

## COPD Units of Learning

Title of overarching NOS: <b>CHS 78 Administer oxygen safely and effectively</b>	Unit of learning to demonstrate competence: Administering oxygen therapy safely and effectively to individuals with COPD and other respiratory diseases
Details of the relationship between the unit to demonstrate competence and relevant national occupational standards (if appropriate)	<p>Users will be able to demonstrate competence in administering ambulatory, short term, long-term oxygen therapy and in palliative care safely and effectively.</p> <p>This may be prescribed for individuals with COPD and other respiratory diseases with acute or chronic exacerbations in the acute or domiciliary settings</p>
Outcomes: The individual will know and understand :	<b>Assessment criteria</b> To be competent the individual will be able to:
Indicative Level	Level 1 (Expert/specialist) Level 2 (Experienced practitioner)
The regulatory requirements for ordering home oxygen therapy e.g. consent form, ordering form for home oxygen therapy (HOCF,HOOF) and local protocols for administration in acute situations within secondary and primary care provision	<p>Demonstrate how to check the required authorisation for ordering prescribed oxygen therapy</p> <p>Check that consent has been obtained for the oxygen therapy</p>
The drivers for oxygen therapy i.e. ambulatory, short term and long-term oxygen therapy	Describe the drivers for oxygen therapy, their effectiveness and implications of use within COPD and other respiratory diseases management including the rationale for palliative oxygen therapy (POT), short burst oxygen therapy (SBOT), Long term oxygen therapy (LTOT) and palliative care.
The clinical signs and symptoms indicating a need for oxygen therapy for people with COPD and other respiratory diseases in the secondary care and home setting	<p>Describe the relationship of oxygen to pathophysiological processes and the individual's clinical condition.</p> <p>Clearly explain the benefits of oxygen therapy to the individual/carer</p>

The range of approved suppliers within your area/ organisation	Describe the range of concentrators, conservers, cylinders, portable oxygen, liquid oxygen and how oxygen is supplied within your area of responsibility. In conjunction with the patient and oxygen supplier, select the most appropriate equipment for the prescribed oxygen delivery, based on type of therapy, changing prescription requirements, the setting (i.e. domiciliary/ secondary care), the individuals clinical status and preference for oxygen therapy
The risks and complications of using oxygen; the national guidelines for risk management	Undertake a risk assessment for the individuals regarding oxygen therapy, expected O <sub>2</sub> and CO <sub>2</sub> levels and how adverse incidents are reported and managed.  Clearly outline to the patient, family and carers, the importance of not smoking
The importance of minimising any unnecessary stress and discomfort and how to reduce these for the individual receiving oxygen therapy	Discuss the oxygen therapy plan with the individual/carer identifying their preferences  Instruct the individual and/or care how to minimise discomfort when receiving oxygen therapy
The potential effects of oxygen therapy on individuals with COPD and other respiratory diseases including restrictions on travel	Give clear explanations to the individual/carer on the potential effects of oxygen therapy regarding the home environment and travel arrangements  Outline possible side effects, hazards, complications that may arise and how they can be minimised
The range of equipment , devices and accessories available to administer oxygen therapy, how they operate and how to select the best option to achieve compliance	Liaise and discuss with the healthcare team regarding oxygen provision  Demonstrate effective use of the equipment throughout the procedure in accordance with local protocols and national guidelines
The types of oxygen treatments, contra-indications and effectiveness in the stages of COPD and other respiratory diseases	Outline the indications and contra-indications, and the expected effects of oxygen therapy  Outline possible side effects, hazards, complications that may arise and how they can be minimised  Explain the rationale of smoking cessation therapy and the consequence on flammable materials in the vicinity of oxygen supplies

How to set up and operate the oxygen equipment safely and effectively	<p>Set up the prescribed equipment for the oxygen therapy to meet the prescribed requirements</p> <p>Work with the oxygen suppliers to ensure safe installation in the home environment.</p>
How to check and confirm the equipment and administrative devices meet the required quality and health and safety standards	In conjunction with the local oxygen suppliers, perform the required quality assurance and health and safety checks and confirm its operational and quality status
How to ensure oxygen therapy has been safely introduced into their lifestyle	<p>Check the individuals comfort level and understanding in respect of safety, compliance and operating procedures</p> <p>Ensure patients remain as independent as possible and where appropriate ensure oxygen is supplied to ensure patients can mobilise inside and outside their home environments and monitor appropriately</p>
The expected and minimal oxygen saturation levels for individuals with COPD and other respiratory diseases in the stages of disease	<p>Obtain and record the individual's oxygen saturation levels and take appropriate steps if oxygen saturation has not been achieved/ maintained through oxygen therapy</p> <p>Demonstrate how to recognise the signs and symptoms of hypoxia and hypercapnia and when appropriate to re-assess arterial blood gases</p>
How to safely demonstrate the procedure for administering oxygen	Utilise effective procedures for demonstrating and administering oxygen therapy
How to instruct the user and/or carers to operate the equipment, medical devices and required accessories safely and effectively	<p>In conjunction with the local oxygen supplier, clearly explain to the individual/carer the quality assurance and risk management mechanisms relative to the oxygen therapy provided to ensure safe and effective treatment</p> <p>Instruct the individual/carer on the safe and effective use of the prescribed oxygen therapy</p> <p>Ensure the individual / carer is aware of the processes if equipment malfunctions</p>

The range of information which should be made available to the individual for the use, maintenance and safeguarding of domiciliary oxygen therapy and how to obtain this written guidance in a format that will aid understanding and compliance	<p>Obtain the range of information for the individual and/or carer and clearly explain their significance</p> <p>Describe relevant prevention and control of infection protocols</p> <p>Assist and motivate the individual /carer to incorporate domiciliary oxygen safely into their lifestyle</p>
The need and frequency to monitor and review the individual condition on a regular basis	Explain the rationale for duration, frequency and type of monitoring required to determine effectiveness of oxygen therapy
How to report malfunctions and/or faulty equipment used in home therapy to the appropriate personnel, department or organisation	<p>Record the information in line with organisational requirements</p> <p>Report any fault/malfunction in a timely manner in accordance with local protocols and national guidelines</p>
How to communicate effectively in a medium appropriate to the individuals and/or carers needs	Communicate effectively with the individual in a manner and style appropriate to the individuals and /or carers needs
The importance of working within your sphere of competence; how and when to refer issues or concerns arising from oxygen therapy to the appropriate person in a timely manner	Seek advice and support from competent individuals whenever the procedure, data or area of expertise is outside your level of competence or scope of practice
Endorsement of the unit by a sector or other appropriate body (if required)	COPD Strategy Group/DH England; respiratory education providers