

Personal protective equipment Audit Tool for General Practice (Putting on and removing PPE)

Action

- This audit tool should be used as a monthly rolling programme of audit of compliance with your Personal protective equipment (PPE) Policy. All staff should be assessed for putting on and removing PPE on at least an annual basis.
- All columns should be completed.
- Where possible, staff should be observed putting on and removing PPE in clinical situations.
- In the event of non-compliance, action plans should be produced and reviewed regularly.
- Completed audit tools should be kept locally for good practice assurance and as evidence for CQC inspections.

Personal protective equipment is one of the 'Standard infection control precautions'. PPE is worn to protect patients and staff to help prevent the risk of transmission of microorganisms when providing care, contamination of uniforms or clothing and contamination of the skin or mucous membranes, e.g. eyes, nose, mouth.

It is the responsibility of employers to ensure that the correct PPE is available. Staff are responsible to ensure that they wear the correct PPE.

Name of assessor		Job title	
Name of person being assessed		Job title	
Date of assessment			

Question		Yes	No	N/A	Comment
1.	Staff member is 'Bare Below the Elbows'.				
2.	Staff member can risk assess and identify the appropriate PPE to be worn: a) When there is a risk of contact with blood and/or body fluids (apron, gloves, plus eye/face protection if risk of splashing)* b) When the patient has a confirmed or suspected infection (apron, gloves)* c) When handling used soiled, fouled or infected linen (apron, gloves)* d) When cleaning the environment or equipment (apron, gloves, plus eye/face protection if risk of splashing)* * Note: In pandemics, e.g. COVID-19 and other emerging infections, any additional PPE advised in National Guidance should be worn.				
3.	Staff member can identify the correct use of aprons applicable to their role. Clinical staff: WHITE for clinical duties Cleaners/staff undertaking cleaning duties: In line with the 'National colour coding scheme for cleaning materials and equipment' (for use of aprons): RED for sanitary areas including sinks in sanitary areas BLUE for general areas, e.g. waiting rooms and consulting rooms (including sinks in general areas) GREEN for kitchens YELLOW for treatment and minor operation rooms				
3.	Staff member can demonstrate or describe the correct procedure and order for putting on PPE after risk assessing the task, i.e. 1. Wash hands or apply alcohol handrub, 2. Apply apron, 3. Apply face mask if required, 4. Apply eye/face protection if required, 5. Apply gloves.				see Resource No. 3.5
4.	Staff member can demonstrate or describe the correct procedure and order for removing PPE, i.e. 1. Remove gloves, 2. Clean hands, 3. Remove apron, 4. Clean hands, 5. Remove eye/face protection, 6. Clean hands, 7. Remove face mask, 8. Wash hands.				see Resource No. 3.5
5.	Staff uniform/work clothing is clean and fit for purpose.				
6.	Footwear is well maintained, visibly clean, non-slip and supports and covers the entire foot to avoid contamination.				
7.	Staff member can describe how to clean and disinfect reusable PPE, e.g. safety glasses, visor.				