

Pre-Hospital
Emergency Care
Council



Responder
Examination Handbook

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The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care".

Under Statutory Instrument (SI) 109 of 2000 (PHECC Establishment Order) PHECC was established by the Minister for Health. PHECC's responsibilities were enhanced by Statutory Instrument 575 of 2004 (PHECC Amendment Order) and the Health (Miscellaneous Provisions) Act 2007 and Statutory Instrument 166 of 2008 (Recognition of Professional Qualifications). In 2014 and 2015 responsibilities were further enhanced with the Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations. Information in this handbook provides general guidance towards undertaking responder level courses and examinations.

This edition supersedes information contained in any previously published editions and should be read in conjunction with the most current information available on the PHECC website.

www.phecc.ie.

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Beech House

Millennium Park

Naas

Co Kildare

W91 TK7N

Ireland

T: + 353 (0)45 882042

E: RI-ATI-info@phecc.ie

W: www.phecc.ie

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| 2nd | 2011 | Content revised |
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Contents

| | | |
|------------------|--|-----------|
| Section 1 | General Information | 1 |
| Section 2 | Before the Examination | 2 |
| Section 3 | During the Examination | 2 |
| Section 4 | After the Examination | 2 |
| Section 5 | Exam Structure and Content | |
| | Cardiac First Response (CFR) Community | 3 |
| | CFR Community and Epinephrine (Adrenaline) | 3 |
| | CFR Community and Glucagon | 3 |
| | CFR Community and Glyceryl Trinitrate | 4 |
| | CFR Community and Naloxone | 4 |
| | CFR Community and Salbutamol | 4 |
| | CFR Community Instructor | 5 |
| | CFR Advanced | 5 |
| | CFR Advanced Instructor | 5 |
| | FAR First Aid Response (FAR) | 6 |
| | FAR Instructor | 6 |
| | Emergency First Response (EFR) | 7 |
| | EFR Instructor | 7 |
| | EFR BTEC | 8 |
| | EFR and Medical Gas 50% Nitrous Oxide and 50% Oxygen | 8 |
| | EFR BTEC Instructor | 8 |
| Section 6 | Access to Exam, Certificates and CFR Training Materials | 9 |
| | Responder level exam material | 9 |
| | Responder level certificates | 9 |
| | Record keeping and retention | 9 |
| Section 7 | How to Purchase Course Related Materials | 10 |

Section 1 General Information

The Pre-Hospital Emergency Care Council is the statutory regulator with responsibility for education and training standards at the levels of NQEMT and responder.

PHECC has delegated responsibility for developing and delivering responder level courses to the Recognised Institution/Approved Training Institution. The exception to this is the Cardiac First Response and Medication for Listed Organisations courses, whereby the course content material is provided to these Recognised Institution/Approved Training Institution.

PHECC is responsible for the development of the responder level examination content. PHECC makes the examination material available to PHECC Recognised Institution/Approved Training Institution to deliver the examinations on behalf of PHECC. PHECC is responsible for the responder examination awards made in its name.

A Recognised Institution/Approved Training Institution (RI/ATI) means an institution recognised by the Council, in accordance with Council Rules, who provide courses in accordance with PHECC Education and Training Standards. Council Rules for the RI/ATI sets out the procedures for recognition which will apply to such institutions who provide education and training to persons at practitioner and responder levels.

PHECC has developed a Quality Review Framework (QRF) which provides a range of Quality Standards (QS) which must be fulfilled by RI/ATI delivering courses on PHECC's behalf. The QRF includes a robust process for monitoring achievements against these standards.

PHECC has responsibility for:

- Setting and reviewing standards of education and training
- Recognised Institution/Approving Training Institution
- Approving courses
- Setting examinations
- Jointly awarding PHECC/Recognised Institution/Approved Training Institution certificates.
- Awarding the national qualification in emergency medical technology (NQEMT)

Joint PHECC/RI/ATI certificates are awarded for the following responder courses:

- Cardiac First Response (CFR) Community
- Cardiac First Response and Epinephrine (Adrenaline)
- Cardiac First Response and Glucagon
- Cardiac First Response and Glyceryl Trinitrate
- Cardiac First Response and Naloxone
- Cardiac First Response and Salbutamol
- Cardiac First Response Community Instructor
- Cardiac First Response Advanced
- Cardiac First Response Advanced Instructor
- First Aid Response (FAR)
- First Aid Response Instructor
- Emergency First Response (EFR)
- Emergency First Response Instructor
- Emergency First Response (EFR) Basic Tactical Emergency Care (BTEC)
- Emergency First Response Basic Tactical Emergency Care Instructor
- Emergency First Response and Medical Gas 50% Nitrous Oxide and 50% Oxygen

Approved Training Institution/Recognised Institution Role:

- Commit to the delivery of pre-hospital emergency care courses in accordance with Council Rules relevant to the Education and Training Standards and current Clinical Practice Guidelines (CPGs) available on www.phecc.ie
- Conduct assessments appropriate to the relevant responder course.
- Award joint PHECC/RI/ATI certificates/cards to successful candidates following assessment.
- Uphold and maintain an appropriate level of examination security and integrity.

Section 2 Before the Examination

Quality control of the responder examinations is very important to PHECC.

- Every effort must be made to maintain the fairness, validity and reliability of the examination process by the RI/ATI.
- All examination content is developed by PHECC.
- The RI/ATI is notified when new or revised material is made available by PHECC.
- Skills and assessment sheets are provided by PHECC.
- The RI/ATI must request the examination material from RI-ATI-info@phecc.ie
- The examination material will be provided only to the designated person, previously notified to PHECC.
- An examination content confidentiality agreement must be signed by the designated person appointed by the RI/ATI.

Recognised Institution/Approved Training Institution Role:

- Secure the examination material to ensure that no unauthorised persons have access to it.
- Ensure a suitable examination venue is available for the theory and skills assessments.
- Ensure candidates are being examined on the current Multiple-Choice Question (MCQ) exam as applicable.
- Ensure candidates are being examined on the current skills assessment sheets as provided by PHECC.
- Liaise directly with candidates in relation to exam logistics, i.e. exam time, date, location etc.
- Meet all administrative and logistical requirements including examiners, assisting responders, equipment as relevant.
- Provide collated exam results report to PHECC on request but not exceeding once per year.

Section 3 During the Examination

Creation of the responder examination content is the sole responsibility of PHECC. Provision of responder level examinations, on behalf of PHECC, is the responsibility of the RI/ATI.

In line with the requirements of the Quality Review Framework (QRF), PHECC reserves the right to make site visits during examinations, to interview candidates and to inspect training and assessment records as appropriate.

Recognised Institution/Approved Training Institution Role:

- Nominate a designated person(s) in the organisation to maintain the security and integrity of the examination material.
- Inform PHECC in writing if there is any change in personnel regarding this role.
- Ensure a fair exam is available to every candidate.

Section 4 After the Examination

Council Rules permit RI/ATI to award the joint PHECC/RI/ATI certificates/cards to candidates following successful completion of the course and successful completion of the PHECC examination.

Recognised Institution/Approved Training Institution Role:

- Ensure that each exam paper is accounted for on completion of the MCQ exam and that they are retained securely.
- Ensure that the answer matrix is only available to the designated person and secured after the exam.
- Notify candidates of their exam results as soon as practicable following the examination.
- Where there are two components to an exam, i.e. MCQ and skills assessment, a candidate must pass both components in order to be deemed successful.
- Award joint PHECC/RI/ATI certificates/cards after successful completion of the course and after internal verification activities have been complete.
- Liaise directly with those candidates who require remediation.
- Liaise directly with the candidates who were unsuccessful and need to retake the exam.
- Reassess unsuccessful candidates in accordance with the RI/ATI Assessment and Awards policy.
- Ensure a record of candidate examination results are kept for audit purposes. These records will be sought by PHECC during an on-site review as part of the Quality Review Framework (QRF) site inspection visits.
- Provide exam results report to PHECC on request but not exceeding once per year.

Section 5 Exam Structure and Content

| CFR Community | |
|--|--|
| Candidates on a CFR Community course are assessed by the RI/ATI. | |
| Skills Assessment Sheet | The skills assessment sheet is available in the CFR Student Handbook and Instructor Manual. It is also available at www.phecc.ie |
| Reassessment Options | Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition. |

| CFR Community and Epinephrine (Adrenaline) | |
|--|---|
| Candidates on a CFR Community and Epinephrine course are assessed by the RI/ATI. | |
| MCQ | PHECC has produced a 10-question (MCQ) exam to assist this process which is available from RI-ATI-info@phecc.ie A score of 80% is required to be successful. |
| Skills Assessment Sheet | The skills assessment sheets are included in your course pack and are available at www.phecc.ie |
| Reassessment Options | Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition. |

| CFR Community and Glucagon | |
|---|---|
| Candidates on a CFR Community and Glucagon course are assessed by the RI/ATI. | |
| MCQ | PHECC has produced a 10-question (MCQ) exam to assist this process which is available from RI-ATI-info@phecc.ie . A score of 80% is required to be successful. |
| Skills Assessment Sheet | The skills assessment sheets are included in your course pack and are available at www.phecc.ie |
| Reassessment Options | Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition. |

CFR Community and Glyceryl Trinitrate

Candidates on a CFR Community and Trinitrate course are assessed by the RI/ATI.

| | |
|--------------------------------|---|
| MCQ | PHECC has produced a 10-question (MCQ) exam to assist this process which is available from RI-ATI-info@phecc.ie . A score of 80% is required to be successful. |
| Skills Assessment Sheet | The skills assessment sheets are included in your course pack and are available at www.phecc.ie |
| Reassessment Options | Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition. |

CFR Community and Naloxone

Candidates on a CFR Community and Naloxone course are assessed by the RI/ATI.

| | |
|--------------------------------|---|
| MCQ | PHECC has produced a 10-question (MCQ) exam to assist this process which is available from RI-ATI-info@phecc.ie . A score of 80% is required to be successful. |
| Skills Assessment Sheet | The skills assessment sheets are included in your course pack and are available at www.phecc.ie |
| Reassessment Options | Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition. |

CFR Community and Salbutamol

Candidates on a CFR Community and Salbutamol course are assessed by the RI/ATI.

| | |
|--------------------------------|---|
| MCQ | PHECC has produced a 10-question (MCQ) exam to assist this process which is available from RI-ATI-info@phecc.ie . A score of 80% is required to be successful. |
| Skills Assessment Sheet | The skills assessment sheets are included in your course pack and are available at www.phecc.ie |
| Reassessment Options | Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition. |

CFR Community Instructor

Candidates on a CFR Community Instructor course are assessed by the RI/ATI.

Supervised Teaching Practice and Evaluation of CFR Instructors

Following successful completion of the didactic component of the CFR instructor course, the student instructor will undergo a period of supervised teaching practice and evaluation.

The period of teaching practice under supervision is not specified and may be extended until the specified learning objectives are achieved.

Evaluation of CFR instructor skills will be undertaken by a CFR instructor trainer at an RI/ATI using a standard provider and instructor evaluation form.

For more information please refer to PHECC's [Teaching Faculty Framework](#)

CFR Advanced

Candidates on a CFR Advanced course are assessed by the RI/ATI.

MCQ

PHECC has produced a 25-question (MCQ) exam to assist this process which is available from RI-ATI-info@phecc.ie. A score of 80% is required to be successful.

Skills Assessment Sheet

The skills assessment sheets are available in the CFR Student Handbook and Instructor manual. They are also available at www.phecc.ie

Reassessment Options

Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition.

CFR Advanced Instructor

Candidates on a CFR Community Instructor course are assessed by the RI/ATI.

Supervised Teaching Practice and Evaluation of CFR Instructors

Following successful completion of the didactic component of the CFR instructor course, the student instructor will undergo a period of supervised teaching practice and evaluation.

The period of teaching practice under supervision is not specified and may be extended until the specified learning objectives are achieved.

Evaluation of CFR instructor skills will be undertaken by a CFR instructor trainer at an RI/ATI using a standard provider and instructor evaluation form.

For more information please refer to PHECC's [Teaching Faculty Framework](#)

FAR

Candidates on a FAR course are assessed by the RI/ATI.

| | |
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| MCQ | PHECC has produced a 20-question exam which is available from RI-ATI-info@phecc.ie . A score of 60% is required to be successful. |
| Skills Assessment Sheet | The skills assessment sheets are included in your course pack and are available at www.phecc.ie |
| Reassessment Options | Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition. |

FAR Instructor

Candidates on a FAR Instructor course are assessed by the RI/ATI.

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|---|---|
| Supervised Teaching Practice and Evaluation of FAR Instructors | <p>Following successful completion of the didactic component of the FAR instructor course, the student instructor will undergo a period of supervised teaching practice and evaluation.</p> <p>The period of teaching practice under supervision is not specified and may be extended until the specified learning objectives are achieved.</p> <p>Evaluation of FAR instructor skills will be undertaken by a FAR instructor trainer at an RI/ATI using a standard provider and instructor evaluation form.</p> <p>For more information please refer to PHECC's Teaching Faculty Framework</p> |
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EFR

Candidates on an EFR course are assessed by the RI/ATI.

| | |
|--------------------------------|---|
| MCQ | PHECC has produced a 40-question exam which is available from RI-ATI-info@phecc.ie . A score of 80% is required to be successful. |
| Skills Assessment Sheet | PHECC has produced skills assessment sheets which are available at www.phecc.ie |
| Reassessment Options | Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition. |

EFR Instructor

Candidates on an EFR Instructor course are assessed by the RI/ATI.

| | |
|---|---|
| Supervised Teaching Practice and Evaluation of EFR Instructors | <p>Following successful completion of the didactic component of the EFR instructor course, the student instructor will undergo a period of supervised teaching practice and evaluation.</p> <p>The period of teaching practice under supervision is not specified and may be extended until the specified learning objectives are achieved.</p> <p>Evaluation of an EFR instructor skills will be undertaken by an EFR instructor trainer at an RI/ATI using a standard provider and instructor evaluation form.</p> <p>For more information please refer to PHECC's Teaching Faculty Framework</p> |
|---|---|

EFR BTEC

Candidates on an EFR BTEC course are assessed by the RI/ATI using PHECC material and additional material developed by the RI/ATI for the specific BTEC requirements of the candidate.

| | |
|--------------------------------|---|
| MCQ | PHECC has produced a 40-question EFR exam which is available from RI-ATI-info@phecc.ie . A score of 80% is required to be successful. Additional BTEC related content may be available from the RI/ATI. |
| Skills Assessment Sheet | Additional skills assessment material is developed and produced by the RI/ATI. |

EFR BTEC Instructor

Candidates on an EFR BTEC Instructor course are assessed by the RI/ATI.

| | |
|--|--|
| Supervised Teaching Practice and evaluation of EFR BTEC Instructors | <p>Following successful completion of the didactic component of the EFR BTEC instructor course, the student instructor will undergo a period of supervised teaching practice and evaluation.</p> <p>The period of teaching practice under supervision is not specified and may be extended until the specified learning objectives are achieved.</p> <p>Evaluation of an EFR BTEC instructor skills will be undertaken by an EFR BTEC instructor trainer at an RI/ATI using a standard provider and instructor evaluation form.</p> <p>For more information please refer to PHECC's Teaching Faculty Framework</p> |
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EFR and Medical Gas 50% Nitrous Oxide and 50% Oxygen

Candidates on an EFR and Medical Gas 50% Nitrous Oxide and 50% Oxygen course are assessed by the RI/ATI.

| | |
|--------------------------------|--|
| MCQ | PHECC has produced a 10-question EFR and Medical Gas 50% Nitrous Oxide and 50% Oxygen exam which is available from RI-ATI-info@phecc.ie . A score of 80% is required to be successful. |
| Skills Assessment Sheet | PHECC has produced skills assessment sheets which are available at www.phecc.ie |
| Reassessment Options | Reassessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition. |

Section 6 Access to Exam, Certificates and CFR Training Materials

Responder Level Exam Materials

The named designated person must request a copy of the MCQ exam for all responder level courses, except EFR BTEC, as BTEC material is provided by the organisation providing the course.

Electronic copies of the MCQ exam and accompanying answer matrices will be provided to the designated person, appointed by the RI/ATI, on request.

On receipt of the exam material, the RI/ATI must email a completed [Examination Content Confidentiality Statement](#) to PHECC. This will be included with your requested exam content.

Email RI-ATI-info@phecc.ie for exam material.

Skills assessment sheets with the exception of EFR BTEC are available to download from the “Exams and Candidates” section at www.phecc.ie EFR BTEC assessment sheets will be developed and provided by the RI/ATI providing the EFR BTEC course.

Responder Level Certificates/Cards

Every successful candidate must be issued with a joint PHECC / RI/ATI course completion certificate/card. Only the RI/ATI is permitted to issue the certificates/cards.

To place an order for generic PHECC certificates with cards email RI-ATI-info@phecc.ie and request contact details of the current print company.

The cost per certificate/card is set by PHECC. Any additional printing of RI/ATI logos can be discussed with the printer who will invoice the RI/ATI directly.

Record Keeping and Retention

A record of responder level certificates/cards issued is a requirement.

The RI/ATI will maintain a record of every course participant whether successful or unsuccessful, to include instructor name, date and times of course, certificate number with expiry date and date of issue.

Following the internal verification of candidate exam results and in line with PHECC Retention of Examination Schedule, all examination material will be retained for current month plus (12) months. All examination appeals material will be retained for the current year plus three (3) years. All examination material will be destroyed by confidential shredding.

Section 7 How to Purchase Course Related Materials

The CFR instructor packs, CFR student handbooks, CFR reports and Ambulatory Care Reports (ACRs) can be ordered via the www.phecc.ie

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| Purchasing | Web www.phecc.ie |
| | Email phecc@clark.ie |
| | Phone 045 881888 |
| | Orders are dispatched weekly |
| Billing | Invoices Issued from Clark Executive Credit terms are strictly between the ATI and Clark |
| | Receipts Issued from Clark Executive on request |
| Payment | PayPal http://paypal.phecc.ie/clark_paypal.htm |
| | Cheque Payable to Clark Executive |
| | Cash Payable to Clark Executive in person only |
| | Bank Transfer Payable to Clark Executive Details available directly from Clark Executive or phecc@clark.ie |
| Collection Please note that arrangements must be made in advance | Pick Up Clark Executive, The Atrium, Johns Lane, Naas, Co. Kildare Email: phecc@clark.ie Parking: Pay & Display Car Park Office Hours: 09:00 - 17:00 |



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Pre-Hospital Emergency Care Council
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Millenium Park
Naas
Co. Kildare
W91 TK7N
Ireland