource implications for assessment of this unit include:

- Appropriate cleaning and disinfecting resources
- Communication equipment
- First aid equipment (including current manufacturers guidelines)
- Oxygen equipment
- Ancillary devices and equipment
- Protective gloves
- Resuscitation manikin
- Relevant workplace documentation

Specified delivery devices required for assessment of this unit may include:

- Individual/single use consumables, including:
  - Simple face mask
  - Nasal cannulae (prongs)
  - Non-rebreather mask
- Resuscitation mask (pocket-style) with oxygen inlet
- Demand (inhalator) valve (*for decompression illness, carbon monoxide poisoning, or other toxic gas inhalation*)

### Method of assessment

Assessment methods must include practical application of knowledge and demonstration of skills, and may include:

- Oral and written questioning related to underpinning knowledge
- Role play/scenarios
- Structured questions
- Problem solving activities