Personal Protective Equipment (PPE) Audit Tool

Use this tool to conduct observation audits of donning and doffing PPE and track compliance. The tool includes a compliance calculator to get a compliance rate. PPE compliance is critical for infection prevention, consider developing a PPE quality improvement plan and use this tool to measure compliance rates over time, to track if your quality improvement activity is working.

Who are you observing?: _____ **Date:** _____

Audit worksheet

Donning	YES	NO	N/A	Feedback
Identify and gather the proper PPE to don. *Ensure choice of gown size is correct (based on training).*	☐	☐	☐	
Perform hand hygiene	☐	☐	☐	
Put on isolation gown. *Tie all the ties on the gown.*	☐	☐	☐	
Put on NIOSH-approved N95 filtering facepiece respirator or higher (use a facemask if a respirator is not available). *If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected.* **Respirator:** *Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.* **Facemask:** *Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.*	☐	☐	☐	
Put on face shield or goggles. *Select the proper eye protection to ensure the correct positioning of the eye protection while not interfering or affecting the fit or seal of the respirator.*	☐	☐	☐	
Put on gloves. *Gloves should cover the cuff (wrist) of gown.*	☐	☐	☐	
Total (out of 6)				

Review the completed audit and written feedback with the observed staff member, so they know their areas for improvement, what was done incorrectly, and how to correct it.

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DOFFING	YES	NO	N/A	Comments
Remove gloves. *Ensure glove removal does not cause additional contamination of hands.*	☐	☐	☐	
Remove gown. *Untie all ties (or unsnap all buttons). Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.*	☐	☐	☐	
Healthcare personnel may now exit resident room. **Perform hand hygiene.**	☐	☐	☐	
Remove face shield or goggles. *Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.*	☐	☐	☐	
Remove and discard respirator (or facemask if used instead of respirator). *Do not touch the front of the respirator or facemask.* **Respirator:** *Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the respirator away from the face without touching the front of the respirator.* **Facemask:** *Carefully untie (or unhook from the ears) and pull away from face without touching the front.*	☐	☐	☐	
Perform hand hygiene after removing the respirator/facemask.	☐	☐	☐	
Total score (out of 6)				

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Compliance Calculation

- Add the total number of "yes" boxes for each activity to get a score for the staff member being observed. A perfect score is 6 for donning and 6 for doffing.
- Track the scores in an Excel table or other tracking form for each audit.
- To get a compliance rate for the nursing home, average all the scores from these individual audits (to get an average, add the total scores then divide by the number of audits completed).

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