

## Personal protective equipment Audit Tool for Domiciliary Care (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, alternatively staff can be assessed during non-clinical situations, e.g. after a team meeting.
- 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 service users 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.

<b>Name of assessor</b>		<b>Job title</b>	
<b>Name of person being assessed</b>		<b>Job title</b>	
<b>Date of assessment</b>			

Question		Yes	No	N/A	Comment
1.	Staff member is 'Bare Below the Elbows'.				
2.	<p>Staff member can risk assess and identify the appropriate PPE to be worn:</p> <p>a) When there is a risk of contact with blood and/or body fluids (apron, gloves, plus eye/face protection if risk of splashing)*</p> <p>b) When the service user has a confirmed or suspected infection (apron, gloves)*</p> <p>c) When handling used soiled, fouled or infected linen (apron, gloves)*</p> <p>d) When cleaning a commode and/or commode pan (apron, gloves, plus eye/face protection if risk of splashing)*</p> <p>* Note: In pandemics, e.g. COVID-19 and other emerging infections, any additional PPE advised in National Guidance should be worn.</p>				
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.				
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.				
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.				