

Personal Protective Equipment (PPE) Competency Validation/Audit Tool

Employee Name:

Orientation

Job Title:

Annual

Other

Putting On (Donning) PPE	Type of Validation D=Demonstrate V=Verbalize	Meets Criteria (Y or N)	Comments/ Recommendations	Recommendations Implemented (Date & Initials)
1. Performs appropriate hand hygiene	D			
2. Puts gown on: Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back	D			
3. Ties/fastens in back of neck and waist	D			
4. Puts mask/respirator on: Secures ties/elastic bands at middle of head and neck	D			
5. Fits flexible band to nose bridge	D			
6. Fits snug to face and below chin. If respirator, performs fit check.	D			
7. Puts goggles or face shield on: Places over face and eyes; adjusts to fit	D			
8. Puts gloves on: Extends to cover wrist of gown	D			

Taking Off (Doffing) PPE	Type of Validation D=Demonstrate V=Verbalize	Meets Criteria (Y or N)	Comments/ Recommendations	Recommendations Implemented (Date & Initials)
1. Removes gloves: Using one gloved hand, pinches palm area of other gloved hand and peels off first glove	D			

2. Holds removed glove in gloved hand	D			
3. Using ungloved hand, slides fingers under glove of other hand	D			
4. Peels off second glove to enclose grasped first glove	D			
5. Discards gloves in waste container	D			
6. Removes goggles or face shield: Lifts strap from back of head, over top of head	D			
7. Follows facility protocol for disposal or cleaning and disinfection of goggles/face shield	D			
8. Removes gown: Unfastens gown ties	D			
9. Pulls gown away from neck and shoulders, touching inside of gown only	D			
10. Turns gown inside out	D			
11. Folds or rolls gown into bundle and discards	D			
12. Removes mask/respirator (respirator removed after exiting room and closing door): Removes band at neck first; unties or lifts over top of head	D			
13. Unties or removes band on head second OR grasps ear loops and removes	D			
14. Discards in waste container	D			
15. Performs appropriate hand hygiene	D			

General Discussion	Type of Validation D=Demonstrate V=Verbalize	Meets Criteria (Y or N)	Comments/ Recommendations	Recommendations Implemented (Date & Initials)
1. Employee verbalizes how proper PPE use helps prevent healthcare-associated infections (<i>e.g., helps prevent</i>	V			

<i>healthcare worker clothes from becoming contaminated, helps prevent HCP from breathing in germs, helps prevent getting exposed to germs through a splash or spray to the face)</i>				
2. Correctly identifies the appropriate PPE for Standard Precautions (PPE to be worn based on anticipated level of exposure) (<i>Examples include but are not limited to: mask for coughing/vomiting patient/resident, goggles/face shield for irrigating draining wound, gown for dressing change if scrubs may touch patient/resident</i>)	V			
3. Correctly identifies the appropriate PPE for Contact/Contact Enteric Precautions (gown and gloves)	V			
4. Correctly identifies the appropriate PPE for Droplet Precautions (surgical mask)	V			
5. Correctly identifies the appropriate PPE for Airborne Precautions (fit-tested N95 respirator)	V			
6. Correctly identifies the appropriate PPE for Enhanced Barrier Precautions (gown and gloves for high-contact resident care activities)	V			

Employee Initials

Validator Initials

Date

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