**Competency Framework 1:   
Personal Protective Equipment (PPE) for Infectious Diseases of High Consequence (IDHC)Requiring Aerosol Generating Procedures (AGPs) e.g. pandemic influenza, MERS-CoV**

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| This competency framework has been made available to support NHSScotland boards in assessing and recording staff competency in the use of PPE for IDHC. National training materials are available to ensure consistent staff training in NHSScotland. The frequency of staff training and assessment, and a decision on who should perform and record assessments should be determined locally based on staff requirements and resources; this was agreed by a short-life working group formed of experts from occupation health, health and safety and infection prevention and control from across NHSScotland. |

**PPE required for competency assessment**

Before arranging a competency assessment, identify and record the PPE required by the individual and ensure this is available during assessment.

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| **Item** | **Brand/model** | **Size required (if applicable)** |
| Disposable, fluid-resistant gown |  |  |
| FFP3 respirator which the staff member has been fit-tested for |  |  |
| Eye/face protection (goggle or visor) |  |  |

**\*Other PPE may be required that is one size fits all e.g. aprons, and does not need to be recorded here.**

**Training record**

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| Has the staff member completed all training materials and passed any accompanying assessments? | * Yes * No | Date: / / |
| Has the staff member had practical training including donning, doffing, disposal and simulated patient care? | * Yes * No | Date: / / |
| **Competency assessment should not take place unless all required training has taken place and the staff member has passed all relevant assessments***.* | | |

Ask the staff member if they have any questions before the competency assessment begins and take the opportunity to reiterate the importance of hand hygiene and correct technique. If at any point during the assessment any errors or omissions are identified these must be communicated immediately and corrective action taken. Errors or omissions should be noted in the comments section.

**Competency Assessment**

**Part 1: Before Donning**

The staff member should demonstrate that they know to make the following preparations before donning PPE and undertaking patient care.

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| Is the staff member wearing scrubs? | Yes/No |
| If applicable, is the hair securely tied back off the neck and collar? | Yes/No |
| Have all personal items (jewellery/pens etc.) been removed? | Yes/No |
| Has the correct PPE (brand/model/size) been selected? | Yes/No |
| Has the PPE been inspected for damage? | Yes/No |
| Has hand hygiene been performed and are any cuts or abrasions covered with a waterproof dressing? | Yes/No |
| **Comments:** | |

**Part 2: Donning Procedure**

The order of donning is less important than the order of doffing, however, it is essential that PPE is properly adjusted so that each item fits correctly and interfaces well with other PPE items.

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| **Step** | **Procedure** | **Correctly fitted and/or adjusted?** |
| **Step 1** | Disposable, fluid-resistant gown | Yes/No |
| **Step 2** | FFP3 respirator and perform fit check | Yes/No |
| **Step 3** | Eye/face protection (goggle or visor) | Yes/No |
| **Step 4** | Non-sterile, disposable gloves worn over gown cuffs | Yes/No |
| **Comments:** | | |

**Part 3: Doffing Procedure**

The order of doffing is important to minimise the risk of contamination during the procedure, to demonstrate competency staff must remove items in the correct order, using techniques that minimise contamination; PPE should be removed slowly and carefully. Steps 1-3 should be performed within the clinical area.

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| **Step** | **Procedure** | **Correct order?** | **Correct technique?** |
| **Step 1** | Non-sterile, disposable gloves:  • Grasp the outside of the glove with the opposite gloved hand; peel off.  • Hold the removed glove in gloved hand.  • Slide the fingers of the un-gloved hand under the remaining glove at the wrist.  • Peel the second glove off over the first glove and discard appropriately. | Yes/No | Yes/No |
| Hand hygiene performed? Yes/No | | | |
| **Step 2** | Disposable, fluid-resistant gown:  • Unfasten or break ties.  • Pull gown away from the neck and shoulders, touching the inside of the gown only.  • Turn the gown inside out, fold or roll into a bundle and discard. | Yes/No | Yes/No |
| Hand hygiene performed? Yes/No | | | |
| **Step 3** | Eye/face protection (goggle or visor):  To remove, handle by headband or earpieces and discard appropriately. | Yes/No | Yes/No |
| Hand hygiene performed? Yes/No | | | |
| **Step 4** | FFP3 respirator:  **After leaving clinical area** remove by pulling top and bottom elastics together, up and away from the face without touching the front of the respirator. | Yes/No | Yes/No |
| Hand hygiene performed? Yes/No | | | |
| All PPE appropriately discarded? Yes/No | | | |
| **Comments:** | | | |

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| **To be completed by Assessor** | |
| Is this member of staff competent? | * Yes * No |
| If no, provide detail on reason for failure and further training required to achieve competency in the comments section below as well as a date for re-assessment. | |
| **Comments:** | |
| **Date of next competency assessment: / /** | |

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| Assessor name (please print): |
| Assessor job title, department and organisation: |
| Assessor signature: |
| Date: / / |
| Employee name (please print): |
| Employee job title, department and organisation: |
| Employee signature: |
| Date: / / |