

## Competency Evaluation Tool for 'General Knowledge' of Oxygen Therapy

Trainer's Printed Name:	Date:
Trainer's Signature:	Trainer's Contact Information:

### General Knowledge Oxygen Therapy Training Guidelines

*The 'General Knowledge' Oxygen Training must be completed by a Qualified Trainer.*

	Training Components of Equipment and Procedure	Comments
<b>At the conclusion of this training, the Certified staff:</b>		
1.	Knows where to locate the Service Provider's Oxygen Therapy Policy/Procedure that outlines who will be responsible for providing Oxygen administration.	
2.	Knows that only licensed personnel (e.g., nurses) and trained MAP Certified staff may administer Oxygen.	
3.	Knows that to administer Oxygen, Certified staff must complete Vital Signs Training and demonstrate competency on a regular basis.	
4.	Knows that Oxygen is a medication.	
5.	Knows safe Oxygen storage requirements.	
6.	Knows that Oxygen Therapy is the administration of Oxygen at concentrations greater than that of room air.	
7.	Knows Oxygen Therapy is used to treat or prevent hypoxemia.	
8.	Knows hypoxemia is not enough Oxygen in the blood.	
9.	Knows the signs and symptoms of inadequate oxygenation.	
10.	Knows what to do if signs and symptoms of inadequate oxygenation are observed and who to notify.	
11.	Knows safe Oxygen handling procedures.	
12.	Knows the importance of clean technique and proper hand hygiene.	
13.	Knows to follow all Service Provider procedures for the administration of Oxygen, which must be in accordance with MAP Regulations and Policies.	
14.	Knows there must be a Health Care Provider (HCP) Order and/or Protocol regarding the need for administration of Oxygen.	
15.	Knows Oxygen administration must be documented on a Medication Administration Record.	
16.	Knows adverse effects of Oxygen Therapy.	
17.	Knows there are various types of Oxygen delivery equipment (e.g., pressure regulation, gauge, flow meter, etc.).	
18.	Knows there are various types of Oxygen delivery sources (e.g., Oxygen Concentrator, Oxygen tank, etc.).	
19.	Knows there are various types of Oxygen delivery devices (e.g., nasal cannula, face mask, etc.).	
20.	Knows that if they have not administered Oxygen in the previous 12 months, they must retake Oxygen Therapy Training.	
21.	Knows when a call to the HCP is necessary.	
22.	Knows when a call to 911 is necessary.	
23.	Knows that after Emergency Response personnel have arrived and the individual is cared for, to follow all emergency procedures (e.g., notify HCP) per Service Provider's Policy.	

Based on the General Knowledge Training Guidelines for Oxygen Therapy, I, as Trainer, have determined that the Certified staff named below have the knowledge to administer and monitor Oxygen.

	Certified Staff's Printed Name:	Certified Staff's Signature:
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**The Trainer should close empty signature spaces upon completion of the training.**