



**COMPETENCY-BASED CRITICAL ELEMENTS FORM**  
**DONNING AND DOFFING OF PERSONAL PROTECTIVE EQUIPMENT (PPE) PERSONNEL-LEVEL 1**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Unit: \_\_\_\_\_

<b>Business Unit:</b> Northwell Health	<b>Department:</b>	<b>Job Title:</b> Registered Nurses, Patient Support Team Staff, Licensed Professionals		
<b>Competency Statement:</b> The Learner will demonstrate proper donning and doffing technique for personal protective equipment (PPE) for select health care personnel (HCP) for Level 1.				
<b>Reason(s) for Assessment:</b>	<input checked="" type="checkbox"/> Risk-↓ volume <input checked="" type="checkbox"/> New Equipment	<input checked="" type="checkbox"/> Regulatory <input checked="" type="checkbox"/> Safety <input checked="" type="checkbox"/> Infection Control <input checked="" type="checkbox"/> Quality-Related <input checked="" type="checkbox"/> Learner's needs <input checked="" type="checkbox"/> Policy change <input type="checkbox"/> New scope of practice <input checked="" type="checkbox"/> Professional development		
<b>Validation Methods:</b>	<b>Direct observation</b> of actual behaviors in work environment and/or simulated laboratory of: 1. Gathering all necessary equipment 2. Donning and Doffing of the PPE <b>Indirect observation</b> through superiors, peer reports, document reviews			
<b>Skill Set:</b>	<input checked="" type="checkbox"/> C- Critical Thinking <input checked="" type="checkbox"/> Department Policy & Procedure Manual <input checked="" type="checkbox"/> Professional Organization's Standards Manual <input checked="" type="checkbox"/> Regulatory Agency Guidelines	<input checked="" type="checkbox"/> T - Technical Skills <input checked="" type="checkbox"/> I- Interpersonal Skills		
<b>Reference(s):</b>	Clinical Policy and Procedure: Highly Infectious Diseases Preparedness: PPE Training and Drilling Guidelines			
<b>Age Group:</b>	<input checked="" type="checkbox"/> Neonatal/Infant (0-1 yr) <input checked="" type="checkbox"/> Toddler/Preschooler (1-4 yr)	<input checked="" type="checkbox"/> School age (5-12 yrs) <input checked="" type="checkbox"/> Adolescent (13-18 yrs) <input checked="" type="checkbox"/> Adult (19 years - 65 years) <input checked="" type="checkbox"/> Geriatric (65 years and above)		
<b>Purpose:</b>	This procedure describes the basic steps for Donning and Doffing of Level 1 Personal Protective Equipment (PPE). This type of equipment is to be worn in the Ambulatory setting and, at a minimum, from triage to the designated isolation room.			
<b>Materials:</b>	Gather the following supplies: 1. GOWN (impervious or fluid resistant); 2. MASK; 3. MASK WITH FACESHIELD (optional); 4. GOGGLES OR FACE SHIELD; 5. GLOVES *Note: Street clothes should be worn under PPE			
<b>BEHAVIORAL CRITERIA</b>				
<b>Procedure: Donning (Putting on) Level 1 Personal Protective Equipment (PPE)</b>	<b>Skill Set(s)</b>			
1. Don (put on) the gown: <ul style="list-style-type: none"> <li>• Fully cover torso from neck to knees, arms to end of wrist, wrap around the back</li> <li>• Fasten in the back of neck and waist</li> </ul>	C	T	I	
<b>OPTIONS:</b> Mask and Goggles OR Face Shield OR Mask with Face Shield				
2. Don the mask: <ul style="list-style-type: none"> <li>• Place mask over mouth and nose</li> <li>• Secure the ties or elastic band(s) of the mask behind head, in the middle of the head</li> <li>• Secure the flexible band to the bridge of nose (pinch the top clip)</li> <li>• Fit snug to face and below the chin</li> </ul>		X		
3. Face shield or goggles: <ul style="list-style-type: none"> <li>• Place the face shield or goggles over head and eyes</li> <li>• Adjust to fit</li> </ul>		X		
4. Don gloves: <ul style="list-style-type: none"> <li>• Place the gloves on and extend to cover your wrist and the isolation gown</li> </ul>		X		

**Procedure: Doffing (Removing) Level 1 Personal Protective Equipment (PPE)**

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1. Doff (remove) gloves <ul style="list-style-type: none"> <li>• Grasp the outside of the glove with opposite gloved hand</li> <li>• Peel off and hold the removed glove in the gloved hand</li> <li>• Slide fingers of ungloved hand under remaining glove at the wrist</li> <li>• Peel glove off first over first glove</li> <li>• Discard in appropriate waste container</li> </ul>		X	
2. Doff (remove) the face shield or goggles <ul style="list-style-type: none"> <li>• Handle by the head and/or ear pieces and remove</li> <li>• Discard in appropriate biohazard waste container</li> </ul>		X	
3. Doff (remove) the gown <ul style="list-style-type: none"> <li>• Untie the back</li> <li>• Touching the inside ONLY, pull away from the neck and shoulders</li> <li>• Turn the gown inside out</li> <li>• Fold or roll into a tight bundle</li> <li>• Discard in appropriate waste container</li> </ul>		X	
4. Doff (remove) the mask <ul style="list-style-type: none"> <li>• Grasp the bottom, then top ties (or elastic) and remove</li> <li>• Discard in appropriate waste container</li> </ul>		X	
5. Perform hand hygiene: Use soap and water or hand sanitizer as per protocol.		X	

**Note:** 1) If your hands get contaminated, immediately during any step of PPE removal wash your hands or use an alcohol-based hand sanitizer.  
 2) Discard PPE in the appropriate waste receptacle.

The above skills have been successfully demonstrated and/or stated correctly, as indicated.

Signature of Validator: \_\_\_\_\_ Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_