

Evidence Assessment

Hand Hygiene & Personal Protective Equipment Skills Audit

Staff member's name:

Assessor's Name:

Date:

A Guide for Completing Evidence Assessment

This skills audit is designed to be utilised when a staff member is being assessed as demonstrating safe and competent practice when 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 support or undertaking clinical tasks.

Evidence Assessment

Procedure	Action performed correctly	Comments
Performing hand hygiene with soap and water		
<ul style="list-style-type: none"> • Wets hands under tepid running water first before applying liquid soap 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Uses enough soap to cover all surfaces of the hand 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs hands palm to palm 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs right palm over the back of the left hand with interlaced fingers and vice versa 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs hands palm to palm with fingers interlaced 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs the backs of fingers to opposing palms with fingers interlocked 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs left thumb rotationally clasped in right hand and vice versa 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs fingertips rotationally backwards and forwards in the opposite palm and vice versa 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rinses hands thoroughly with water 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Dries hands thoroughly with single use paper towels 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Uses towel or elbow to switch off the tap 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Avoids recontamination of hands when disposing of towel in appropriate waste disposal bin 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Procedure lasts for a minimum of 20 seconds 	<input type="checkbox"/>	
Performing hand hygiene using alcohol hand rub		
<ul style="list-style-type: none"> • Applies alcohol hand rub in a cupped hand, enough to cover all surfaces of the hands and as per manufacturers recommended amount 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs hands palm to palm 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs right palm over the back of the left hand with interlaced fingers and vice versa 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs hands palm to palm with fingers interlaced 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Rubs the backs of fingers to opposing palms with 	<input type="checkbox"/>	

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fingers interlocked		
<ul style="list-style-type: none"> Rubs left thumb rotationally clasped in right hand and vice versa 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Rubs fingertips rotationally backwards and forwards in the opposite palm and vice versa 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Staff member identifies that hands must be dry to complete procedure 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Staff member continues the procedure until their hands are dry 	<input type="checkbox"/>	
Applying PPE		
<ul style="list-style-type: none"> Staff member can explain which PPE is required and why 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Puts on apron/gown first, ensuring it is securely tied at the back 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Then, puts on N95 respirator or surgical mask – ensuring it is the appropriate type; that it covers mouth, nose and chin; fits flexible nose piece over bridge of nose; and secures firmly at the back of head or over the ears 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Then, puts on a face shield, if directed to do so, ensuring it is appropriately secured 		
<ul style="list-style-type: none"> If not directed to wear a face shield, staff member puts on protective eyewear or goggles, ensuring they are appropriately secured 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Then, puts on gloves – selecting the appropriate type and size; extending gloves over cuffs if gown is being worn 	<input type="checkbox"/>	
Removing PPE		
<ul style="list-style-type: none"> Ensures PPE is removed and disposed of immediately following a clinical or support task to avoid spreading any contamination to the surrounding environment 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Removes gloves and apron/gown in the client or resident's room 		
<ul style="list-style-type: none"> Removes gloves first, by pinching and holding the outside of the first glove near the wrist area 	<input type="checkbox"/>	

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<ul style="list-style-type: none"> Peels the glove downwards, away from the wrist, turning the glove inside out as they go 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Removes the glove from their hand, holding it within the gloved hand 	<input type="checkbox"/>	
<ul style="list-style-type: none"> With the un-gloved hand, slides fingers under the wrist of the remaining glove, taking care not to touch the outer surface of the glove 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Peels remaining glove downwards, away from the wrist, turning the glove inside out so that it encloses the other glove as they go 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Removes final glove, ensuring that both gloves are inside out, one glove enveloped inside the other, with any contamination contained on the inside and not on bare hands 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Places gloves straight into the appropriate waste disposal bin 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Performs hand hygiene following glove removal 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Removes apron/gown by untying or breaking ties at the neck, then back, only touching the inside of the gown, and turning the apron/gown inside out as it is removed 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Folds or rolls apron/gown into a bundle to reduce the spread of contamination 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Disposes apron/gown in the appropriate waste disposal unit 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Performs hand hygiene 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Leaves client or resident's room 	<input type="checkbox"/>	
<ul style="list-style-type: none"> If wearing a face shield, removes this, ensuring not to touch the front of the face shield, Removes via strap at the temple, pulling head forward and bringing strap over the head 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Ensures face shield is placed in designated receptacle for cleaning if intended for multi-use, or disposed of into the appropriate waste disposal bin 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Performs hand hygiene 	<input type="checkbox"/>	
<ul style="list-style-type: none"> If wearing protective eyewear or goggles, removes these, avoiding contact with front of protective eyewear or goggles during removal, where contamination is likely, only touching the back or sides 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Ensures protective eyewear or goggles are placed in designated receptacle for cleaning if intended for multi- 	<input type="checkbox"/>	

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use, or disposed of into the appropriate waste disposal bin		
<ul style="list-style-type: none"> • Performs hand hygiene 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Removes N95 respirator or surgical mask, avoiding contact with front of mask where contamination is likely, breaking the ties at the back of the head and lifting the mask from face, only handling the ties 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Discards mask in the appropriate waste disposal bin 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Performs hand hygiene 	<input type="checkbox"/>	

Evidence Assessment

Supervisor's Assessment

Assessment completed satisfactorily:

Yes

No

Comments/action required:

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

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