

**CLINICAL COMPETENCY ASSESSMENT
SEQUENCE FOR DONNING AND REMOVING PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Clinician Name:	Position:
Facility:	Ward/Unit:

Underpinning Knowledge and Understanding

- NSW Health and Local Health District/Networks have policies, standards of practice in place relating to Infection Prevention and Control including Standard and Additional Precautions and PPE.
- Knowledge of legal and ethical responsibilities, including Work Health and Safety (WH&S) regulations and procedures relevant to the specified context.
- Understand that the use of safe work practices including putting on (donning) and removing (doffing) of PPE protects staff and prevents the spread of microorganisms.
- Understand that once PPE is worn, becomes visibly soiled, moist, or barrier is breached you must consider the PPE is no longer effective and must be discarded.
- Understand that correct sequencing for putting on and removal of PPE is a vital component of protection to staff.
- Understand hand hygiene must be performed before donning and after removal of PPE.
- Understand that staff do not undertake any activity until PPE is put on.
- Understand that the type of PPE to be put on will be based on the mode of transmission of the microorganism/s

PPE Competency Requirements:

- All staff that are involved in the treatment of a patient with VHF must undergo physical training in the donning and removal of PPE for VHF patients with a credentialed trainer. It is recommended that staff undertake this physical training package and successfully complete a minimum of five, to ensure they have the skills required to put on and safely remove the PPE.
- Once staff have completed the training package and are competent then they may act as a buddy to supervise staff in the donning and removal process.
- All staff must maintain their level of competency by successfully undertaking and passing one competency weekly during the preparedness phase.
- All staff must maintain their level of competency by successfully undertaking and passing one competency quarterly during routine periods.
- PPE trainers undertake additional competency level training before instructing staff.
- LHDs are responsible for ensuring that these requirements are completed and records are maintained by the LHD on staff who are credentialed to train on PPE and those staff credentialed for using PPE.

Confirmation of assessment details by participant:

I confirm that:

- The purpose of this assessment has been clearly explained to me
- The performance criteria to be used in this assessment has been discussed with me and I am aware that I will be assessed against this criteria
- I am aware of how the assessment will be done and the requirements relating to this assessment

Signature: _____

Competency Table – Donning PPE for VHF's

Performance criteria	Rationale	Competent	Not Yet Competent	N/A
Staff have watched the Clinical Excellence Commission PPE training videos and attending a teaching session on EVD	Obtain background information and watch a demonstration and had discussion before attempting the physical doing and removal			
<p>Staff can name all PPE required for both PAPR option and P2 mask option</p> <ul style="list-style-type: none"> • Surgical scrubs • PAPR unit with battery unit fully charged • Face shield • P2 mask (N95) • Surgical hood with flange • Below knee disposable impervious boots • Inner gloves • Outer gloves with long cuff – ensure gloves are two different colours • Impervious long sleeve gown to knees • Plastic apron 	Staff need to be able to identify all equipment used in management of cases and for staff to wear			
Skin integrity is checked	To identify cuts and abrasions and exclude staff who have skin breeches			
Removal of all jewellery such as facial and ear piercings, watches, rings, bracelets	Jewelry items may puncture PPE and prevent effective seals from occurring and interferes with hand hygiene			
Removal of personal objects such as pens, phones, pages, ID tags	Personal items cannot be decontaminated properly and may puncture PPE			
Hair is off the face and collar and tied in a ponytail or bun	Hair has the potential to become contaminated if not covered by PPE and may impede vision (consider hair net if hair cannot be contained)			
Perform hand hygiene with soap and water or alcohol-based rub and ensure hands are dry	Hands are cleaned before wearing PPE to remove transient flora.			
Put on inner pair of gloves that are a different colour to outer gloves	Different coloured gloves allows staff to see which layer they are wearing the inner or outer layer			

Put on disposable impervious knee high boots Boots cover from just below knee to whole foot & tie at back	To protect legs below the knees and shoes			
Put impervious long sleeve gown on Gown covers from neckline to knees and across back and down to wrists and tie at back	Provides a barrier to prevent clothes and skin underneath becoming exposed to any body fluid splash			
Place on outer pair of gloves that are a different colour to inner gloves Outer gloves have a longer cuff and go over the gown at the wrist	Provides a second protective layer			
Don PAPR unit (if worn) Put on PAPR hood, attach belt unit and switch on. Assistance may be required to attach unit	PAPR unit provides a filtered air supply to wearer. The hood provides a protective barrier against body fluid splashes			
Put on P2 (N95) Mask Secure elastic over head and below crown Fit flex mask to bridge of nose Fits snug and below chin Performs fit check	Mask provides wearer with an air filter protecting mucous membranes of nose and mouth.			
Put on Surgical Hood with flange Surgical hood is placed over head without disturbing face mask Surgical hood covers shoulders Surgical hood does not impede vision	Provide barrier protection to head, ears and neck.			
Put on apron Apron is place over head without disturbing mask or PAPR unit. Apron is tied at the back under PAPR tube if PAPR unit is worn	Apron provides an additional barrier over gown and prevent the flange of the PAPR hood and surgical hood depending which one is worn from flapping open			
Put on face shield Face shield is placed on without disturbing P2 mask. Face shield does not fog up or impeded wear's vision	Provide a physical barrier that can be seen through but prevents exposure to body fluid to face			

<p>Check all aspects of the PPE</p> <p>Ensure the staff has a good field of vision, can breathe and face shield isn't fogging up. (If face shield is fogging it means there is no seal with the P2 mask)</p> <p>Ensure the staff member is comfortable and able to extend the arms, to ensure there is sufficient range of movement while all areas of the body remain covered.</p>	<p>Maintain staff safety and correct wearing of PPE</p>			

Assessor: _____ Signature: _____

Staff Member: _____ Signature: _____

Date: _____

Competency Table – Removal of PPE for VHF's using P2 Mask/Face Shield/Surgical Hood

Performance criteria	Rationale	Competent	Not Yet Competent	N/A
Staff have watched the Clinical Excellence Commission PPE training videos and attending a teaching session on EVD	Obtain background information and watch a demonstration and had discussion before attempting the physical doing and removal			
Places impervious mat on the floor and know rationale for doing this	Getting staff member to stand in the one location to remove PPE rather than walking around. Control the staff member Mat always wipes off any potential contaminate for soles of disposable boots			
Inspect the PPE to assess for visible contamination, cuts, or tears before starting to remove. If any PPE is visibly contaminated, then disinfect using a hospital grade disinfectant wipe and discard wipe into a waste container	To identify any breeches in PPE			
Apply alcohol rub to outer gloves and allow to dry	Decontaminates gloves for any potential micro-organism			
Remove waterproof apron Pull down at the collar and slowly snap the neck of the apron (the apron cannot be safely removed over the head) Slowly roll the apron down from the inside out Snap the waist strap at back and continuing rolling the apron Discard into a waste container	Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE			
Inspect the gown under the apron to assess for visible contamination, cuts, or tears before starting to remove. If any PPE is visibly contaminated, then disinfect using a hospital grade disinfectant wipe and discard wipe into a waste container	To identify any breeches in PPE			
Disinfect outer pair of gloves with alcohol-based hand rub and allow to dry	Decontaminates gloves for any potential micro-organism			

<p>While sitting down begin removal of below-knee boot covers</p> <p>Unite at front and Roll the boot covers down from the inside out to the ankles and pull off over foot</p> <p>Discard boot covers in a waste container</p> <p>Discard impervious floor mat and impervious stool mat into waste container</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE</p> <p>Disposing of impervious mats prevents staff coming into contact with mats again during further PPE removal</p>			
<p>Disinfect outer pair of gloves with alcohol-based hand rub and allow to dry</p>	<p>Decontaminates gloves for any potential micro-organism</p>			
<p>Remove the outer gloves</p> <p>Grasp outside of glove with opposite gloved hand; peel off</p> <p>Hold removed glove in gloved hand</p> <p>Slide fingers of inner-gloved hand under remaining glove at wrist</p> <p>Peel glove off over first glove.</p> <p>Discard gloves into a waste container</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE</p>			
<p>Inspect inner pair of gloves for tears and holes then disinfect inner pair of gloves with alcohol-based hand rub and allow to dry.</p>	<p>To identify any breeches in PPE</p> <p>Decontaminates gloves for any potential micro-organism</p>			
<p>Remove protective face shield</p> <p>Assume that the outside of the face shield is contaminated</p> <p>To remove by head band, slide the band over the head towards the face and remove shield downwards away from the face</p> <p>Place in a waste container</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE</p>			
<p>Disinfect inner pair of gloves with alcohol-based hand rub and allow to dry</p>	<p>Decontaminates gloves for any potential micro-organism</p>			
<p>Remove surgical hood</p> <p>Tilt your head down</p> <p>Slide hood from back of head, down and towards floor away from the face and discard</p> <p>Place in a waste container</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE</p>			
<p>Disinfect inner pair of gloves with alcohol-based hand rub and allow to</p>	<p>Decontaminates gloves for any potential micro-organism</p>			

dry				
<p>Remove Impervious Long Sleeve Gown</p> <p>Assume that the gown front and sleeves are contaminated</p> <p>Unfasten ties</p> <p>Avoid contact of scrubs underneath</p> <p>Pull away from neck and shoulders, touching inside of gown only</p> <p>Turn gown inside out</p> <p>Fold or roll into a bundle and discard into a waste container</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE.</p> <p>Staff recognize that you remove this gown by only touching the outside of the gown, which is different to all other ways to remove a gown where the inside is touched</p> <p>Scrubs and skin underneath the gown must not be touched during removal</p>			
<p>Disinfect inner pair of gloves with alcohol-based hand rub and allow to dry</p>	<p>Decontaminates gloves for any potential micro-organism</p>			
<p>Remove the inner gloves</p> <p>Grasp outside of glove with opposite gloved hand; peel off</p> <p>Hold removed glove in gloved hand</p> <p>Slide fingers of un-gloved hand under remaining glove at wrist</p> <p>Peel glove off over first glove</p> <p>Discard gloves into a waste container</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE</p>			
<p>Perform Hand Hygiene with alcohol-based hand rub</p>	<p>Decontaminates skin for any potential micro-organism</p>			
<p>Don a new pair of gloves</p>	<p>Avoids skin of hands touching face or mask</p>			
<p>Remove P2/N95 face mask</p> <p>Assume that the front of mask is contaminated</p> <p>Tilt your head down</p> <p>Grasp bottom, then top ties or elastics and remove downwards and away from the face.</p> <p>Discard mask into waste container.</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE</p>			
<p>Disinfect gloves with alcohol-based hand rub and allow to dry</p>	<p>Decontaminates gloves for any potential micro-organism</p>			
<p>Disinfect washable shoes using a hospital grade disinfectant wipe and discard wipe into a waste container</p>	<p>Decontaminated shoes for any potential micro-organism</p>			

<p>Remove gloves</p> <p>Grasp outside of glove with opposite gloved hand; peel off</p> <p>Hold removed glove in gloved hand</p> <p>Slide fingers of un-gloved hand under remaining glove at wrist</p> <p>Peel glove off over first glove</p> <p>Discard gloves into a waste container</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE</p>			
<p>Perform Hand Hygiene with alcohol-based hand rub or with soap and water including forearms to elbows</p>	<p>Decontaminates skin for any potential micro-organism</p>			
<p>Knows to instruct staff that perform high risk care or at the end of their shift to have a shower with soap. Knows the role soap plays with an enveloped virus.</p>	<p>Showering with soap removed any potential micro-organism. Soap strips the virus of lipid and destroys it.</p>			

Assessor: _____ Signature: _____

Staff Member: _____ Signature: _____

Date: _____

Competency Table – Removal of PPE for VHF's using PAPR

Performance criteria	Rationale	Competent	Not Yet Competent	N/A
Staff have watched the Clinical Excellence Commission PPE training videos and attending a teaching session on EVD	Obtain background information and watch a demonstration and had discussion before attempting the physical doing and removal			
Places impervious mat on the floor and know rationale for doing this	Getting staff member to stand in the one location to remove PPE rather than walking around. Control the staff member Mat always wipes off any potential contaminate for soles of disposable boots			
Inspect the PPE to assess for visible contamination, cuts, or tears before starting to remove. If any PPE is visibly contaminated, then disinfect using a hospital grade disinfectant wipe and discard wipe into a waste container	To identify any breeches in PPE			
Apply alcohol rub to outer gloves and allow to dry	Decontaminates gloves for any potential micro-organism			
Disinfect outer pair of gloves with alcohol-based hand rub and allow to dry	Decontaminates gloves for any potential micro-organism			
While sitting down begin removal of below-knee boot covers Roll the boot covers down from the inside out to the ankles and pull off over foot Discard boot covers in a waste container Discard impervious floor mat and impervious stool mat into waste container	Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE Disposing of impervious mats prevents staff coming into contact with mats again during further PPE removal			
Disinfect outer pair of gloves with alcohol-based hand rub and allow to dry	Decontaminates gloves for any potential micro-organism			
Remove the outer gloves Grasp outside of glove with opposite gloved hand; peel off	Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE			

<p>Hold removed glove in gloved hand Slide fingers of inner-gloved hand under remaining glove at wrist Peel glove off over first glove. Discard gloves into a waste container</p>				
<p>Inspect inner pair of gloves for tears and holes then disinfect inner pair of gloves with alcohol-based hand rub and allow to dry.</p>	<p>To identify any breaches in PPE Decontaminates gloves for any potential micro-organism</p>			
<p>Remove disposable PAPR hood Remove headpiece, hold the tubing piece where it connects to the hood with one hand and grasp the hood with the other and remove. Ensure the tubing piece at the back does not contact your hair or head when removing the hood. This step might require assistance from a second person who is wearing PPE if assistance is required Holding the hood unclip the belt and battery unit. Place entire unit into a rigid plastic container. Switch off the unit Detach hood piece from tubing and discard hood into waste. Leave all reusable PAPR components in the closed lid rigid container for reprocessing</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE</p>			
<p>Disinfect inner pair of gloves with alcohol-based hand rub and allow to dry</p>	<p>Decontaminates gloves for any potential micro-organism</p>			
<p>Remove Impervious Long Sleeve Gown Assume that the gown front and sleeves are contaminated Unfasten ties Avoid contact of scrubs underneath Pull away from neck and shoulders, touching inside of gown only Turn gown inside out Fold or roll into a bundle and discard into a waste container</p>	<p>Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE Staff recognize that you remove this gown by only touching the outside of the gown, which is different to all other ways to remove a gown where the inside is touched Scrubs and skin underneath the gown must not be touched during removal</p>			
<p>Disinfect inner pair of gloves with</p>	<p>Decontaminates gloves for any</p>			

alcohol-based hand rub and allow to dry	potential micro-organism			
Disinfect washable shoes using a hospital grade disinfectant wipe and discard wipe into a waste container	Decontaminated shoes for any potential micro-organism			
Remove inner gloves Grasp outside of glove with opposite gloved hand; peel off Hold removed glove in gloved hand Slide fingers of un-gloved hand under remaining glove at wrist Peel glove off over first glove Discard gloves into a waste container	Maintain safe removal that avoids contamination to skin and mucous membranes of staff under the PPE			
Perform Hand Hygiene with alcohol-based hand rub or with soap and water including forearms to elbows	Decontaminates skin for any potential micro-organism			
Knows to instruct staff that perform high risk care or at the end of their shift to have a shower with soap. Knows the role soap plays with an enveloped virus.	Showering with soap removed any potential micro-organism. Soap strips the virus of lipid and destroys it.			

Assessor: _____ Signature: _____

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Date: _____

Competency Table – Fit Check P2 (N95) Mask

Performance criteria	Rationale	Competent	Not Yet Competent	N/A
Staff has no facial hair or facial jewellery that could prevent a mask seal forming				
Press firmly along the edges of the mask. Staff member does not touch the front of the mask	To ensure the mask is fit snug to the face and there are no gaps to allow air to leak			
To check fit, place both hands along the edges of the mask and exhale deeply and slow. Check for air movement over skin on hands around mask edges				
If air leaks at the mask edges, press firm along the edges of the mask and adjust nose piece	To ensure the mask is fit snug to the face and there are no gaps to allow air to leak			
Mask has no leaks Front of mask was not touched by staff member				

Assessor: _____ Signature: _____

Staff Member: _____ Signature: _____

Date: _____

Competency Table – PPE Trainer

Performance criteria	Rationale	Competent	Not Yet Competent	N/A
Staff have undertaken the physical training package and are competent in PPE donning and removal	Staff have experience in physical experience with doing and removal of PPE			
Staff are senior clinicians within each department that have experience deliver education and training sessions	Has the skills to convey information correctly and succinctly to staff Understand education requirements and have to provide training to staff			
Staff have attend a formal session of VHF and PPE training given by specialists in Infection Control (ICP) or Infectious Diseases (ID)	Obtain background information and watch a demonstration and had discussion before attempting the physical doing and removal			
Staff have delivered an education session on EVB and PPE with ICP or ID acting as observer	Has the skills to convey information correctly and succinctly to staff			
Staff can name all PPE required for both PAPR option and P2 mask option <ul style="list-style-type: none"> • Surgical scrubs • PAPR unit with battery unit fully charged • Face shield • P2 mask (N95) • Surgical hood with flange • Below knee disposable impervious boots • Inner gloves • Outer gloves with long cuff – ensure gloves are two different colours • Impervious long sleeve gown to knees • Plastic apron 	Staff need to be able to identify all equipment used in management of cases and for staff to wear			
Staff can describe the rationales for each step in the package with minimal prompting	Staff member needs to be able to understand and covey the rationale for each step to other staff			

Assessor: _____ Signature: _____

Staff Member: _____ Signature: _____

Date: _____