

**COMPETENCY ASSESSMENT FORM FOR THE USE OF PERSONAL PROTECTION EQUIPMENT (PPE) DURING THE COVID-19 OUTBREAK (Paper Version)**

**Three** observations are required to demonstrate competency in the safe use of PPE. A further competency check must be completed, and the date recorded, every **4 weeks** to evidence on going competence.

Where 'NO' is answered, comments must be made to evidence the action taken to address the issue. A date **MUST** only be entered when a successful observation of Donning and Doffing has taken place and the Assessor is confident the staff member is competent.

Name of Staff Member and Job Role	
Name of Assessor and Job Role	
Place of Work	

**PLEASE TICK YES/NO AND ADD ANY RELEVANT COMMENTS FOR EVERY COMPETENCE ASSESSMENT**

<b>Policy and Training</b>					
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	<b>Date of First Assessment (after 3 successful observations)</b>	<b>Date of successful re-assessment</b>
Has the staff member completed training for infection control and Covid-19?					
Has the staff member read the providers policies on infection control and Public Health National guidelines for Covid-19?					

Can the staff member evidence that they have read these policies/guidelines (may wish to question them on this and document their responses)?					
<b>Preparation</b>					
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	<b>Date of First Assessment (after 3 successful observations)</b>	<b>Date of successful re-assessment</b>
Did the staff member ensure that they had all the necessary equipment required for the care they were about to undertake i.e. bed linen, towels, moving and handling equipment etc.?					
Did the staff member take measures to ensure that they would not be interrupted or distracted?					
Is the staff member adhering to uniform policy – bare below the elbow, no jewellery or watches on wrists etc.?					

Did the staff member wash their hands as per guidelines before donning (putting on) their PPE?					
<b>Donning</b>					
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	<b>Date of First Assessment (after 3 successful observations)</b>	<b>Date of successful re-assessment</b>
Explain in what sequence the staff member applied their PPE (Correct sequence should be – <b>apron, mask and eye protection if risk assessed to require and gloves</b> )?					
Was the PPE put on in the correct location i.e. in resident's bedroom/home, outside of bedroom/home?					
Can the staff member explain how they would risk assess the need for eye protection?					

Can the staff member explain why it is important not to touch their face/arms whilst performing care of a resident with their PPE in place and what they should do if this occurs?					
Can the staff member explain what they would do if they had to leave the room in relation to their PPE?					
<b>Doffing</b>					
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	Date of First Assessment (after 3 successful observations)	Date of successful re-assessment
Can the staff member explain the sequence of removing their PPE ( <b>Correct sequence should be – gloves, wash or sanitise hands/arms, apron, wash hands/arms in the resident’s room/home. On leaving the room/home they should then remove eye protection if used, mask and wash hands/arms</b> )?					

Can the staff member explain when it would be acceptable to leave on their PPE (if not within 2 meters or delivering any personal cares)?					
When removing their gloves did the staff member do so without touching the outside of the second glove?					
When removing their apron did the staff member do so without touching the outside of the apron?					
When removing their eye protection did they do so without touching the front of the goggles/visor? Staff wearing glasses – did they clean their glasses with the appropriate wipes/detergents?					
When removing their mask did they do so without touching the outside of the mask?					

Did the staff member dispose of their PPE as per infection control guidelines?					
<b>Accessing Advice and Information</b>					
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	<b>Date of First Assessment (after 3 successful observations)</b>	<b>Date of successful re-assessment</b>
Does the staff member know who to contact should they require any advice on infection control issues relating to Covid-19?					
Can the staff member define what is meant by an outbreak?					
Does the staff member know who they should be contacting if an outbreak occurs and what information would be required – where can the staff member find this information?					