

**MM Comp 5 – V02 – Issue 5**

**Ratified MOC – July 2019 – Issued Jan 2020**

**Review – Mar 2020**

**Management and Administration of Oxygen**

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**Competency Assessment**

For First Level Registered Nurses Band 5 and above and Nursing Associates working in relevant clinical areas

To be completed 3 yearly

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| Employee Name |  |
| Job Title |  |
| Place of Work |  |
| Assessor Name |  |
| Date of Assessment |  |

## Bloom_master_rgb 1 Knowledge

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| **Performance Criteria** | **Assessment Method** | **Meets Standard**  **(Yes/No)** | **Signature of Nurse Undertaking Assessment** | **Signature of Assessor** | **Date Deemed Competent** |
| 1.1 The Nurse / Nursing associate can describe the therapeutic use of oxygen  Emergency/Long term | Verbal During Interview |  |  |  |  |
| 1.2 The Nurse / Nursing associate can state normal dosage of oxygen in terms of usual % rates administered e.g. 2 litres = 28% etc  Refer to PPT-PGN-23 Oxygen Use in Adults | Verbal During Interview |  |  |  |  |
| 1.3 The Nurse / Nursing associate can state the major contra – indications surrounding the use of oxygen  Refer to BNF SPC and EMC | Verbal During Interview |  |  |  |  |
| 1.4 The Nurse/ Nursing associate can describe the need for the medication in the context of the service user’s care plan | Observation  Demonstration |  |  |  |  |
| 1.5 The Nurse /Nursing associate has knowledge of risks and awareness of monitoring and reporting systems in place when using oxygen  Refer to PPT-PGN-23 Oxygen Use in Adults | Verbal During Interview |  |  |  |  |
| 1.6 The Nurse / Nursing associate considers the dosage, method of administration and timing of administration.  Refer to CNTW C 17 Medicines Policy and UHM-PGN 03 Administration of Medicines | Verbal During Interview |  |  |  |  |
| 1.7 Where the Nurse / Nursing associate is working in an area that has a Medical Gas Piped System (MGPS), they can demonstrate understanding of the system & have received local induction training. UHM-PGN-01 | Verbal During Interview |  |  |  |  |
| 1.8 The Nurse/ Nursing associate can explain the procedure for ordering oxygen in both routine and emergency out of hours situations  NB verbal orders must not be given Refer to CNTW C 17 Medicines Policy and UHM-PGN - 04 Safe and Secure Handling and Supply of Medicines section 3.2.8 and section 5 | Verbal During Interview |  |  |  |  |
| 1.9 The Nurse/ Nursing associate can describe how to identify an oxygen cylinder from other types of medical gases  Refer to [www.corelearning.nhs.uk](http://www.corelearning.nhs.uk/) | Verbal  During Interview |  |  |  |  |
| 1.10 The Nurse Nursing associate can explain the general principles of the safe custody and storage of oxygen  Refer to CNTW C 17 Medicines Policy and UHM-PGN – 01 Safe and Secure Handling and Supply of Medicines | Verbal During Interview |  |  |  |  |
| 1.11 The Nurse / Nursing associate can identify further sources of information relation to oxygen (e.g. BTS, BOC, Intranet, handling Guidelines PGN PPT PGN 23 Oxygen Use in Adults ) | Verbal During Interview |  |  |  |  |
| 1.12 The Nurse/ Nursing associate can describe the reporting procedure if a clinical error occurs with oxygen or a technical error e.g. faulty cylinder    Refer to CNTW C 17 PPT PGN 23 Oxygen Use in Adults (section 18) and also  IP – PGN 07 Medication Incidents | Verbal  During Interview |  |  |  |  |

Administration

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| **Performance Criteria** | **Assessment Method** | **Meets Standard**  **(Yes/No)** | **Signature of Nurse Undertaking Assessment** | **Signature of Assessor** | **Date Deemed Competent** |
| 2.1 The Nurse/ Nursing associate can explain the importance of preparation prior to administration and the positive impact on the patient, delivering as comfortably and efficiently as possible, reducing patient stress and anxiety. | Verbal  During Interview |  |  |  |  |
| * 1. The assessor will identify the areas of competency relevant to the individual and service delivery.   Depending on the service delivered to patients, the Nurse will have to develop skills, display competency or have an awareness of the different methods of administration   * + - Venturi system     - Mask     - Nasal cannula     - Tracheostomy mask | Observation  During interview |  |  |  |  |
| * 1. The Nurse/Nursing associate can explain the importance of appropriate recording of patient’s oxygen saturation and oxygen delivery system on the CNTW oxygen chart. |  |  |  |  |  |

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| * 1. The Nurse/Nursing associate can explain the correct use of oximeter probes, particularly whether these are single or multiple use and attachment to specific parts of the body.   Adult oximeter probes can be attached to either a finger or an ear, but are not interchangeable between these sites, whilst probes for babies and children need to be selected according to the patient’s weight. If an oximeter probe intended for the finger is attached to the ear (or vice versa), or a probe intended for an adult is attached to a baby or a child (or vice versa), it can produce a reading up to 50% lower or 30% higher than the real value. |  |  |  |  |  |
| * 1. The Nurse/ Nursing associate can demonstrate how to correctly operate the controls of a cylinder with integral valve.   The Nurse/ Nursing associate can accurately describe the risk of death and severe harm from failure to obtain and continue flow from oxygen cylinders.  *Reference: Patient Safety Alert NHS/PSA/W/2018/001 Risk of death and severe harm from failure to obtain and continue flow from oxygen cylinders* | Observation  During interview |  |  |  |  |
| 2.4 The Nurse Nursing associate checks the patient’s allergy status: this will be recorded on the prescription sheet UHR or alert on Rio.  The Nurse will be able to explain what to do if section not complete  The Nurse will ask the patient if they have had any side effects/allergic reaction when last dose received | Observation  During interview |  |  |  |  |
| 2.5 The Nurse/ Nursing associate checks if the prescription is legible, valid and legal  Refer to CNTW C 17 Medicines Policy and UMH- PGN- 03 Administration of Medicines | Observation |  |  |  |  |

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| 2.6 The Nurse/ Nursing associate confirms the identity of service user’s correctly.  Refer to CNTW C 17 Medicines Policy and UMH- PGN- 03 Administration of Medicines | Observation |  |  |  |  |
| 2.7 The Nurse/ Nursing associate discusses the need for therapy with the patient and obtains consent  If the patient refuses treatment, the Nurse will document in Rio. The Responsible Clinician (RC) will be informed.  If the patient lacks capacity the RC will decide if with the MDT if it is necessary to continue treatment in the patients best interest and document in care plan/ rio. | Observation  During interview |  |  |  |  |
| 2.8 The Nurse/ Nursing associate can describe and demonstrate the safe disposal of equipment used in the administration | Observation  During interview |  |  |  |  |
| 2.9 The Nurse/ Nursing associate can describe how to record the administration and monitoring of oxygen. EG Oxygen monitoring form. | Observation  During interview |  |  |  |  |

Assessors Comments:

Signature: Date:

Nurses / Nursing Associate’s comments:

Signature: Date:

## Action Plan

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| **Action** | **Date to be Achieved** | **Date of Re- assessment** | **Outcome** | **Signature** |
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Certificate of Completion

# This is to certify that

Has successfully completed the

Management and Administration of Oxygen Competency Assessment

Signature of Assessor Date