

Staff member's name:

Assessor's Name:

Date:

Guide for Completing Evidence Assessment



The assessment combines information that is gained from theoretical and practical training. Resources and local policies and procedures in addition to the corresponding ACC course may be required to demonstrate this knowledge.

The assessment should be conducted by an assessor who is competent in infection prevention and control requirements.

Skills Audit



This skills audit is designed to be utilised when a staff member is being assessed as demonstrating safe and competent practice performing hand hygiene and PPE application & removal. This assessment should be used in conjunction with your organisational guidelines, policies and procedures.

It can be used to assess practice in relevant situations, such as ahead of providing personal care or undertaking clinical tasks.

Procedure	Action performed correctly (Y/N)	Comments
<p>Hand washing</p> <ul style="list-style-type: none"> • Is bare below the elbow and removes all jewelry except for plain wedding band • Wets hands under tepid running water <u>first</u> before applying liquid soap • Uses enough soap to cover all of the surfaces of the hand • Rubs hands palm to palm • Rubs right palm over the back of the left hand with interlaced fingers and vice versa 	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	

Procedure	Action performed correctly (Y/N)	Comments
<ul style="list-style-type: none"> • Rubs finger tips rotationally in the opposite palm and vice versa • Allows hands to dry completely • Avoids recontamination of hands by contact with the general environment immediately following procedure • Procedure lasts for minimum of 20-30 seconds 	<input type="checkbox"/> <input type="checkbox"/>	
<p>Applying PPE</p> <ul style="list-style-type: none"> • Puts on apron/gown first - ensures it is correct size and is securely tied at the back • Puts on face mask second (if required) - ensures it is appropriate type; that it covers mouth, nose and chin; fits flexible nose piece over bridge of nose; and secures firmly at back of head • Puts on goggles third (if required), ensures they are appropriately secured • Puts on gloves last – selects appropriate type and size; extends gloves over cuffs if gown is being worn 	<input type="checkbox"/> <input type="checkbox"/>	
<p>Removing PPE</p> <p>Reference: https://www.nhmrc.gov.au/book/australian-guidelines-prevention-and-control-infection-healthcare-2010/b1-2-7-sequence-putting-</p> <ul style="list-style-type: none"> • Ensures PPE is removed and disposed of immediately following a clinical or care task to avoid spreading any contamination to the surrounding environment <p>Removes gloves first:</p> <ul style="list-style-type: none"> • Pinches and holds the outside of the first glove near the wrist area • Peels it downwards, away from the wrist turning the glove inside out as they go, until it comes off 	<input type="checkbox"/> <input type="checkbox"/>	

Procedure	Action performed correctly (Y/N)	Comments
<ul style="list-style-type: none"> • Then holds it within the other hand that's still gloved • With un-gloved hand, slides fingers under the wrist of the remaining glove, taking care not to touch the outside of it. • Peels remaining glove downwards, away from the wrist, turning the glove inside out so that it encloses the glove that has already been taken off • Ensures that both gloves are inside out, one glove enveloped inside the other, with any contamination contained on the inside and not on bare hands • Places gloves straight into the appropriate waste • Performs hand hygiene following glove removal 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Removes goggles second (if applicable)</p> <ul style="list-style-type: none"> • Avoids contact with front of goggles where contamination is likely; ensures goggles are placed in designated receptacle for washing if intended for multi-use 	<input type="checkbox"/>	
<p>Removes apron/ gown third</p> <ul style="list-style-type: none"> • Removes it by folding the outside edges inwards and wrapping it up so that any contamination is contained on the inside • Folds or rolls into a bundle to reduce spread of contamination • Disposes of in the appropriate waste 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Removes mask last (if applicable)</p> <ul style="list-style-type: none"> • Avoids contact with front of mask where contamination is likely; lifts away from face; places in appropriate designated disposal receptacle 	<input type="checkbox"/>	
<p>Performs hand hygiene again</p>	<input type="checkbox"/>	

Assessment completed satisfactorily:

Yes

No

Comments/ action required:

Staff member's signature:	
Date:	
Assessor's signature:	
Date:	

DISCLAIMER:

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