Training Tool for the Correct Use of Personal Protective Equipment & Respiratory Mask Fit Testing

June 2012
Background

The training tool is designed to assist in training staff in the correct use of Personal Protective Equipment (PPE) and to streamline the respiratory mask fit testing process. It provides a suggested training schedule and lists resources that will be required.

NOTE: not all staff need to complete all 3 stages, however all clinical staff must be trained and competency assessed in the use (putting on & removing) of all PPE as part of an annual educational program.

Influenza does not require the wearing of a P2 mask EXCEPT in a pandemic scenario in which case refer to current pandemic guidelines

Why should you train staff in the correct use of Personal Protective Equipment?

> To ensure that health care workers are safe and protected from infectious diseases
> To ensure that health care workers are safe and protected from blood and body fluid exposures

Why should staff be fit tested for P2 masks?

> To ensure that health care workers are safe and protected from respiratory diseases transmitted by the airborne route
> To ensure that healthcare workers have selected the correct P2 mask for their face
> To ensure that healthcare workers know how to apply the mask correctly

NOTE: Resources used (DVD, brochure) were developed for a pandemic scenario, however the training sequence in donning and doffing still applies
Schedule for fit-testing for P2 masks, and training in the correct use of Personal Protective Equipment.

Training is delivered in three stages:

**Stage 1**
> Participants watch the DVD
    Titled: “Pandemic Influenza Preparedness – Safe Use of Personal Protective Equipment (PPE)”
> This must be watched prior to the next stage as it provides the background information required for practicing donning & doffing PPE

**Stage 2**
Participants attend a practical training session on donning and doffing of PPE
> This could be as many sessions as required.
> This session demonstrates donning and doffing of PPE followed by practising of these processes and the completion of a PPE competency check list.
> Provide a copy of the pamphlet Titled: “Pandemic Influenza Preparedness – Safe Use of Personal Protective Equipment (PPE)”.
> This must be completed before moving to ‘Stage 3’. It provides the knowledge and practice required to apply P2 masks prior to fit testing.

**Stage 3**
Staff should be allocated approximately 20-30 minutes time slot to go through fit-testing procedure
> Results should be entered into a database
> Sticker or card identifying appropriate mask and a PPE donning and doffing checklist should be supplied to each person for reference. A good place to keep this information is on the back of the staff ID card. A sample card is available for laminating (page 6 & 7).

It is recommended that all those fit-tested with high filtration masks be re-tested every 12 months.

Copies of the DVD “Pandemic Influenza Preparedness – Safe Use of Personal Protective Equipment (PPE) can be obtained from the Infection Control Service, 08 7425-7161 (within Australia) or downloaded from the Department of Health & Ageing website: http://www.flupandemic.gov.au/internet/panflu/publishing.nsf/Content/resources-1

Copies of the pamphlet “Pandemic Influenza Preparedness “Safe use of PPE” can be obtained from the Infection Control Service, 08 7425-7161 (within Australia) or downloaded from the Infection Control Service website: http://www.health.sa.gov.au/infectioncontrol/Default.aspx?tabid=143
Resources for pandemic preparedness training

1. Staff list
   > Create a list of staff requiring fit testing, e.g. staff in high risk areas
     (ED, staff participating in aerosol generating procedures, ICU, staff working in respiratory wards)

2. Masks
   > Masks used by facility

3. Gowns
   > Long sleeve with cuff

4. Gloves
   > Various sized gloves

5. Protective eye-wear
   > Disposable goggles

6. PPE Competency check list

7. Portacount machine

8. Laptop

9. DVD – Titled: “Pandemic Influenza Preparedness - Safe use of PPE”
   > Time required to watch approximately 20 minutes

10. Venue for donning & doffing of PPE training
    > Large room for training
    > Time required 20 minutes

11. Venue for fit-testing
    > Small room for fit-testing
    > Time required 20 minutes

12. Handouts
    > Pamphlet Titled: “Pandemic Influenza Preparedness” Safe use of PPE or similar
    > Card detailing type of mask & PPE check list
PPE Preparedness

Could the following staff members please watch the DVD Titled: "Pandemic Influenza Preparedness" during……………………………………

It can be viewed on DVD from ………………………………………, OR on line using the following link:

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Area</th>
<th>Viewed DVD</th>
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<tbody>
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Please tick your name off as soon as you have watched the DVD and forward to:

...........................................................................................................................................
# Donning & Doffing Competency Tool

<table>
<thead>
<tr>
<th>Compliance number</th>
<th>Action</th>
<th>Action performed correctly Y/N</th>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td><strong>Donning</strong></td>
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</table>
| 1. Perform hand hygiene | > Alcohol based hand gel application  
                      > Hand washing |                     |         |
| 2. Don disposable gown | > Both ties at the back of the gown have been secured |                     |         |
| 3. Don mask or respirator (surgical or P2) | > P2 mask – fitted correctly, fit check performed |                     |         |
| 4. Don protective eyewear | > Protective eye wear put on – glasses or face shield  
                      **NOTE:** Protective eyewear must be used over prescription glasses |                     |         |
| 5. Don gloves | > Put on gloves ensuring the cuffs are covered by the gloves |                     |         |
| 6. Check | > Stop – check everything is in place |                     |         |
| **Doffing**   |        |                                 |         |
| 7. Doff gloves | > One glove is removed and scrunched into the other hands. The other glove is then removed by pulling the glove over the other glove is inside out.  
                      > The glove is placed into the bin (not flicked). |                     |         |
| 8. Perform hand hygiene | > Alcohol based hand gel application  
                      > Hand washing |                     |         |
| 9. Doff protective eyewear | > Removed using the arms of the goggles/shield |                     |         |
| 10. Doff gown | > The gown is removed by folding and rolling away from the body with only the clean inner side of the gown being exposed.  
                      > Place in a general waste bin |                     |         |
| 11. Perform hand hygiene | > Alcohol based hand gel application  
                      > Hand washing |                     |         |
| 12. Remove mask / respirator | > Mask is removed by the straps |                     |         |
| 13. Perform hand hygiene | > Alcohol based hand gel application  
                      > Hand washing |                     |         |

Name: __________________________  Ward: ______________________  Date: __ __ __

June 2012- V2
<table>
<thead>
<tr>
<th>DONNING SEQUENCE</th>
<th>DOFFING SEQUENCE</th>
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<tbody>
<tr>
<td>• Hand hygiene</td>
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<tr>
<td>• Gown</td>
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<tr>
<td>• Respirator – fit check</td>
<td>• Respirator – fit check</td>
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<tr>
<td>• Eye protection</td>
<td>• Eye protection</td>
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<td>• Gloves</td>
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<td>• Hand hygiene</td>
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<tr>
<td>Designed for your safety by Infection Control 09/07</td>
<td>Designed for your safety by Infection Control 09/07</td>
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</tbody>
</table>

DONNING SEQUENCE

• Hand hygiene
• Gown
• Respirator – fit check
• Eye protection
• Gloves

Designed for your safety by Infection Control 09/07

DOFFING SEQUENCE

To reduce risk of self-infection

• Gloves
• Hand hygiene
• Eyewear
• Gown
• Hand hygiene
• Respirator
• Hand hygiene

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DONNING SEQUENCE

• Hand hygiene
• Gown
• Respirator – fit check
• Eye protection
• Gloves

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DOFFING SEQUENCE

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• Hand hygiene
• Eyewear
• Gown
• Hand hygiene
• Respirator
• Hand hygiene

Designed for your safety by Infection Control 09/07
• Fit Check after donning P2 respirator.
• Perform hand hygiene before & after removing respirator

• Remove P2 respirator by leaning forward, controlling the straps, moving them forward over the head & allowing the respirator to “drop” off the face & into a waste bin

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