



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

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## Version control and change history

Version	Date from	Date to	Amendment
2.3	18/03/2020	Current	Update with minor amendments
2.2	10/07/2018	18/03/2020	Update with minor amendments
2.1	7/03/2014	10/07/2018	Update URL reference
2.0	27/08/2012	7/03/2014	Update references
1.0	2009	27/08/2012	Original version

## 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.

This tool should be implemented in conjunction with the SA Health Clinical Guideline for respiratory protection against airborne infectious diseases.

**NOTE:** Resources used for training (DVD, brochure) were developed for a pandemic scenario; however the training sequence in donning and doffing still applies.

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

- > to ensure that health care workers are safe and protected from blood and body fluid exposure.
- > to ensure that health care workers are safe and protected from infectious diseases such as chicken pox, measles and tuberculosis that are transmitted by the airborne route.

**NOTE:** caring for patients with influenza does not require the wearing of a P2/N95 respirator EXCEPT in a pandemic situation in which case refer to current pandemic guidelines.

### Why should staff be fit tested for P2/N95 masks?

- > to ensure that health care workers have selected the correct P2/N95 respirator for their face
- > to ensure that healthcare workers know how to apply the mask correctly
- > to provide protection during aerosol-generating procedures such as bronchoscopy and pulmonary function testing.

### Which type of respiratory protection should workers use?

**P2/N95 respirator:** a correct fitted P2/N95 respirator must be used for all known or suspected airborne respiratory infectious diseases such as chicken pox, measles and tuberculosis, and during all aerosol-generating procedures such as bronchoscopy and pulmonary function testing.

**Single use face mask (level 2 or above):** must be worn for all patients exhibiting signs and symptoms of confirmed or suspected respiratory disease transmitted by the droplet route such as influenza, pertussis, meningococcal infection and respiratory syncytial virus (RSV).

For definitions of types of respiratory protection devices, refer to the SA Health [Respiratory protection against airborne infectious diseases clinical guideline](#).

Instructions for donning and doffing on the wall or door to follow.

## Training schedule

Training in correct application of PPE and respirator fit testing 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.  
(**Note:** participants may be required to attend more than one session to become proficient)
- > 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/N95 respirator priors to fit testing.

### Stage 3

- > Worker 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 worker ID card. A sample card is available for laminating (page 9 & 10).

It is recommended that all those fit tested with high filtration respirators be re-tested when there is a significant change in the wearer's facial characteristics that could alter the facial seal of the respirator e.g. change in body weight, facial surgery.

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

## Resources for pandemic preparedness training

- 1. Worker list**
  - > create a list of staff requiring fit testing, e.g. staff in high risk areas such as emergency department, ICU, respiratory wards, and any worker likely to participate in aerosol generating procedures.
- 2. Masks**
  - > collect a selection of the type of respirators used by used by facility
- 3. Gowns**
  - > long sleeve with cuff
- 4. Gloves**
  - > various sizes of disposable gloves
- 5. Protective eye-wear**
  - > disposable goggles and face shields
- 6. PPE Competency check list**
- 7. Fit testing machine and laptop**
- 8. DVD – Titled: “Pandemic Influenza Preparedness - Safe use of PPE”**
  - > time required to watch the video is approximately 20 minutes <sup>^</sup>
- 9. Venue for donning & doffing of PPE training**
  - > large room for training
  - > time required approximately 20 minutes
- 10. Venue for fit-testing**
  - > small room for fit-testing
  - > time required approximately 20 minutes
- 11. Handouts**
  - > brochure titled: “Pandemic Influenza Preparedness: Safe use of PPE” or similar local resource <sup>^</sup>
  - > record card detailing type of respirator fitted and PPE checklist.

<sup>^</sup> Refer to [Related information section](#) for how to access the “Pandemic Influenza Preparedness: Safe use of PPE” brochure and DVD.

## Related information

1. SA Health Personal Protective Equipment (PPE) Section Policy Guideline is available via:  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/clinical+resources/clinical+topics/healthcare+associated+infections/prevention+and+management+of+infections+in+healthcare+settings/staff+protection+from+infections>
2. Additional information is available in the following Australian/New Zealand Standards:
  - > AS/NZS 1715:2009 *Selection, use and maintenance of respiratory protection equipment*
  - > AS/NZS 1716: 2012 *Respiratory protective devices*
3. Infection Control Management of Infectious Diseases Summary Table is available via:  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Clinical+resources/Clinical+topics/Healthcare+associated+infections/>
4. Pandemic Influenza Preparedness – Safe Use of Personal Protective Equipment (PPE) DVD is available to download from the Australian Government, Department of Health website:  
<https://www1.health.gov.au/internet/main/publishing.nsf/Content/safe-use-dvd>
5. Pandemic Influenza Preparedness “Safe use of PPE” brochure and poster is available via:  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/clinical+resources/clinical+topics/healthcare+associated+infections/prevention+and+management+of+infections+in+healthcare+settings/staff+protection+from+infections>



## Donning & Doffing Competency Tool

Compliance number	Action	Action performed correctly?	Comment
<b>Donning</b>			
1. Perform hand hygiene	<ul style="list-style-type: none"> <li>&gt; Alcohol based hand gel application</li> <li><b>OR</b></li> <li>&gt; Hand washing</li> </ul>	Y / N	
2. Don disposable gown	<ul style="list-style-type: none"> <li>&gt; Both ties at the back of the gown have been secured</li> </ul>	Y / N	
3. Don mask or respirator (surgical or P2/N95)	<ul style="list-style-type: none"> <li>&gt; P2/N95 mask – fitted correctly, fit check performed</li> </ul>	Y / N	
4. Don protective eyewear	<ul style="list-style-type: none"> <li>&gt; Protective eye wear put on – goggles or face shield</li> <li><b>Note:</b> Protective eyewear must be used over prescription glasses</li> </ul>	Y / N	
5. Don gloves	<ul style="list-style-type: none"> <li>&gt; Put on gloves ensuring the cuffs are covered by the gloves</li> </ul>	Y / N	
6. Check	<ul style="list-style-type: none"> <li>&gt; Stop – check everything is in place</li> </ul>	Y / N	
<b>Doffing</b>			
7. Doff gloves	<ul style="list-style-type: none"> <li>&gt; 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.</li> <li>&gt; The glove is placed into the bin (not flicked).</li> </ul>	Y / N	
8. Perform hand hygiene	<ul style="list-style-type: none"> <li>&gt; Alcohol based hand gel application</li> <li><b>OR</b></li> <li>&gt; Hand washing</li> </ul>	Y / N	
9. Doff protective eyewear	<ul style="list-style-type: none"> <li>&gt; Removed using the arms of the goggles/ face shield</li> </ul>	Y / N	
10. Doff gown	<ul style="list-style-type: none"> <li>&gt; The gown is removed by folding and rolling away from the body with only the clean inner side of the gown being exposed.</li> <li>&gt; Place in a general waste bin</li> </ul>	Y / N	
11. Perform hand hygiene	<ul style="list-style-type: none"> <li>&gt; Alcohol based hand gel application</li> <li><b>OR</b></li> <li>&gt; Hand washing</li> </ul>	Y / N	
12. Remove mask / respirator	<ul style="list-style-type: none"> <li>&gt; Mask is removed by the straps</li> </ul>	Y / N	
13. Perform hand hygiene	<ul style="list-style-type: none"> <li>&gt; Alcohol based hand gel application</li> <li><b>OR</b></li> <li>&gt; Hand washing</li> </ul>	Y / N	

Name: .....

Ward: ..... Date: ..... / ..... / .....



## Clinical staff PPE cards template

<p><b>DONNING SEQUENCE</b></p> <ul style="list-style-type: none"> <li>● Hand hygiene</li> <li>● Gown</li> <li>● Respirator - fit check</li> <li>● Eye protection</li> <li>● Gloves</li> </ul>	<p><b>DOFFING SEQUENCE</b></p> <p>To reduce risk of self infection</p> <ul style="list-style-type: none"> <li>● Glove</li> <li>● Hand hygiene</li> <li>● Eye protection</li> <li>● Gown</li> <li>● Hand hygiene</li> <li>● Respirator</li> <li>● Hand hygiene</li> </ul>	<p><b>DONNING SEQUENCE</b></p> <ul style="list-style-type: none"> <li>● Hand hygiene</li> <li>● Gown</li> <li>● Respirator - fit check</li> <li>● Eye protection</li> <li>● Gloves</li> </ul>	<p><b>DOFFING SEQUENCE</b></p> <p>To reduce risk of self infection</p> <ul style="list-style-type: none"> <li>● Glove</li> <li>● Hand hygiene</li> <li>● Eye protection</li> <li>● Gown</li> <li>● Hand hygiene</li> <li>● Respirator</li> <li>● Hand hygiene</li> </ul>
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## For more information

**Infection Control Service**  
**Communicable Disease Control Branch**  
**Telephone: 1300 232 272**  
[www.sahealth.sa.gov.au/infectionprevention](http://www.sahealth.sa.gov.au/infectionprevention)

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