

Personal Protective Equipment (PPE) Competency Validation

Donning and Doffing of Personal Protective Equipment

Employee Name: _____

Background

Personal Protective Equipment (PPE), is specialized clothing and/or equipment used to prevent exposure to blood, body fluids and other potentially infectious materials. Proper use of PPE is an integral part of Infection Control and Prevention (ICP) measures. When used appropriately, PPE acts as a barrier between infectious substances such as viral and bacterial contaminants and aides in reduction in transmission and contamination. Use will vary based on the level of required transmission based precautions.

LTC facilities have the unfortunate distinction of exhibiting disproportionately high **COVID-19** incidence and mortality rates among healthcare institutions,. Accordingly, it is imperative that all facility personnel demonstrate competency in appropriate utilization of PPE. This ICP measure will protect residents by mitigating infection risk in these communal living environments.

Qualified members of Facility Leadership should familiarize themselves with the accompanying educational material to assume the role of an EVALUATOR for their facility staff. The accompanying checklist may be used as a tool for staff evaluation, and should be retained with the facility-specific COVID-19 ICP Policy and Procedures. This Competency Validation may be repeated on an annual basis and retained in facility's generalized ICP Policies and Procedures regarding other common infection risks (Tb, MRSA, etc.).

Evaluation

Competency Score:

- 0 = Not Competent (cannot complete without full guidance)
- 1 = Minimally Competent (shows knowledge of skill/task but needs some correction)
- 2 = Proficiently Competent (demonstrates full knowledge of skill/task and completes independently)

Full Competency

Full competency will be designated when a staff member achieves a Competency Score ≥ 2 for all criteria. Should a staff member fail to meet competency with one or more of the following criteria (Competency Score = 0 or 1) document this deficiency and refer staff member to corresponding educational material. Record the date Competency Validation Re-Test will be conducted in comments section. This Re-Test should be completed in a timely manner and retained in addition to the original with the facility-specific COVID-19 ICP Policy and Procedures.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/long-term-care.html> Accessed 04/2020.

² <https://www.kff.org/medicaid/issue-brief/state-reporting-of-cases-and-deaths-due-to-covid-19-in-long-term-care-facilities/> Accessed 04/2020.

³ <http://professionals.site.apic.org/protect-your-patients/using-ppe-the-right-way/> Accessed 04/2020.

Checklist

Employee demonstrates the following levels of competency in completing these specified tasks in accordance to guidelines promulgated by the CDC in response to the COVID-19 pandemic.

| Donning PPE | Competency Score | Notes |
|---|------------------|-------|
| 1. Perform Hand Hygiene per facility policy. ^a | | |
| 2. Don Gown: Fully covering torso from neck to knees, arms to end of wrists. Wrap around back. | | |
| 3. Tie/Fasten in back of neck and waist | | |
| 4. Don Mask/Respirator: Secure ties/elastics bands at middle of head and neck. ^b | | |
| 5. Fit flexible band to nose bridge. ^c | | |
| 6. Fit snug to face and below chin (Fit-check respirator if applicable). ^d | | |
| 7. Don Goggles or Face Shield: Place over face and eyes, adjust to fit as needed. | | |
| 8. Don Gloves: Extend to cover wrist of isolation gown. ^e | | |

| DOFFING PPE (Remove all PPE before exiting the resident room, except a respirator, if worn. Remove the respirator after leaving the resident room and closing the door). | Competency Score | Notes |
|--|------------------|-------|
| 9. Remove Gloves: Grasp outside of glove with opposite gloved hand; peel off. | | |
| 10. Hold removed glove in gloved hand. | | |
| 11. Slide fingers of ungloved hand under remaining glove at wrist. Avoiding contact with skin and wrists. | | |
| 12. Peel glove off over first glove. Avoiding contact with skin and wrists. | | |
| 13. Discard gloves in appropriate garbage. | | |
| 14. Remove Goggles or Face Shield: Handle by head band or ear pieces. Do NOT touch front of goggles or shield. | | |

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html> [cdc.gov] Accessed 04/2020.

⁵ <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf> Accessed 04/2020.

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|--|------------------|-------|
| 15. Discard in appropriate garbage. | | |
| 16. Remove Gown: Untie lower ties FIRST and upper ties LAST. | | |
| 17. Pull away from neck and shoulders, touching inside of gown only. | | |
| 18. Turn gown inside out. Avoiding touching outside of gown. | | |
| 19. Fold or roll into bundle and discard in appropriate garbage. | | |
| 20. Remove Mask/Respirator (Removed after exiting room/closed door): Grasp bottom, Untie lower ties FIRST and upper ties LAST. Avoiding touching front of Mask/Respirator. | | |
| 21. Discard waste in appropriate garbage or if applicable: Store mask for reuse per facility policy. | | |
| 22. Perform Hand Hygiene per facility policy immediately after removing PPE. | | |
| 23. Verbalizes the correct understanding of appropriate PPE for the following scenarios: | | |
| <ul style="list-style-type: none"> i. <i>Standard Precautions</i>. Examples include: Wound care, Trach care (PPE worn based on anticipated level of exposure for cares of resident). | | |
| <ul style="list-style-type: none"> ii. <i>Contact/Contact Enteric Precautions</i>. Examples include: MRSA, VRE, Diarrheal illness (gown and gloves). | | |
| <ul style="list-style-type: none"> iii. <i>Droplet Precautions</i>. Examples Include: individuals with symptoms of respiratory infection such as coughing, sneezing, and sometimes fever. (surgical mask) | | |
| <ul style="list-style-type: none"> iv. <i>Airborne Precautions</i>. Examples include Covid-19, Influenza, and Tuberculosis suspicion or confirmed Diagnoses. (fit-tested respirator if applicable) | | |

- a ≥ 20 seconds washing entirety of both hands with warm water and antibacterial soap OR using 60-95% Alcohol-Based Hand Sanitizer (ABHS).
- b Respirator/facemask should be extended under chin. Both mouth and nose should be protected.
- c If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand.
- d Respirator: Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check for each respirator use.
Facemask: Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around ears.
- e Hand Hygiene should be performed once more just prior to donning gloves.

Educational Reminders for Safe work practice to protect yourself and limit the spread of contamination:

- Keep hands away from face.
- Limit surfaces touched.
- Change gloves when torn or heavily contaminated.
- Perform hand hygiene per facility policy.

Comments:

Employee Signature: _____

Evaluator Signature: _____

Disclosure:

The Occupational Safety & Health Administration (OSHA) may update guidance related to gloves and PPE as emerging pathogens arise and new recommendations are developed.¹ Refer to facility Policy and Procedures, Infection Preventionist and seek facility-specific guidance as appropriate.