

Occupational First Aid 1-Day Refresher

Learner Information Sheet

Issued by the Occupational First Aid Assessment Agent (OFAAA)

This course is for QQI (FETAC) Level 5 certified Occupational First Aider's who want to maintain their status as an Occupational First Aider.

The course lasts 1 day (minimum of 8 hours) and there should be no more than 10 learners on the course. The course can ONLY be delivered by instructors who are on the OFAAA Register of Instructors. Order of Malta Ireland is registered with OFAAA as a provider of Occupational First Aid training courses.

The 1-Day refresher is an intensive re-visiting of the full 3-day (24-Hour) course. Though the key skills and theoretical outcomes are covered some may not be addressed in detail. Please make your Occupational First Aid Instructor aware of any skills you would like to review and they will endeavour to accommodate you.

Entry Requirements

You will have to produce both of the following in order to attend a 1-Day OFA Refresher:

1. Pro-forma letter or certificate of attendance from previous OFA course which confirms date of training/renewal date (not your FETAC/QQI Certificate)
2. QQI (FETAC) certificate for OFA Level 5 or Transcript of Awards/Records of Awards from QQI (FETAC) showing that you have achieved an award for OFA Level 5

The above are required in advance of attending the course. Note that Order of Malta Training Services can verify previous certification once the training was carried out by us.

You cannot attend a 1-day refresher if you are unable to produce the above evidence of previous training. You can apply directly to QQI (FETAC) for a "Record of Awards" and this can be found at <http://www.fetac.ie/fetac/learners/faq/faq.htm#q12>

You must attend a 1-day refresher within 2 years and 90 days of attending your previous OFA course. There are no exceptions. If it is 2 years and 91 days or over, since your last OFA course, then you must attend a 3-day (24-Hour) course.

Pre-Course Tips

Here are some tips before you attend your 1-Day refresher:

- Review any training material/notes you have from your previous Occupational First Aid Course/s.
- Note any knowledge or skills based actions that you would personally like to review or practice.

Format of Day

All learner outcomes are to be covered throughout the day. These are:

- First Aid in the Workplace
- Patient Assessment
- Respiratory Assessment
- CFR/AED
- Wounds
- Bleeding
- Altered Levels of Consciousness
- Musculoskeletal injuries
- Burns & Scalds
- Chemicals
- Poison
- Electric Shock

Also to be covered are any developments in occupational first aid practices, changes in legislation and relevant guidelines.

The course utilises a range of practical tasks and assessment to ensure you meet the required standard as an Occupational First Aider.

Unsuccessful Learners

If you are unsuccessful you may be offered an option to re-sit the assessment at an agreed time with your OFA instructor. This would give you an opportunity to restudy materials/skills.

The re-assessment must be completed within one month of the 1-day refresher. You can ONLY be offered this if you would still be in date by the time of the re-assessment.

Completion of Course

Upon successful completion you will be issued with a certificate of attendance/completion by your OFA Instructor which MUST state the following:

- Occupational First Aid Recertification title
- Institute or Company of OFA Instructor
- Date of training
- Name of OFA Instructor
- Renewal Date
- QQI (FETAC) certificate number if available. Transcript of Awards/Record of Awards do not have certificate numbers.

You will need to keep this certificate of attendance/completion as it will be required by the Occupational First Aid Instructor, along with your QQI (FETAC) certificate, on your next 1-Day refresher.

If you have any queries you can contact:

Order of Malta Training Services

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