

NHSScotland Staff Competency Checklist for HCID assessment PPE ensemble'

Staff member name:.....

Staff member job title:.....

HCID PPE role (caregiver, buddy):

Date of last assessment:.....

Date of current assessment:.....

Date next assessment due:

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About the competency checklist

This checklist has been produced as a resource to assist NHSScotland boards in assessing and recording staff competency in the use of the **HCID assessment PPE ensemble**. It should be used alongside the Addendum for High Consequence Infectious Disease (HCID) available in the [National Infection Prevention and Control Manual](#) (NIPCM) for Scotland.

All clinical staff who may be required to wear PPE for the assessment and care of suspected or confirmed HCID cases must be trained, practiced, and competent in the HCID assessment PPE ensemble, this includes staff who will act as buddies.

This checklist is intended for:

- **HCID caregiver:** Healthcare workers (HCW) delivering direct care to a suspected or confirmed HCID case.
- **Buddies:** Healthcare workers supporting caregivers during donning and doffing.

Before undertaking this assessment, all staff **must** complete the online **HCID PPE Training Module** on TURAS Learn ([HCID Assessment PPE eLearning Module](#)). Assessors must be deemed competent in the use of the HCID PPE.

How to use the competency checklist

HCID caregivers. Complete [section 3, part 1a](#) Competency Assessment HCID PPE for caregivers.

Buddies. Complete [section 3, parts 1b](#) Competency Assessment for Buddy PPE and [1c](#) Verbal Instruction Competency Assessment for Buddy role.

Competency Assessment Criteria

To pass, staff must achieve a **yes** for all of the assessment criteria.

Any **no** responses, will result in an automatic fail, requiring reassessment.

If errors or omissions are identified during the assessment, these must be communicated immediately by the assessor, with the appropriate corrective action taken. **All issues should be documented in the comments section.**

Where a knowledge gap or practical errors are identified, training materials and videos on TURAS learn should be repeated and additional donning or doffing practice sessions undertaken.

The frequency of staff training and assessment and a decision on who should perform and record assessments should be determined locally based on staff requirements and resources.

Staff Training and assessment record

Part 1: Training record

Criteria	Completed Yes/No	Completion date
Has the staff member completed all the training materials on TURAS learn?		
Has the staff member had practical training including donning, doffing, buddy role?		

Competency assessment should not commence unless all required training has been completed.

Part 2: PPE required for competency assessment

Identify and record the PPE required by the individual and ensure this is available for the competency assessment.

Caregiver PPE

HCID Assessment PPE ensemble items	Brand/model	Size required (If applicable)
FFP3 respirator which the staff member has been fit-tested for		
Disposable fluid-resistant gown		
Visor		
Hood		
Apron		
Gloves (inner, middle – longer cuff, outer)		
Wellington boots		

Buddy PPE

Item	Brand/model	Size required (if applicable)
FRSM or FFP3 depending on risk assessment for type of HCID and isolation facilities. (Refer to HCID Addendum for mask type criteria)		
Disposable fluid-resistant gown		
Visor		
Gloves		
Wellington boots		

Part 3: Assessment Record

Competency assessment	Pass/Fail	Date
1a: HCID Assessment PPE Ensemble assessment for caregiver role		
1b: PPE-Ensemble assessment for Buddy role		
1c: Verbal instruction assessment for Buddy role		

1a: Competency assessment HCID PPE for caregiver role

Although a competent buddy will assist the HCW with verbal prompts and also observe for errors during practice sessions and a live incident, there should be no verbal buddy assistance during the assessment for donning and doffing. This is to ensure individuals develop awareness and memory of the donning and doffing process without verbal reminders.

Before donning

The staff member should demonstrate that they know to make the following preparations before donning PPE and undertaking patient care.

Criteria	Yes/No
Is the staff member wearing scrubs?	
If applicable, is the hair securely tied back off the neck and collar?	
Have all personal items (for example jewellery, pens) been removed?	
Is the staff member well and sufficiently hydrated?	
Has the correct PPE (brand, model, size) been selected?	
Has the PPE been inspected for damage?	
Has hand hygiene been performed and are any cuts or abrasions covered with a waterproof dressing?	
Comments:	

Donning procedure ([Donning posters are available](#))

It is essential that PPE is properly adjusted so that each item fits correctly and interfaces with other PPE items.

Step	Procedure	Correctly fitted and/or adjusted Yes/No
Step 1	Wellington boots <ul style="list-style-type: none"> Put on Wellington boots. They should be at least half to one size bigger than the individuals' usual size. 	
Step 2	Respirator <ul style="list-style-type: none"> Apply disposable FFP3 respirator, this must be the respirator the individual is fit tested for. Fit check should be carried out. 	
Step 3	Hood <ul style="list-style-type: none"> Put on the hood. Check fit around face and jaw (no gaps) and ensure a good overlap is achieved with the mask. 	
Step 4	Gloves-inner set <ul style="list-style-type: none"> Put on gloves – standard length non-sterile, nitrile gloves. 	
Step 5	Disposable fluid-resistant gown <ul style="list-style-type: none"> Put on gown, do not use inside tie. Lightly secure the Velcro fastening at the back of the neck. Tie the gown at the side and ensure the cuffs fully overlap the inner gloves. 	
Step 6	<ul style="list-style-type: none"> Check there is sufficient overlap between the bottom of the gown and the top of the boot 10-15 cm. 	

Step	Procedure	Correctly fitted and/or adjusted Yes/No
Step 7	Gloves – middle set <ul style="list-style-type: none"> Put on longer cuff gloves and ensure they fully overlap the cuff of the gown. 	
Step 8	<ul style="list-style-type: none"> Tape the gloves to the gown with 4 strips (for each glove) of microporous tape placed lengthways. (The caregiver should request support from the buddy during the competency assessment to assist with this). 	
Step 9	Apron <ul style="list-style-type: none"> Take the long length, thick plastic apron. Break the head loop where it usually sits at the back of the neck. 	
Step 10	<ul style="list-style-type: none"> Put on the apron, tying at the top behind the neck and bottom around the waist. A high fit should be achieved with the apron high up over the chest. 	
Step 11	Visor <ul style="list-style-type: none"> Put on the visor, ensuring the band of the visor overlaps with the hood with no skin showing. Check the visor shield overlaps with the sides of the hood and that there is no skin exposed around the jawline. 	
Step 12	Gloves – outer set <ul style="list-style-type: none"> Put on outer pair of gloves- standard length gloves or if required for sterile procedure, sterile gloves. 	
Comments:		

Doffing procedure ([Doffing posters](#) are available)

The order of doffing is critical to minimise the risk of contamination. A buddy should provide verbal instruction during practice sessions and in the event of live clinical management of a suspected or confirmed HCID. However, **a buddy should not provide verbal instruction for doffing during the competency assessment**. This will help ensure that the HCID caregiver has a good understanding of PPE donning and doffing methods without verbal prompt and are able to demonstrate competency by removing items in the correct order, using techniques that minimise contamination. PPE should be removed slowly and carefully in the amber zone, disposing it into the designated waste receptacle.

Step	Procedure	Correct technique Yes/No
Step 1	Whilst still in the patient area (red zone) and immediately prior to exiting the room <ul style="list-style-type: none"> Remove apron by pulling at the front to break the neck and waist strings. Roll the dirty outer side of the apron onto itself, keeping hold of the inner (clean) side. Continue to roll it up and place in bin. 	
Step 2	<ul style="list-style-type: none"> Remove outer set of gloves without touching the pair below. Use pinch pull technique and discard into bin. 	
Step 3	Move to doffing area (amber zone) <ul style="list-style-type: none"> During the competency assessment, the caregiver should request that the buddy check for any breaches in the integrity of PPE, for example tears or visible contamination. Disposable fluid-resistant gown <ul style="list-style-type: none"> Untie the gown at the waist. Remove by grabbing shoulder areas and pulling to release the Velcro at the back of the neck. 	

Step	Procedure	Correct technique Yes/No
	<ul style="list-style-type: none"> • Pull the gown away from the body from the inside, folding inside out, and gathering up the material. The taped long gloves (middle set) should come off with the gown. • Carefully place in the designated bin. 	
Step 4	Visor <ul style="list-style-type: none"> • To remove the visor, stand straight, do not bend forward as this brings the visor into contact with your clean upper body. • Reach for the elastic strap at the back of the head. Close your eyes and lift the strap upwards then lift the strap upwards then over the head. • Place visor in the bin. 	
Step 5	Front opening hood <ul style="list-style-type: none"> • Remove hood touching only the outer surface. • Bring hand towards chin area and locate upper Velcro fastening on hood. • Slowly release the fastening and pull to the side keeping it in your vision. • Repeat for the Velcro fastening at the base of the hood. Closed neck hood <ul style="list-style-type: none"> • Remove hood touching only its outer surface. • If the elasticated rim of the hood is under the respirator carefully pull the hood slightly forward at chin level to free it. 	
Step 6	Both types of hood <ul style="list-style-type: none"> • To lift off the hood close eyes and bend forward from the waist or hips, making sure chin is kept away from chest. 	

Step	Procedure	Correct technique Yes/No
	<ul style="list-style-type: none"> • Lift hood up and over head then away from body. • Stand straight and place in bin. 	
Step 7	Inner gloves <ul style="list-style-type: none"> • Remove the last set of gloves using pinch pull technique and dispose of them into bin. 	
Step 8	<ul style="list-style-type: none"> • During the competency assessment, the caregiver should request that the buddy provide hand rub to allow hand hygiene to be performed. 	
Step 9	FFP3 Respirator <ul style="list-style-type: none"> • Remove FFP3 respirator by standing up straight and reaching to the back of the head to find the bottom strap and bring it up to the top strap. • Lift straps over the head. Avoid bending neck as this allows the mask to touch your upper body. • Let the respirator fall away from your face and place in the bin. 	
Step 10	Boot removal <ul style="list-style-type: none"> • To remove boots step close to the green zone so you can easily step out of it from the amber zone, this should be clearly marked. • If needed step on each heel to loosen boot before removal. • Step out of each boot into the green zone, do not return to the amber zone. • Turn around, pinch the inner surfaces of the boots together and place in the bin. • Do not touch the outer surfaces. • If unable to safely reach the boots from the green zone, leave boots where they are and the 	

Step	Procedure	Correct technique Yes/No
	next person to enter the amber zone can move them.	
Step 11	Perform hand hygiene	
All PPE appropriately discarded?		Yes/No
Comments:		

1a Assessment Outcome

To be completed by assessor

Criteria	Yes/No
Has the staff member passed the competency assessment?	

If no, provide details on the reason for failure and what further training is required to achieve a pass, in the comments section below as well as a date for re-assessment.

Comments:

Date of next competency assessment:

Assessors name (please print):

Assessors job title, department and organisation:

.....

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Assessors signature:

Date:

Staff member name (please print):

Staff member job title, department and organisation:

.....

.....

Staff member signature:

Date:

1b: Competency Assessment for Buddy PPE

Before Donning

The staff member in the buddy role should demonstrate that they know what PPE they (the buddy) are required to wear, for example if they are entering the amber zone to assist the HCID caregiver with doffing where essential.

They should also know the PPE required for the caregiver and the sequence for donning and doffing.

Buddy criteria	Yes/No
Staff member aware that PPE is donned if required to enter the amber zone?	
Staff member aware when FFP3 respirator mask is required as part of buddy ensemble?	

The staff member in the buddy role should demonstrate that they know to make the following preparations before donning PPE.

Buddy criteria	Yes/No
Is the staff member wearing scrubs?	
If applicable, is the hair securely tied back off the neck and collar?	
Have all personal items (for example jewellery, pens) been removed?	
Has the correct PPE (brand, model) been selected?	
Has the PPE been inspected for damage?	
Has hand hygiene been performed and are any cuts or abrasions covered with a waterproof dressing?	

Comments:

Donning (Putting on) Procedure for Buddy PPE

(Refer also to [appendix 6](#) of the NIPCM for step-by-step donning instructions)

Buddies need to wear PPE if it is necessary for them to enter the amber zone. It is essential that PPE is properly adjusted so that each item fits correctly and interfaces with other PPE items.

Step	Procedure	Correctly fitted and/or adjusted? Yes/No
Step 1	Put on wellington boots (as required following risk assessment).	
Step 2	Apply disposable, fluid-resistant gown.	
Step 3	Apply FRSM or FFP3 respirator as appropriate following risk assessment.	
Step 4	Apply visor.	
Step 5	Apply non-sterile disposable gloves worn over gown cuffs.	
Comments:		

Doffing Procedure for Buddy PPE

(Refer also to [appendix 6](#) of the NIPCM for step-by-step doffing methods for each PPE component and doff in the order listed below.)

The order of doffing is critical to minimise the risk of contamination during the procedure to demonstrate competency staff must remove items in the correct order, using techniques that minimise contamination. PPE should be removed slowly and carefully in the amber zone, disposing it into the designated waste receptacle.

Step	Procedure	Correct order? Yes/No	Correct technique? Yes/No
Step 1	Remove non-sterile, disposable gloves: <ul style="list-style-type: none"> • Grasp the outside of the glove with the opposite gloved hand, peel off. • Hold the removed glove in gloved hand. • Slide the fingers of the ungloved hand under the remaining glove at the wrist. • Peel the second glove off over the first glove and discard appropriately. 		
Step 2	Disposable, fluid-resistant gown: <ul style="list-style-type: none"> • Untie the gown at the waist. • Remove by grabbing shoulder areas and pulling to release the Velcro at the back of the neck. • Pull the gown away from the body from the inside, folding inside out, and gathering up the material. • Carefully place in the designated bin. 		

Step	Procedure	Correct order? Yes/No	Correct technique? Yes/No
Step 3	Visor <ul style="list-style-type: none"> To remove visor stand straight, do not bend forwards as this brings the visor into contact with your clean upper body. Reach for the elastic strap at the back of the head. Close your eyes and lift the strap upwards then lift the strap upwards then over the head. Place visor in the bin. 		
Step 4	FFP3 respirator: <ul style="list-style-type: none"> Remove FFP3 respirator by standing up straight and reaching to the back of the head to find the bottom strap and bring it up to the top strap. Lift straps over the head. Avoid bending neck as this allows the mask to touch your upper body. Let the respirator fall away from your face and place in the bin. FRSM: <ul style="list-style-type: none"> Remove as above depending on position of straps, taking care not to touch the front of the mask. 		
Step 5	Boot removal <ul style="list-style-type: none"> To remove boots step close to the green zone so you can easily step out of it from the amber zone, this should be clearly marked. If needed step on each heel to loosen boot before removal. 		

Step	Procedure	Correct order? Yes/No	Correct technique? Yes/No
	<ul style="list-style-type: none"> • Step out of each boot into the green zone. • Turn around, pinch the inner surfaces of the boots together and place in the bin. • Do not touch the outer surfaces. • If unable to safely reach the boots from the green zone, leave boots where they are and the next person to enter the amber zone can move them. 		
Step 6	<ul style="list-style-type: none"> • Perform hand hygiene 		
All PPE disposed of appropriately?			Yes/No

Comments:

1b - Assessment outcome

To be completed by the Assessor

Criteria	Yes/No
Has the staff member passed all the elements of the competency assessment checklist?	

If no provide details on the reason for failure and what further training is required to achieve a pass, in the comments section below as well as a date for re-assessment.

Comments:

Date of next competency assessment:

Assessors name (please print):

Assessors job title, department and organisation:
.....
.....

Assessor signature:

Date:

Staff member name (please print):

Staff member job title, department and organisation:
.....
.....

Staff member signature:

Date:

1c: Verbal instruction competency assessment for Buddy role

Pre donning checks:

The buddy should verbally run through the checks with the caregiver

Criteria	Yes/No
Is the staff member (caregiver) wearing scrubs?	
If applicable is the hair securely tied back off the neck and collar?	
Have all personal items (for example jewellery, pens) been removed?	
Is the staff member (caregiver) well and sufficiently hydrated?	
Has the correct PPE (brand, model, size) been selected?	
Has the PPE been inspected for damage?	
Has hand hygiene been performed and are any cuts or abrasions covered with a waterproof dressing?	
Comments:	

Donning assistance:

The buddy should verbally direct the caregiver through the steps of donning and provide assistance with donning and verbal prompts if required. The buddy may use HCID assessment donning poster and the step guide below during the competency assessment.

Step	Procedure	Correctly advised by Buddy Yes/No
Step 1	Wellington boots <ul style="list-style-type: none"> Put on Wellington boots. They should be half to one size bigger than the individuals' usual size. 	

Step	Procedure	Correctly advised by Buddy Yes/No
Step 2	Respirator <ul style="list-style-type: none"> • Apply disposable FFP3 respirator, this must be the respirator the individual is fit tested for. • Fit check should be carried out. 	
Step 3	Hood <ul style="list-style-type: none"> • Put on the hood. • Check fit around face and jaw (no gaps) and ensure a good overlap is achieved with the mask. 	
Step 4	Gloves-inner set <ul style="list-style-type: none"> • Put on gloves – standard non-sterile, nitrile short-length gloves. 	
Step 5	Disposable fluid-resistant gown <ul style="list-style-type: none"> • Put on gown, do not use inside tie. • Lightly secure the Velcro fastening at the back of the neck. • Tie the gown at the side and ensure the cuffs fully overlap the inner gloves. • Check there is sufficient overlap between the bottom of the gown and the top of the boot 10-15 cm 	
Step 6	Gloves – middle set <ul style="list-style-type: none"> • Put on longer cuff gloves and ensure they fully overlap the cuff of the gown • Tape the gloves to the gown with 4 strips of microporous tape 	

Step	Procedure	Correctly advised by Buddy Yes/No
	placed lengthways. (The buddy should assist with this).	
Step 7	Apron <ul style="list-style-type: none"> Put on the apron, tying at the top behind the neck and bottom around the waist. (The buddy can assist with this). A high fit should be achieved with the apron high up over the chest. 	
Step 8	Visor <ul style="list-style-type: none"> Put on the visor, ensuring the band of the visor overlaps with the hood with no skin showing. Check the visor shield overlaps with the sides of the hood and that there is no skin exposed around the jawline. 	
Step 9	Gloves – outer set <ul style="list-style-type: none"> Put on outer pair of gloves – standard short gloves depending on scenario. 	

Post donning buddy checks

Step	Procedure	Correctly advised by Buddy Yes/No
Step 10	<ul style="list-style-type: none"> The buddy should run through each step to check all items are in place and correctly fitted. 	
Step 11	<ul style="list-style-type: none"> Time of entry to the patient room should be noted. 	
Step 12	<ul style="list-style-type: none"> Any gaps in the ensemble should be addressed and rectified before the caregiver enters the patient room. 	
Step 13	<ul style="list-style-type: none"> If unable to do so the caregiver cannot enter the patient's room. 	

Doffing assistance:

Buddy should provide assistance using verbal instruction and prompts to the caregiver. They should also spot any errors the caregiver makes during the process. The buddy may use HCID assessment doffing poster and the step guide below during the competency assessment

Step	Procedure	Correctly advised Yes/No
Step 1 & 2	Caregiver apron and top set of gloves should be already removed prior to them leaving patient room (red zone).	
Step 3	<p>When the caregiver exits the patient room (red zone) into the doffing area (amber zone) the buddy should carry out a visual check for any breaches in the integrity of caregiver PPE to identify tears or visible contamination.</p> <p>Disposable fluid-resistant gown</p> <ul style="list-style-type: none"> • Untie the gown at the waist. • Remove by grabbing shoulder areas and pulling to release the Velcro at the back of the neck. • Pull the gown away from the body from the inside, folding inside out, and gathering up the material. The taped long gloves (middle set) should come off with the gown. • Carefully place in the designated bin. 	
Step 4	<p>Visor</p> <ul style="list-style-type: none"> • To remove the visor, stand straight, do not bend forward as this brings the visor into contact with your clean upper body. • Reach for the elastic strap at the back of the head. Close your eyes and lift the strap upwards then lift 	

Step	Procedure	Correctly advised Yes/No
	<p>the strap upwards then over the head.</p> <ul style="list-style-type: none"> Place visor in the bin. 	
Step 5	<p>Front opening hood</p> <ul style="list-style-type: none"> Remove hood touching only the outer surface. Bring hand towards chin area and locate upper Velcro fastening on hood. Slowly release the fastening and pull to the side keeping it in your vision. Repeat for the Velcro fastening at the base of the hood. <p>Closed neck hood</p> <ul style="list-style-type: none"> Remove hood touching only its outer surface. If the elasticated rim of the hood is under the respirator carefully pull the hood slightly forward at chin level to free it. 	
Step 6	<p>Both types of hood</p> <ul style="list-style-type: none"> To lift off the hood close eyes and bend forward from the waist or hips, making sure chin is kept away from chest. Lift hood up and over head then away from body. Stand straight and place in bin. 	
Step 7	<p>Inner gloves</p> <ul style="list-style-type: none"> Remove the last set of gloves using pinch pull technique and dispose of them into bin. 	

Step	Procedure	Correctly advised Yes/No
Step 8	<ul style="list-style-type: none"> Perform hand hygiene using hand rub provided by buddy. 	
Step 9	FFP3 Respirator <ul style="list-style-type: none"> Remove FFP3 respirator by standing up straight and reaching to the back of the head to find the bottom strap and bring it up to the top strap. Lift straps over the head. Avoid bending neck as this allows the mask to touch your upper body. Let the respirator fall away from your face and place in the bin. 	
Step 10	Boot removal <ul style="list-style-type: none"> To remove boots step close to the green zone so you can easily step out of it from the amber zone, this should be clearly marked. If needed step on each heel to loosen boot before removal. Step out of each boot into the green zone, do not return to the amber zone. Turn around, pinch the inner surfaces of the boots together and place in the bin. Do not touch the outer surfaces. 	
Step 11	<ul style="list-style-type: none"> Perform hand hygiene 	

1c Assessment Outcome

To be completed by assessor

Criteria	Yes/No
Has the staff member passed the competency assessment?	

If no, provide details on the reason for failure and what further training is required to achieve a pass, in the comments section below as well as a date for re-assessment.

Comments:

Date of next competency assessment:

Assessors name (please print):

Assessors job title, department and organisation:
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.....

Assessors signature:

Date:

Staff member name (please print):

Staff member job title, department and organisation:
.....
.....

Staff member signature:

Date: