

Pre-Hospital
Emergency Care
Council



Responder Examination Handbook

The Pre-Hospital Emergency Care Council protects the public by specifying, promoting and monitoring standards of excellence for the delivery of quality pre-hospital emergency care for people in Ireland.

This handout presents a comprehensive account of current Council rules in relation to Responder level examinations. The roles and responsibilities of Recognised Institutions and the Responder level examination structure and content are also included. This edition supersedes information contained in any previous publications and should be read in conjunction with the most current information available on the PHECC website – www.phecc.ie.

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Section 1 General Information

The Pre-Hospital Emergency Care Council (PHECC) is an independent statutory body with responsibility for standards, education and training in the field of pre-hospital emergency care in Ireland. PHECC was established by the Minister for Health and Children by Statutory Instrument 109 of 2000 (PHECC Establishment Order). PHECC's responsibilities were enhanced by Statutory Instrument 575 of 2004 (PHECC Amendment Order), the Health (Miscellaneous Provisions) Bill 2007 and Statutory Instrument 166 of 2008 (Recognition of Professional Qualifications Regulations).

A recognised institution is an education and training institution that has been approved by PHECC to deliver courses. Recognition as a training institution is a mandatory step before any PHECC course can be delivered.

PHECC has responsibility for

- Setting and reviewing standards of education and training
- Recognising training institutions
- Approving courses
- Setting examinations
- Awarding the national qualification in emergency medical technology (NQEMT) and jointly awarding PHECC/recognised institution certificates.

The joint PHECC/recognised institution certificates are awarded for the following responder courses

- Cardiac First Response (CFR) Community
- Cardiac First Response (CFR) Advanced
- CFR Community Instructor
- CFR Advanced Instructor
- First Aid Response
- First Aid Response Instructor
- Emergency First Response (EFR)
- Emergency First Response Instructor
- Emergency First Response (EFR) Basic Tactical Emergency Care (BTEC)
- EFR-BTEC Instructor
- EMS Call-Taker and Dispatcher

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 (CPG's) available on www.phecc.ie.
- Conduct assessments appropriate to the relevant responder course.
- Award joint PHECC/recognised institutions certificates/cards to successful candidates following the assessment.
- Uphold and maintain an appropriate level of examination security and integrity.

Section 2 Before the Exam

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.

The MCQ examination and assessment sheets are periodically updated and PHECC issues recognised institutions with updated responder examination material.

Recognised Institution Role

- Ensure a suitable examination venue is available for the theory and skills assessment.
- Liaise directly with candidates in relation to exam logistics, i.e. time, date, location etc.
- Meet all administrative and logistical requirements including examiners, assisting responders, equipment, etc., as relevant.
- Ensure the current MCQ exam is being used as appropriate.
- Secure the examination material to ensure that no unauthorised persons have access to it.

Section 3 During the Exam

Provision of the responder examination is the sole responsibility of the recognised institution.

PHECC reserves the right to make site visits during examinations, to interview candidates and to inspect training and assessment records as appropriate.

Recognised Institution Role

- Nominate a person(s) in the organisation to maintain the security and integrity of the MCQ examinations.
- Ensure a fair exam is available to every candidate.

Section 4 After the Exam

Council rules permit recognised institutions to award the joint PHECC/recognised institution certificates/cards, following successful completion of the course and assessment.

Recognised Institution Role

- Ensure that each examination paper is accounted for on completion of the examination 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 about the results as soon as practicable following the exam. Remember a candidate must pass both the practical parts and the MCQ exam.
- Award joint PHECC/recognised institution certificates/cards on the day of the assessment, or issue by post soon after successful completion of the course.
- Liaise directly with those individuals who require to retake their examination.
- Reassess unsuccessful candidates in accordance with the recognised institutions 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.

Section 5 Exam Structure & Content

Cardiac First Response Community

Candidates on a CFR Community course are assessed by the recognised institution using PHECC material.

Assessment sheet CFR Community	The assessment sheet is available in the CFR Student Handbook and Instructor Manual. It is also available from www.phecc.ie
Reassessment options	Assessment is conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition.

Cardiac First Response Advanced

Candidates on a CFR Advanced course are assessed by the recognised institution using PHECC material.

MCQ	PHECC has produced a 25-question multiple choice question (MCQ) exam to assist this process which is available from info@phecc.ie A mark of 80% is required to be successful.
Assessment sheets CFR Advanced	The assessment sheets are available in the CFR Student Handbook and Instructor Manual. They are also available from www.phecc.ie
Reassessment options	Assessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition.

Additional assessment information may be found in the CFR Instructor Manual

Section 5 Exam Structure & Content...contd

Cardiac First Response Community or Advanced Instructor

Candidates on a CFR Instructor course are assessed by the recognised institution

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 a recognised institution using a standard provider and instructor evaluation form. For more information please see PHECC's Teaching Faculty Framework.

Section 5 Exam Structure & Content...contd

First Aid Response

Candidates on a FAR course are assessed by the recognised institution using PHECC material.

MCQ	PHECC has produced a 20-question MCQ assessment which is available from info@phecc.ie . A mark of 80% is required to be successful.
Assessment sheets	PHECC has produced assessment sheets which are available from www.phecc.ie
Reassessment options	Assessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition.

First Aid Response Instructor

Candidates on a FAR instructor course are assessed by the recognised institution.

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 a recognised institution using a standard provider and instructor evaluation form. For more information please see PHECC's Teaching Faculty Framework.</p>
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Section 5 Exam Structure & Content...contd

Emergency First Response

Candidates on an EFR course are assessed by the recognised institution using PHECC material.

MCQ	PHECC has produced a 40-question MCQ assessment which is available from info@phecc.ie A mark of 80% is required to be successful.
Assessment sheets	PHECC has produced assessment sheets which are available from www.phecc.ie
Reassessment options	Assessments are conducted as per the Assessment and Awards Policy submitted in the application for PHECC recognition.

Emergency First Response Instructor Level

Candidates on an EFR Instructor course are assessed by the recognised institution.

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 EFR provider and instructor skills for EFR instructors will be undertaken by an EFR instructor trainer at a recognised institution using a standard provider and instructor evaluation form. For more information please see PHECC's Teaching Faculty Framework.</p>
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Section 5 Exam Structure & Content...contd

Emergency First Response–Basic Tactical Emergency Care (BTEC)

Candidates on an EFR-BTEC course are assessed by the recognised institution using PHECC material and other material developed by the institution for the specific needs of the group.

MCQ	PHECC has produced a 40-question EFR MCQ assessment which is available from info@phecc.ie A mark of 80% is required to be successful.
Assessment sheets	PHECC has produced assessment sheets which are available from www.phecc.ie

Emergency First Response–BTEC Instructor

Candidates on an EFR-BTEC Instructor courses are assessed by the recognised institution.

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 EFR–BTEC instructor skills will be undertaken by an EFR–BTEC instructor trainer at a recognised institution using a standard provider and instructor evaluation form. For more information please see PHECC's Teaching Faculty Framework.</p>
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Section 6 Access to exams, certificates and CFR training materials

How to access responder level MCQ exams:

Only the named designated person can request a copy of the CFR Advanced, First Aid Response or Emergency First Response multiple choice question (MCQ) exams. Electronic copies of the MCQ paper and the answer matrices will be provided on request. Email info@phecc.ie

The assessment sheets are freely available to download from the "Exams" section on the PHECC website.

How to access responder level certificates:

Every successful course participant must be issued with a joint PHECC/institution course completion certificate. Only recognised institutions are permitted to issue these certificates.

To place an order for generic PHECC certificates with cards email 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 logos can be discussed with printer who will invoice directly.

Record Keeping:

The recognised institution must maintain a record of every course participant successful and unsuccessful. Records of responder level certificates issued is also a requirement and should include: instructor name, date and times of course, certificate number with expiry date and date of issue. It is not necessary to retain completed MCQ exams after internal verification is completed.

How to purchase CFR training materials:

The CFR DVD, instructor packs and CFR student handbook can be ordered by email. Don't forget to avail of the reduced rates available for recognised institutions.

<p>Activity</p>	<p>PHECC has produced a 40-question EFR MCQ exam</p> <p>Web www.phecc.ie Email sales@phecc.ie Phone 045 882092 (direct) / 045 882042 (main) Contact Beth</p>
<p>Billing</p>	<p>Invoices Issue from Clark Executive Receipts Issue from Clark Executive upon request</p>
<p>Paying</p>	<p>PayPal http://paypal.phecc.ie/clark_paypal.htm Cheque Payable to Clark Executive Cash Only accepted in person Bank Transfer Payable to Clark Executive, (Details available directly from Clark Executive or sales@phecc.ie)</p>
<p>Collecting</p> <p>NOTE: arrangements must be in advance of collecting your order.</p>	<p>Pick-up Clark Executive, The Atrium, John's Lane, Naas, Co. Kildare. Ph 045-881888 Email: phecc@clark.ie Contact: Clodagh Parking facilities: Pay & Display Car Park Location: Map Office hours: 09:00 – 17:30</p>
<p>General</p>	<ul style="list-style-type: none"> • All orders must be in writing – PayPal or email: sales@phecc.ie • Orders are dispatched weekly on Thursday's. • Credit is strictly 30 days.