

Personal Protective Equipment (PPE) competency checklist- Putting on and removing PPE


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INTRODUCTION

The overall purpose of this Personal Protective Equipment (PPE) competency assessment is to support Pacific Ministries of Health to protect and evaluate healthcare worker safety by ensuring competency in the appropriate use of personal protective equipment (PPE). Health care workers should be trained and assessed annually or prior to working under highly infectious circumstances such as in the context of COVID-19

PPE is designed to protect healthcare worker safety. Therefore, it is vitally important that all healthcare workers are 100% competent in the correct procedure for putting on and removing PPE. In this assessment you are required to demonstrate the correct steps in performing hand hygiene and donning/removing PPE.

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|---|--|------------------|-----------|
| Employee Name: | | Date | |
| Competency Checked by- Name/Designation/Signature: | | | |
| | Putting on PPE | Competent | |
| | | Yes | No |
| Gathers equipment and performs hand hygiene | Gathers all relevant PPE supplies, checks for correct size. | | |
| | Removes personal items (e.g. ring/watch/bracelet). | | |
| | Ensures they have a supervisor or mirror. | | |
| | Performs hand hygiene steps:  Washes hands for 40 to 60 seconds; or cleanses hands with alcohol hand rub for 20 seconds. | | |
| Gown | Puts on disposable single use long sleeve gown: | | |

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|--------------------------------------|--|--|--|
| | Opens gown without gown touching any surfaces such as floor or walls. Ties secured to the back of neck and waist. | | |
| Apron | Puts on apron, if necessary. | | |
| Mask (surgical or respirator) | Puts on surgical mask. Places mask over the nose and mouth and below chin. | | |
| | Or puts on a respirator mask by placing mask over nose and mouth and pulls elastic bands over head | | |
| | Places upper band above ear line and lower band below ear line; and | | |
| | Performs a fit check by moulding nose strip over bridge of nose with finger tips of both hands to get a snug fit. | | |
| | Positive seal check. <ul style="list-style-type: none"> Exhales sharply. A positive pressure inside the respirator = no leakage. If leakage, adjust the position and/or tension straps . | | |
| | Negative seal check <ul style="list-style-type: none"> Inhales deeply, if no leakage, negative pressure will make respirator cling to face. | | |
| Protective eyewear/visor | Puts on protective eyewear, adjusts to fit. | | |
| Gloves | Puts on gloves. Pulls over wrist of isolation gown. | | |

| | Removing PPE | Competent | |
|-----------------------|--|------------------|-----------|
| | | Yes | No |
| Removes gloves | Grasps the outside of the first gloved hand with opposite gloved hand and peels off. | | |
| | Holds removed glove in gloved hand. | | |
| | With ungloved hand slides finger just under the wrist of the gloved hand and peels over the first glove. | | |
| | Discards gloves in waste bin. | | |

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| Performs hand hygiene | Follows the steps for 40 to 60 second for hand washing; or hands are cleansed with alcohol hand rub for 20 seconds. | | |
| Removes apron | If wearing apron, employee removes apron safely. Leans forward and tears off disposable apron from the neck and roll it forward without touching the front area of the apron. | | |
| | If reusable, unties from the waist and lifts off apron from the neck away from the body. | | |
| | Places in bin. | | |
| Performs hand hygiene | Follows the steps for 40 to 60 seconds for hand washing; or hands are cleansed with alcohol hand rub for 20 seconds. | | |
| Removes gown | Does not touch outside of gown. | | |
| | Undo ties at neck and waist. | | |
| | Roll off from neck and shoulders. | | |
| | Turns gown inside out and rolls gown into a bundle and discard in waste bin. | | |
| Performs hand hygiene | Follows the steps for 40 to 60 seconds for hand washing; or hands are cleansed with alcohol hand rub for 20 seconds. | | |
| Removes protective eyewear | Does not touch the front of the goggles or face shield. | | |
| | Removes re-usable eye protection from behind the head and places in a container for reprocessing | | |
| Removes mask (surgical or respirator) | Does not touch the front of the mask. | | |
| | Removes mask from behind and lifts away from face and discards in a bin. | | |
| | Or if wearing a respirator mask, grasp the top tape and then the bottom tape from behind with your hands. | | |
| | Lift carefully overhead and remove and discard in a bin. | | |
| Performs hand hygiene | Follows the steps for 40 to 60 seconds for hand washing; or hands are cleansed with alcohol hand rub for 20 seconds. | | |

This document has been developed in accordance with global guidance and contextualized to the Pacific context by Pacific Community the from the COVID-19 Pacific Joint Incident Management Team.

