



# Personal Protective Equipment (PPE) Donning and Doffing Competency Tool

PPE is equipment worn by healthcare personnel (HCP) to minimize exposure to hazards and prevent the spread of germs. Types of PPE include gloves, gowns, masks and respirators, and goggles and face shields.

The HCP should utilize PPE when there will be contact with blood, bodily fluids, or respiratory secretions. HCP should don the appropriate PPE according to the transmission-based precautions in effect.

In a [COVID-19 Factsheet](#), the Centers for Disease Control and Prevention (CDC) provides the following key points to remember when using PPE:

1. PPE must be donned correctly before entering the patient area (e.g., isolation room, unit if cohorting).
2. PPE must remain in place and be worn correctly for the duration of work in potentially contaminated areas.
3. PPE must be removed slowly and deliberately in a sequence that prevents self-contamination. A step-by-step process should be developed and used during training and patient care.

The observer can use the *AAPACN Personal Protective Equipment (PPE) Donning and Doffing Competency Tool* to document that the HCP knows how to correctly apply and remove PPE. Mark an X in the YES boxes below if the employee completes the step correctly, or mark an X in the NO box if they do not complete the step correctly.

STEPS FOR DONNING PPE	YES	NO
<b>Don PPE prior to entering room</b>		
<b>1. Wash hands or use hand sanitizer</b>		
<b>2. Don gown and fasten</b>		
<b>3. Don mask or respirator</b>		
a. Secure ties or bands at middle of crown (top of head) and neck		
b. Fit flexible band to nose bridge		
c. Fit snug to face and below chin		
<b>4. Don goggles or face shield</b>		
<b>5. Wash hands or use hand sanitizer</b>		
<b>6. Don gloves - Extend to cover wrist of isolation gown</b>		
a. Extend to cover wrist of isolation gown if worn		

STEPS FOR DOFFING PPE	YES	NO
<b>Doff PPE inside room</b>		
<b>1. Doff gloves</b>		
a. Grasp palm of glove with other hand and peel off first glove		
b. Hold removed glove in gloved hand		
c. Insert fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove		
d. Discard gloves in waste receptacle		
e. If hands get contaminated during removal, immediately wash hands or use hand sanitizer		
<b>2. Doff gown</b>		
a. Unfasten gown ties, ensuring gown sleeves don't contact body when reaching for ties		
b. Pull gown away from neck and shoulders, touching inside of gown only		
c. Turn gown inside out		
d. Fold or roll into a bundle and discard in a waste container		
<b>Exit room</b>		
<b>3. Wash hands or use hand sanitizer</b>		
<b>4. Doff goggles or face shield</b>		
a. Remove goggles or face shield from the back by lifting headband or earpieces without touching front of goggles or face shield		
b. Place goggles in receptacle for cleaning or disposal		
c. If hands get contaminated during removal, immediately wash hands or use hand sanitizer		
<b>5. Doff mask or respirator</b>		
a. Grasp bottom ties or elastic bands and remove without touching front of mask		
b. Discard in waste container		
<b>6. Wash hands or use hand sanitizer</b>		

*\*Note: Facilities implementing reuse or extended use of PPE will need to adjust their donning and doffing procedures to accommodate those practices.*

HCP Name: \_\_\_\_\_ Date: \_\_\_\_\_

## SOURCES

### CDC

- [Using Personal Protective Equipment \(PPE\)](#)
- [Use Personal Protective Equipment \(PPE\) When Caring for Patients with Confirmed or Suspected COVID-19](#)