



Infection Prevention and Control

Training Tool for the Correct Use of Personal Protective Equipment (PPE) for Residential Aged Care Facilities

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Government
of South Australia

SA Health

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Version control and change history

Version	Date from	Date to	Amendment
1.2	28/10/2020	Current	Minor amendments to appendices
1.1	23/09/2020	28/10/2020	Update staff PPE card lanyard
1.0	07/09/2020	23/09/2020	Original version

Background

The Training Tool for the use of Personal Protective Equipment (PPE) aims to provide information regarding staff training in the use of PPE. Training staff in the correct use of PPE helps to minimise the potential for transmission of COVID-19 within residential aged care facilities amongst workers and residents.

Training helps to ensure workers know how to don (put on) and doff (take off) their PPE correctly to ensure they are safe and protected from exposure to droplets e.g. from when a person coughs or sneezes or from contaminated fomites (objects that may carry infection) within the environment.

This tool provides resources for residential aged care staff nominated by their facility to utilise as part of the facilities overall PPE training programme. This resource provides a standardised approach to training and competency assessment in the safe use of PPE. Refer to the Competency Assessment Tool on page 7 of this document.

The training and competency assessment components of this training tool should be implemented in conjunction with the SA Health [Infection control and personal protective equipment \(PPE\) advice](#).

NOTE: Resources used for training and competency have been developed within the context of a COVID-19 pandemic scenario, however the key principles are applicable in other situations requiring the use of PPE and are in accordance with the [Australian Guidelines for the Prevention and Control of Infection in Healthcare \(2019\)](#)

This training tool is intended to be read in conjunction with other information available via the SA Health webpages relating to the following:

- > [Prevention and management of infection in healthcare settings](#)
including standard and transmission-based precautions
- > [Staff protection from infections](#)
including hand hygiene, PPE and respiratory hygiene

For information relating to the different types and indications for use of specific respiratory protection devices, refer to the SA Health [Respiratory protection against airborne infectious diseases clinical guideline](#). Also refer to the [COVID-19 Infection Prevention and Control Residential aged care facilities](#) fact sheet.

NOTE: caring for residents with COVID-19 infection does not require the wearing of a P2/N95 respirator (or equivalent) EXCEPT if aerosol generating procedures are required or residents are displaying aerosol generating behaviours. Refer to [national](#), [state](#) and local facility based policies and procedures.

Training schedule

Training in the correct use of PPE is delivered in two stages:

Stage 1 – Pre learning (mandatory by staff prior to attendance at the Practical Session)	
1.	Australian Government: Department of Health Infection Control Training – COVID-19 https://covid-19training.gov.au/dashboard/
2.	SA Health digital eLearning: Understanding COVID-19 for Aged Care Workers https://launch.sahealth.sa.gov.au/
3.	Video viewing: <ul style="list-style-type: none">• Australian Government: Department of Health Coronavirus (COVID-19) wearing personal protective equipment in aged care video• WHO How to handwash? With soap and water• WHO: How to handrub? With alcohol-based formulation

Stage 2 – Practical Session (face to face training including competency assessment)	
>	Participants attend a practical training session arranged by the PPE Trainer as directed by their facility.
>	The session should cover basic infection control principles for standard and contact precautions and the principles for donning and doffing of PPE.
>	This session includes: <ul style="list-style-type: none">• Demonstration of donning and doffing by the trainer• Small group donning and doffing practice• Competency assessment by the trainer of individual staff or small group

Related information

1. SA Health: Aged Care Restrictions webpage:
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid+2019/covid-19+response/aged+care+facility+visitation+in+south+australia+-+covid-19>
2. SA Health: Personal Protective Equipment (PPE) Section Policy Guideline is available via:
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/clinical+resources/clinical+programs+and+practice+guidelines/infectious+disease+control/coronavirus+disease+2019+information+for+health+professionals/infection+control+and+personal+protective+equipment+%28ppe%29+advice>
3. SA Health Personal Protective Equipment (PPE) sequencing poster is available via:
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/clinical+resources/clinical+programs+and+practice+guidelines/infectious+disease+control/coronavirus+disease+2019+information+for+health+professionals/infection+control+and+personal+protective+equipment+%28ppe%29+advice>

Personal protective equipment (PPE) donning & doffing competency tool

Date: _____ Participant name: _____ Trainer: _____

Instruction: The PPE trainer should use this check list to assess staff PPE donning and doffing competency.











Ref: [SA Health Sequence for donning \(putting on\) and doffing \(taking off\) Personal Protective Equipment Poster](#)

Compliance number	Action	Action performed correctly?
Donning (Putting on)		
1. Perform hand hygiene	<ul style="list-style-type: none"> > Wash hands OR > use an alcohol-based hand rub 	Y / N
2. Put on a disposable gown	<ul style="list-style-type: none"> > Ensure the gown fully covers the torso and neck to knees, arms to end of wrist and wrap the around the back > Fasten / tie at the back of neck and waist 	Y / N
3. Put on a mask	<ul style="list-style-type: none"> > Secure ties or ear loops > Mould the nose piece into the mask > Position surgical mask over nose, mouth then chin. 	Y / N
4. Put on eye protection	<ul style="list-style-type: none"> > Place over face and eyes (and over prescription glasses if worn) > Adjust to fit. <p>Note - prescription glasses are not considered as eye protection</p>	Y / N
5. Put on gloves	<ul style="list-style-type: none"> > Fit gloves over the cuffs ensuring the gown sleeves are covered by the glove. 	Y / N
6. PPE Check	<ul style="list-style-type: none"> > Check all items of PPE are correctly in place > Check integrity of PPE Note - Do not touch mask or eye protection again once PPE check has been completed 	Y / N
Doffing (Taking off)		
7. Remove gloves	<ul style="list-style-type: none"> > Grasp outside with opposite gloved hand, peel off > Hold removed glove in the gloved hand > Slide fingers of ungloved hand under the remaining glove at wrist > Peel glove off over first glove > Discard gloves in waste container. 	Y / N
8. Perform hand hygiene	<ul style="list-style-type: none"> > Wash hands OR > use an alcohol-based hand rub 	Y / N
9. Remove gown	<ul style="list-style-type: none"> > Undo fasteners or ties > Pull away from neck and shoulders, touching inside of the gown only > Turn gown inside out, away from clothing > Fold or roll into a bundle and discard in waste container <p>Note - eye protection is to remain on at this stage</p>	Y / N
10. Perform hand hygiene	<ul style="list-style-type: none"> > Wash hands OR > use an alcohol-based hand rub 	Y / N
11. Remove eye protection	<ul style="list-style-type: none"> > Do not touch the front surfaces > Handle by head band or side arms > Place in designated container for reprocessing or in waste container <p>Note - remove outside the person's room</p>	Y / N
12. Perform hand hygiene	<ul style="list-style-type: none"> > Wash hands OR > use an alcohol-based hand rub 	Y / N
13. Remove mask / respirator	<ul style="list-style-type: none"> > Do not touch the front of the mask. > Mask is removed by the straps 	Y / N
14. Perform hand hygiene	<ul style="list-style-type: none"> > Wash hands OR > use an alcohol-based hand rub 	Y / N
Competency Assessment achieved: (Signature of PPE Trainer)		Y / N

Trainer PPE donning and doffing training session plan template

Requirements	Details / actions	Checklist confirmation
Audience <i>i.e participants, staff groups</i>		
Location <i>Where the education will be held</i>		
Room requirements (COVID-19 safe plan) <i>As per SA Health Directions for public activities</i>		
PPE Trainer(s) <i>Name(s):</i>		
Date of Session:		
Session details: <ul style="list-style-type: none"> > <i>Number of sessions:</i> > <i>Number of attendee:</i> > <i>Session length:</i> 		
PPE training resources required, e.g.: <ul style="list-style-type: none"> > <i>Alcohol hand sanitiser</i> > <i>Gowns (M,L, XL)</i> > <i>Gloves (S, M, L, XL)</i> > <i>Surgical masks</i> > <i>Eye protection – (goggles, safety glasses or face shields)</i> > <i>Waste container to dispose of PPE</i> > <i>For non-disposable eye protection a separate container will be required</i> 		
Audio visual equipment <i>For PowerPoint presentation & displaying training videos</i> <ul style="list-style-type: none"> > <i>Computer/laptop and projector</i> > <i>Internet access</i> 		
Printed resources / kits 1. Training Tool for the Correct Use of Personal Protective Equipment (PPE) for Residential Aged Care Facilities 2. Posters a) Sequence for donning (putting on) and doffing (taking off) Personal Protective Equipment b) WHO How to Handwash c) WHO How to use Handrub d) PPE sequence lanyard card 3. SA Health PowerPoint education session (if applicable)		

Staff PPE card lanyard template

[Redacted]		[Redacted]		[Redacted]		[Redacted]		[Redacted]	
<p>Putting on sequence</p> <ol style="list-style-type: none"> 1. Hand hygiene 2. Gown 3. Mask 4. Fit check 5. Eye protection 6. Gloves 7. Check 	<p>Taking off sequence</p> <ol style="list-style-type: none"> 1. Gloves 2. Hand hygiene 3. Gowns 4. Hand hygiene 5. Eye protection 6. Hand hygiene 7. Mask 8. Hand hygiene 	<p>Putting on sequence</p> <ol style="list-style-type: none"> 1. Hand hygiene 2. Gown 3. Mask 4. Fit check 5. Eye protection 6. Gloves 7. Check 	<p>Taking off sequence</p> <ol style="list-style-type: none"> 1. Gloves 2. Hand hygiene 3. Gowns 4. Hand hygiene 5. Eye protection 6. Hand hygiene 7. Mask 8. Hand hygiene 	<p>Putting on sequence</p> <ol style="list-style-type: none"> 1. Hand hygiene 2. Gown 3. Mask 4. Fit check 5. Eye protection 6. Gloves 7. Check 	<p>Taking off sequence</p> <ol style="list-style-type: none"> 1. Gloves 2. Hand hygiene 3. Gowns 4. Hand hygiene 5. Eye protection 6. Hand hygiene 7. Mask 8. Hand hygiene 	<p>Putting on sequence</p> <ol style="list-style-type: none"> 1. Hand hygiene 2. Gown 3. Mask 4. Fit check 5. Eye protection 6. Gloves 7. Check 	<p>Taking off sequence</p> <ol style="list-style-type: none"> 1. Gloves 2. Hand hygiene 3. Gowns 4. Hand hygiene 5. Eye protection 6. Hand hygiene 7. Mask 8. Hand hygiene 	<p>Putting on sequence</p> <ol style="list-style-type: none"> 1. Hand hygiene 2. Gown 3. Mask 4. Fit check 5. Eye protection 6. Gloves 7. Check 	<p>Taking off sequence</p> <ol style="list-style-type: none"> 1. Gloves 2. Hand hygiene 3. Gowns 4. Hand hygiene 5. Eye protection 6. Hand hygiene 7. Mask 8. Hand hygiene
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Staff PPE card lanyard template

<p>Mask:</p> <p>Type/size:</p> <p>THINGS TO REMEMBER</p> <ul style="list-style-type: none">• Prescription glasses are not considered as eye protection• Do not touch mask or eye protection again once PPE check has been completed• Consider using a staff member 'buddy' to assist with correct donning and doffing	<p>Mask:</p> <p>Type/size:</p> <p>THINGS TO REMEMBER</p> <ul style="list-style-type: none">• Prescription glasses are not considered as eye protection• Do not touch mask or eye protection again once PPE check has been completed• Consider using a staff member 'buddy' to assist with correct donning and doffing	<p>Mask:</p> <p>Type/size:</p> <p>THINGS TO REMEMBER</p> <ul style="list-style-type: none">• Prescription glasses are not considered as eye protection• Do not touch mask or eye protection again once PPE check has been completed• Consider using a staff member 'buddy' to assist with correct donning and doffing	<p>Mask:</p> <p>Type/size:</p> <p>THINGS TO REMEMBER</p> <ul style="list-style-type: none">• Prescription glasses are not considered as eye protection• Do not touch mask or eye protection again once PPE check has been completed• Consider using a staff member 'buddy' to assist with correct donning and doffing	<p>Mask:</p> <p>Type/size:</p> <p>THINGS TO REMEMBER</p> <ul style="list-style-type: none">• Prescription glasses are not considered as eye protection• Do not touch mask or eye protection again once PPE check has been completed• Consider using a staff member 'buddy' to assist with correct donning and doffing
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For more information

Infection Control Service
Communicable Disease Control Branch
Telephone: 1300 232 272

www.sahealth.sa.gov.au/COVID2019
www.sahealth.sa.gov.au/infectionprevention

Official

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www.ausgoal.gov.au/creative-commons



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