

**Competency Framework 2:**  
**Personal Protective Equipment (PPE) for High Consequence Infectious Diseases (HCID) with uncontrolled bleeding, vomiting or diarrhoea e.g. Viral Haemorrhagic Fever (VHF)**

This competency framework has been made available to support NHSScotland boards in assessing and recording staff competency in the use of PPE for HCID. National training materials are available to ensure consistent staff training in NHSScotland. The frequency of staff training and assessment, and a decision on who should perform and record assessments should be determined locally based on staff requirements and resources; this was agreed by a short-life working group formed of experts from occupation health, health and safety and infection prevention and control from across NHSScotland.

**PPE required for competency assessment**

Before arranging a competency assessment, identify and record the PPE required by the individual and ensure this is available during assessment.

Item	Brand/model	Size required (if applicable)
Disposable, fluid-resistant coverall with integrated hood		
FFP3 respirator which the staff member has been fit-tested for		
Eye/face protection (goggle or visor)		
Impermeable footwear		

\*Other PPE may be required that is one size fits all e.g. aprons, and does not need to be recorded here.

**Training record**

Has the staff member completed all training materials and passed any accompanying assessments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
Has the staff member had practical training including donning, doffing, disposal and simulated patient care?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
<b>Competency assessment should not take place unless all required training has taken place and the staff member has passed all relevant assessments.</b>		

Ask the staff member if they have any questions before the competency assessment begins and take the opportunity to reiterate the importance of hand hygiene and correct technique. If at any point during the assessment any errors or omissions are identified these must be communicated

immediately and corrective action taken. Errors or omissions should be noted in the comments section.

## Competency Assessment

A competent buddy will assist the HCW during this assessment, the buddy must have completed all training materials and passed assessment on competency framework x. The buddy will be wearing PPE appropriate to the training scenario.

### Part 1: Before Donning

The staff member should demonstrate that they know to make the following preparations before donning PPE and undertaking patient care.

Is the staff member wearing scrubs and appropriate (impermeable) footwear?	Yes/No
If applicable, is the hair securely tied back off the neck and collar?	Yes/No
Have all personal items (jewellery/pens etc.) been removed?	Yes/No
Is the staff member sufficiently hydrated?	Yes/No
Has the correct PPE (brand/model/size) been selected?	Yes/No
Has the PPE been inspected for damage?	Yes/No
Has hand hygiene been performed and are any cuts or abrasions covered with a waterproof dressing?	Yes/No
<b>Comments:</b>	

### Part 2: Donning Procedure

The order of donning is less important than the order of doffing, however, it is essential that PPE is properly adjusted so that each item fits correctly and interfaces well with other PPE items.

Step	Procedure	Correctly fitted and/or adjusted?
<b>Step 1</b>	Disposable, fluid-resistant coverall. Pull up lower portion of coverall first.	Yes/No
<b>Step 2</b>	Surgical scrubs are tucked into wellington boots and coverall legs applied over the top of wellington boots.	Yes/No
<b>Step 3</b>	Disposable boot covers with ties tucked into the boot cover at the back of the knee.	Yes/No
<b>Step 4</b>	Zip up coverall to the waist.	Yes/No
<b>Step 5</b>	FFP3 respirator and perform fit check.	Yes/No
<b>Step 6</b>	1 <sup>st</sup> pair of non-sterile, disposable surgical gloves.	Yes/No
<b>Step 7</b>	Pull on upper portion of the coverall ensuring thumb loops are utilised.	Yes/No
<b>Step 8</b>	Pull on hood of the coverall and zip to the neck, apply the storm flap (buddy will assist).	Yes/No
<b>Step 9</b>	2 <sup>nd</sup> pair of non-sterile, surgical gloves, ensure cuffs of the coverall are covered and gloves feel secure	Yes/No
<b>Step 10</b>	Disposable, high-grade apron (buddy will assist).	Yes/No
<b>Step 11</b>	Full face visor or goggles	Yes/No
The buddy will check at this stage that the PPE ensemble is correctly fitted and/or adjusted.		
<b>Comments:</b>		

### Part 3: Doffing Procedure

The order of doffing is important to minimise the risk of contamination during the procedure, to demonstrate competency staff must remove items in the correct order, using techniques that minimise contamination; PPE should be removed slowly and carefully.

Step	Procedure	Correct order?	Correct technique?
<b>Step 1</b>	The HCW will step into the designated doffing area (a large disposable plastic sheet).	Yes/No	N/A
<b>Step 2</b>	The buddy will check for any breaches in integrity (tears etc.) or visible contamination and will remove any visible contamination with chlorine based disinfection wipes before any PPE is removed. Any breaches in PPE integrity should be recorded.	Yes/No	N/A
Hand hygiene (over gloves) performed using ABHR? Yes/No			
<b>Step 3</b>	Remove apron by breaking ties at neck, then back and pulling away from the body, fold into a bundle touching the inside of the apron only.	Yes/No	Yes/No
<b>Step 4</b>	Remove outer pair of gloves	Yes/No	Yes/No
Hand hygiene (over gloves) performed using ABHR? Yes/No			
<b>Step 5</b>	Remove the visor or goggles handling the straps or ties only	Yes/No	Yes/No
Hand hygiene (over gloves) performed using ABHR? Yes/No			
<b>Step 6</b>	Buddy loosens the storm flap and unzips the coverall.	Yes/No	Yes/No
Hand hygiene (over gloves) performed using ABHR? Yes/No			
<b>Step 7</b>	Working together, the buddy and staff member take down the coverall hood and carefully remove the coverall by rolling down over the shoulders, turning it inside out as it is removed. The staff member will step out of the coverall and boots covers, keeping the wellingtons on and standing on the inside out coverall.	Yes/No	Yes/No
Hand hygiene (over gloves) performed using ABHR? Yes/No			
<b>Step 8</b>	Inner gloves removed	Yes/No	Yes/No
Hand hygiene performed? Yes/No			
<b>Step 9</b>	FFP3 respirator removed by pulling top and bottom elastics together, up and away from the face without touching the front of the respirator.	Yes/No	Yes/No
Hand hygiene performed? Yes/No			
<b>Step 10</b>	Wellington boots removed using either a boot remover tool or by toeing off.	Yes/No	Yes/No
Hand hygiene performed? Yes/No			
All PPE appropriately discarded? Yes/No			
<b>Comments:</b>			



<b>To be completed by Assessor</b>	
Is this member of staff competent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, provide detail on reason for failure and further training required to achieve competency in the comments section below as well as a date for re-assessment.	
<b>Comments:</b>	
<b>Date of next competency assessment: / /</b>	

Assessor name (please print):
Assessor job title, department and organisation:
Assessor signature:
Date: / /
Employee name (please print):
Employee job title, department and organisation:
Employee signature:
Date: / /