


COMPETENCY CHECKLIST			 HHC New York City Health and Hospitals Corporation
HOSPITAL POLICE PPE DONNING/DOFFING: EVD SCREENING PORTALS			
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Name:	Date:	Department:
Trained Observer:	Facility Name:	

Objectives:

- Demonstrate the correct sequence of donning Personal Protective Equipment (PPE)
- Demonstrate donning and doffing without breaching PPE
- Demonstrate slow and deliberate removal of PPE, in correct sequence to reduce possibility of self-contamination

Requirements:

- A trained Observer must always be present (when possible) and must read aloud each step of the procedure and visually confirm and document that the step has been completed as described correctly.
- The trained Observer wears PPE for Hospital Police’s doffing procedure.
- The trained Observer uses same procedure for Donning and Doffing as below.
- If trained Observer assists with PPE doffing then trained observer should disinfect outer-gloved hands with an EPA registered disinfectant wipe or alcohol-based hand sanitizer immediately after contact with Hospital Police PPE.

Trained Observer Role/Responsibilities:

Trained Observer will:

- Read aloud each step of the procedure checklist, visually inspect and document that each step has been performed correctly
- Is a dedicated individual with a sole responsibility of ensuring adherence to the entire donning and doffing process
- Be knowledgeable of all PPE recommended in the protocol and the correct donning and doffing procedures, including disposal of used PPE, and will be qualified to provide guidance and technique recommendations to the Hospital Police
- Monitor and document successful donning and doffing procedures, providing immediate corrective instruction if the Hospital Police is not following the recommended steps

- Should know the exposure management plan in the event of an unintentional break in procedure

Required Equipment

- Two pairs of long gloves
- **Coverall- (Tychem QC or Tychem C if available)**
- N95 Mask
- Hood
- Face shield
- Leg and shoe cover

Hospital Police

Hospital Police and Security Staff

To be used when managing a combative patient under investigation (PUI) or confirmed positive EVD patient.

Tyvek Hood
Isoclean Hood
IC668BWH000100CS

Full Face Shield
NONFS300 or
F1SHIELD50 or KC41204

**Tychem QC or
Tychem C**
*If unavailable, staff must wear full level of PPE set-up.

N95 Mask
(Must be fit tested)
47119-170
47119-174
M1860A, SA or 70

Two Long Gloves
Inner: CAH Esteem or Nitrile
or Medline Aloe Touch 12
inch MDS195196
Outer: Protexis D73EB80

Waterproof Apron
Cardinal 175
*due to zipper, aprons required.

Impervious Shoe
Cardinal High Top
8458

HP Donning Procedure

- Donning is performed in the designated PPE clean donning area in the presence of the trained Observer when possible.

STEP	PERFORMANCE CRITERIA	P-Pass F-Fail
1. Engage Trained Observer when possible	Ensure trained observer has written checklist competency document to confirm each step.	
2. Remove belt & large objects that may be part of uniform	NO PERSONAL ITEMS SUCH AS JEWELRY, CELL PHONES, BELTS SHOULD BE WORN UNDER PPE WHICH MAY DAMAGE OR INTERFERE WITH THE USE OF THE PPE.	
3. Inspect PPE prior to Donning when possible	Inspect PPE to ensure all equipment available and in correct size.	
4. Perform Hand Hygiene when possible	Perform hand hygiene with alcohol-based hand sanitizer. Allow hands to dry.	
5. Don Inner Gloves	Put on first pair of gloves.	
6. Don booties over shoes	Cover shoes	
7. Don Coverall	Ensure coverall is large enough to allow unrestricted freedom of movement. Ensure cuffs of inner gloves are tucked under the sleeve of the coverall.	
8. Don N95 Mask if not using PAPR	Complete a User seal check for N95.	
9. Don Hood	Over the N95 mask, place the surgical hood ensuring the hood extends past the neck to the shoulders. Be sure that the hood completely covers the ears and the neck.	
10. Don Outer Apron	Don outer apron to provide additional protection in case of excessive body fluids or excrement.	
11. Don Leg and Shoe Cover	Over coverall	
12. Don Outer	Put on second pair of gloves with extended cuffs. Ensure the cuffs are pulled	

Gloves	over the sleeves of the gown.	
13. Don Face Shield	Pull on face shield over the N95 mask and surgical hood to provide additional protection to the front and sides of the face, including skin and eyes.	
14. Verify	<ul style="list-style-type: none"> • After completing donning process the trained Observer will verify the integrity of the ensemble. • The HP should be comfortable, able to extend arms, bend at waist and go through a range of movement, while all areas of body remain covered. • A reflective surface (non-breakable mirror) should be used whenever possible. 	
15. Disinfect Outer Gloves	<ul style="list-style-type: none"> • Disinfect outer gloves with alcohol-based hand sanitizer. Allow gloves to dry. 	

HP Doffing Procedure

- In presence of the trained Observer, doffing is performed in the designated PPE removal area. Place all waste in a leak-proof infectious waste container

STEP	PERFORMANCE CRITERIA	P-Pass F-Fail
1. Engage Trained Observer	<ul style="list-style-type: none"> • Doffing is performed under the supervision of a trained observer, who reads aloud each step of the procedure and confirms visually that the PPE has been removed properly. • Ensure trained observer has written checklist competency document to confirm each step. • Prior to doffing PPE, the trained observer must remind HP to avoid reflexive actions that may put them at risk, such as touching their face. • Although the trained observer should minimize touching HP or their PPE during the doffing process, the trained observer may assist with removal of specific components of PPE as outlined below. • The trained observer disinfects the outer-gloved hands immediately after handling any HP PPE. 	

<p>2. Inspect</p>	<ul style="list-style-type: none"> 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 disinfectant wipe. A disinfectant spray can be used, particularly on contaminated areas. 	
<p>3. Disinfect Outer Gloves</p>	<p>Disinfect outer-glove with either a disinfectant wipe or alcohol-based hand sanitizer.</p>	
<p>4. Doff Apron</p>	<p>Doff apron. Remove apron taking care to avoid contaminating gloves by rolling the apron from inside to outside. Discard.</p>	
<p>5. Inspect</p>	<p>Inspect the PPE ensemble to assess for visible contamination, cuts or tears. If visibly contaminated, then disinfect PPE using a disinfectant wipe.</p>	
<p>6. Disinfect Outer Gloves</p>	<p>Disinfect outer-gloves with either a disinfectant wipe or alcohol-based hand sanitizer.</p>	
<p>7. Doff Shoe & Leg Covers</p>	<p>While sitting down, remove and discard shoe and leg covers.</p>	
<p>8. Disinfect and Doff Outer Gloves</p>	<p>Disinfect outer-gloves with either a disinfectant wipe or alcohol-based hand sanitizer. Remove and discard outer gloves taking care not to contaminate inner gloves during removal process.</p>	
<p>9. Inspect and Disinfect Inner Gloves</p>	<ul style="list-style-type: none"> Inspect the inner gloves' outer surfaces for visible contamination, cuts, or tears. If visibly soiled, cut, or torn, disinfect with either a disinfectant wipe or alcohol-based hand sanitizer. <u>Remove the inner gloves.</u> Perform hand hygiene with alcohol-based hand sanitizer on bare hands, and <u>don a clean pair of gloves.</u> If no visible contamination, cuts, or tears are identified on the new gloves, then disinfect with either a disinfectant wipe or alcohol-based hand sanitizer. 	
<p>10. Doff Face Shield</p>	<p>Avoid touching the front surface of the face shield:</p> <ul style="list-style-type: none"> Remove the face shield by tilting the head slightly forward while grabbing the rear strap allowing the shield to fall forward. Discard the face shield. 	
<p>11. Disinfect Inner</p>	<p>Disinfect inner gloves with either a disinfectant wipe or alcohol-based hand</p>	

Gloves	sanitizer.	
12. Doff Hood	<ul style="list-style-type: none"> Unfasten impermeable hood, and discard. The trained Observer may assist with unfastening hood. 	
13. Disinfect Inner Gloves	<ul style="list-style-type: none"> Disinfect inner gloves with either a disinfectant wipe or alcohol-based hand sanitizer. 	
14. Doff coverall	<ul style="list-style-type: none"> To remove coverall, tilt head back to reach zipper or fasteners. Unzip or unfasten coverall completely before rolling down and turning inside out. Avoid contact of under clothes with outer surface of coverall during removal, touching only the inside of the coverall. Remove over shoulders; roll coverall down to ankles insuring knee high booties stay with suit when one steps out, discard in red bag 	
15. Disinfect and Change Inner Gloves	<ul style="list-style-type: none"> Disinfect inner gloves with a disinfectant wipe or alcohol-based hand sanitizer. Remove and discard gloves taking care not to contaminate bare hands during removal process. Perform hand hygiene with a alcohol-based hand sanitizer. Don a new pair of gloves. 	
16. Remove N95 Mask	Remove the N95 Mask by tilting the head slightly forward while grasping the elastic strap and remove without touching the front of the mask. Discard.	
17. Disinfect Gloves	Disinfect gloves with either a disinfectant wipe or alcohol-based hand sanitizer.	
18. Disinfect Shoes	Sitting on a clean surface (e.g., second clean chair, clean side of a stool/bench) using a disinfectant wipe to wipe down every external surface of the shoes.	
19. Disinfect and Remove Gloves	<ul style="list-style-type: none"> Disinfect gloves with either a disinfectant wipe or alcohol-based hand sanitizer. Remove and discard gloves taking care not to contaminate bare hands during removal process. 	
20. Perform Hand Hygiene	Perform hand hygiene with alcohol-based hand sanitizer.	
21. Inspect	<ul style="list-style-type: none"> Perform a final inspection of HP for any contamination. If contamination is identified, immediately inform the Infection Control, Occupational Health and Safety Coordinator, or their designee before exiting PPE removal area. 	
22. Scrubs	HP can leave PPE removal area wearing dedicated washable footwear and scrubs or disposable garments.	

23. Shower	Showers are available for use. NOTE: If suspected contamination exists refer to HP Exposure Policy.	
24. Protocol Evaluation/ Medical Assessment	Either the Infection Control, Occupational Health and Safety Coordinator, or the designee on the unit at the time should meet with the HP to review the patient care activities performed to identify any concerns about care protocols and to record HPs level of fatigue.	

Donning & Doffing Competency Demonstrated (select result) Pass Fail

HP Name (Printed): _____ Signature: _____ Date: _____

Trained Observer Name (Printed): _____ Signature: _____ Date: _____

Acceptance Criteria:

- Pass- All steps are performed correctly as described
- Fail- Any step(s) not performed correctly as described

Legend:

HP: Hospital Police

PPE: Personal Protective Equipment

Disinfectant: EPA-approved disinfectant wipes