

# Assessment and awards policy

<b>Title</b>			
<b>Assessment and Awards Policy</b>			
<b>Version</b>	<b>Revision date</b>	<b>Details</b>	<b>Approved by</b>
1.0	15/04/18	Development of document	Alan Moran
2.0	04/04/21	Addition of CFR Advanced criteria	Alan Moran
3.0	24/04/22	Addition of Responder Instructor Criteria	Alan Moran
4.0	24/09/2022	Addition of CFR-A instructor criteria	Alan Moran
5.0	24/10/2022	Addition of reasonable accommodation section (1.3)	Alan Moran
6.0	12/01/2026	Addition of feedback policy reference	Alan Moran

## 1.0 Document purpose

To ensure that Hibernian Healthcare use the appropriate PHECC examination material for each of the PHECC courses and correctly issue a joint PHECC/recognized institution certificate and maintain correct records for inspection. This award ensures that the responder has fulfilled the educational and training requirements as prescribed by PHECC, thereby possessing the knowledge, skills and professionalism in line with the expectations of the public and the profession

### 1.1 Assessment Material

Hibernian will only use PHECC issued assessment sheets for each of the courses accredited. We will maintain version control of all MCQ examinations and ensure that any assessment materials issued by PHECC are considered as controlled documents. Security of the material will be maintained.

If a new version becomes available, all previous versions will be withdrawn and tutors will be oriented to the new version.

- The mandatory component for CFR Community will be skills assessment sheets
- The mandatory component for CFR Advanced will be skills assessment sheets
- The mandatory component for FAR will be CFR assessment skill sheets plus FAR assessment skills sheets plus FAR MCQ
- The mandatory component for MLO courses will be CFR assessment skill sheets, MLO assessment skill sheets and specific MLO MCQ.

- The mandatory component for CFR Advanced Instructor will be skills assessment sheets
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## **1.2 Assessment procedures for PHECC accredited courses**

### **1.2.1 Cardiac First Responder Course – Community**

Assessments will be run in accordance with STN009 CFR Community Education & Training Standard and PUB004 Examination Handout for Recognised Institutions.

PHECC FOR047 CFR Community Assessment Sheet will be used to assess the learner's practical skills.

Learners who successfully complete the Cardiac First Response course and practical assessment will be certified at PHECC CFR: Community level. A joint PHECC/Recognised Institution certificate will be issued to successful students.

### **1.2.2 Cardiac First Responder Course – Advanced**

Assessments will be run in accordance with STN009 CFR Community Education & Training Standard and PUB004 Examination Handout for Recognised Institutions.

PHECC FOR047 CFR Advanced Assessment Sheets x 2 will be used to assess the learner's practical skills.

Learners who successfully complete the Cardiac First Response course and practical assessment will be certified at PHECC CFR: Advanced. A joint PHECC/Recognised Institution certificate will be issued to successful students.

### **1.2.3 First Aid Response Course**

Assessments will be run in accordance with STN006 FAR Education & Training Standard and PUB004 Examination Handout for Recognised Institutions.

MCQ examination: 20 question MCQ as issued by PHECC will be utilised. PHECC FAR candidate answer sheet will be used.

Practical assessment: PHECC issued FAR Skills Assessment Sheets will be utilised. PHECC FOR047 CFR Community Assessment Sheet will be used for the CFR component of the course.

### **1.2.4 CFR/Epinephrine MLO Course**

Assessments will be run in accordance with STN022 CFR & MLO Education & Training Standard and PUB004 Examination Handout for Recognised Institutions.

MCQ examination: MCQ as issued by PHECC will be utilised. PHECC candidate answer sheet will be used.

Practical assessment: Skills assessment using:

- a. PHECC CFR FOR047 Community assessment sheet.
- b. Scenario based skills assessment - for the named medicinal product.

### **1.2.5 CFR/Salbutamol MLO Course**

Assessments will be run in accordance with STN022 CFR & MLO Education & Training Standard and PUB004 Examination Handout for Recognised Institutions.

MCQ examination: MCQ as issued by PHECC will be utilised. PHECC candidate answer sheet will be used.

Practical assessment: Skills assessment using:

- a. PHECC CFR FOR047 Community assessment sheet.
- b. Scenario based skills assessment - for the named medicinal product.

### **1.2.6 CFR/Naloxone MLO Course**

Assessments will be run in accordance with STN022 CFR & MLO Education & Training Standard and PUB004 Examination Handout for Recognised Institutions.

MCQ examination: MCQ as issued by PHECC will be utilised. PHECC candidate answer sheet will be used.

Practical assessment: Skills assessment using:

- a. PHECC CFR FOR047 Community assessment sheet.
- b. Scenario based skills assessment - for the named medicinal product.

### **1.2.7 CFR/GTN MLO Course**

Assessments will be run in accordance with STN022 CFR & MLO Education & Training Standard and PUB004 Examination Handout for Recognised Institutions.

MCQ examination: MCQ as issued by PHECC will be utilised. PHECC candidate answer sheet will be used.

Practical assessment: Skills assessment using:

- a. PHECC CFR FOR047 Community assessment sheet.
- b. Scenario based skills assessment - for the named medicinal product.

### **1.2.8 CFR/Glucagon MLO Course**

Assessments will be run in accordance with STN022 CFR & MLO Education & Training Standard and PUB004 Examination Handout for Recognised Institutions.

MCQ examination: MCQ as issued by PHECC will be utilised. PHECC candidate answer sheet will be used.

Practical assessment: Skills assessment using:

- a. PHECC CFR FOR047 Community assessment sheet.
- b. Scenario based skills assessment - for the named medicinal product.

### **1.2.9 PHECC Responder Instructor Course**

Assessments will be conducted in accordance with the PHECC Teaching Faculty Framework. Assessment will consist of three parts:

- 1a. Formative assessment of teaching practice during instructor course
- 1b. Formative assessment of student assessment skills during instructor course
  
- 2a. Assessment of theory session on completion of instructor course
- 2b. Assessment of practical demonstration on completion of instructor course

***Elements 2a & 2b must be successfully completed before progression to supervised practice portion of the instructor course.***

On completion of the supervised practice period:

- 2a. Assessment of theory session
- 2b. Assessment of practical demonstration

Teaching practice assessments will be carried out by an RI instructor trainer.

Documentation, including the standard assessment forms will be retained for inspection by PHECC.

### **1.2.10 PHECC CFR Advanced Instructor Course**

Assessments will be conducted in accordance with the PHECC Teaching Faculty Framework. Assessment will consist of three parts:

1. Formative assessment of teaching practice during instructor course
2. Assessment of demonstration of teaching on completion of instructor course

***Elements 1 & 2 must be successfully completed before progression to supervised practice portion of the instructor course.***

3. Supervised practice period defined by student instructor competence and experience.

Teaching practice assessments will be carried out by an ATI instructor trainer.

Documentation, including the standard assessment forms will be retained for inspection by PHECC.

### **1.3 Reasonable accommodations**

The following tables gives examples of where accommodations may be made where necessary

Examples of possible accommodations	Evidence required
Modified presentation of examination e.g. <ul style="list-style-type: none"> <li>• Enlargements</li> <li>• Scribes/readers</li> <li>• Sign language interpreter</li> <li>• Rest breaks</li> <li>• Adaptive equipment/software</li> <li>• Use of assistive technology</li> <li>• Additional time</li> <li>• Separate room/space</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Report</li> <li>• Educational Psychologist Report</li> <li>• Occupational Therapist Report</li> <li>• Speech and Language Report</li> <li>• Guidance Counsellor Report</li> </ul>

### **1.4 Verification of exams**

All assessment material will be subject to a desktop check on return to the institute for completeness, verification and recording of results. Any issues will be identified to the tutor and addressed before an award can be made.

### **1.5 Awards Policy**

Once results are verified, Hibernian will issue a PHECC certificate for the relevant course. We will ensure sufficient stocks of certs are maintained. Each certificate will be recorded on the PHECC supplied database and issued to the student.

Certificates will be inspected before issue for correctness and expiry date.

### **1.6 Feedback and remediation**

Where a learner is unsuccessful in an assessment for a PHECC responder course, feedback and remediation is encouraged. A separate policy, Hibernian Feedback and Remediation Policy outlines the appropriate procedures.

A handwritten signature in black ink, appearing to read 'Alan Moran', with a stylized flourish extending to the right.

Signed: Alan Moran  
Managing Director

Date: 24/10/2022