

Staff Record – Infection Control Practice - Readiness & Competence

Name of staff: _____

Rank: _____

Department: _____

Workplace: _____

Staff ID: _____

N95 Fit Test	
Date of Test:	Suitable Model:
Date of Test:	Suitable Model:
Date of Test:	Suitable Model:

Infection Control Practice – Competence:

N95 Fit Check				
		Yes	No	Remarks
1.	Putting on the mask			
	1.1 Cover nose and mouth			
	1.2 Place the uppermost rubber band over the head			
	1.3 Place the lowermost rubber band at back of neck			
	1.4 Shape the metal stripe of mask over nose bridge with fingers (both hands)			
2.	Fit Check			
	2.1 Inhale – the mask will collapse			
	2.2 Exhale – no leakage from side of mask			

Staff proficiency (Review Date: 1 Jan 2020)

Staff Record – Infection Control Practice – Readiness & Competence**Infection Control Practice – Competence:**PPE Trainer:

Degowning – Sequence and Key Procedures				
		<u>Yes</u>	<u>No</u>	<u>Remarks</u>
1.	Remove gloves			
	1.1 Grasp outer surface of glove near wrist of one hand			
	1.2 Peel glove away turning inside -out and hold the glove in hand			
	1.3 Slide ungloved fingers beneath the glove of the remaining hand			
	1.4 Peel off the glove inside-out, bagging the first glove inside			
	1.5 Hand hygiene			
2.	Remove face shield / cap/ goggles			
	2.1 Hold the side strips / hands of face shield / goggles			
	2.2 Slide forward and away from face			
	2.3 Grasp the rim of cap, pull backward & sideward			
3.	Remove gown			
	3.1 Loosen the ties of the waist			
	3.2 Hold the tapes at neck on each side, pull apart and peel the gown away, turning sleeves inside-out one by one			
	3.3 Roll / fold up the gown inside-out slowly			
	3.4 Hand hygiene			
4.	Remove N95 mask			
	4.1 Lift the lowermost rubber band from back of neck, crossing over the head to the front			
	4.2 Lift the uppermost rubber band from head to the front and remove mask			
	4.3 Hand hygiene			
Hand Hygiene – Key Procedures				
		<u>Yes</u>	<u>No</u>	<u>Remarks</u>
1.	Hand washing with soap & water			
	1.1 Hands are wet under running water			
	1.2 Washing agent is applied to all surfaces			
	1.3 Hands are rubbed vigorously, covering all surfaces, for at least 20 seconds			
	1.4 Hands are rinsed thoroughly under running water			
	1.5 Hands are dried well with paper towel			
	1.6 Water flow is operated without using the washed hands			
2.	Hand rub with antiseptic lotion			
	2.1 All surfaces of hands are covered with recommended volume of product			
	2.2 Hands are rubbed thoroughly till dry			

Staff signature: _____ Date: _____

Verified by: Name: _____ Signature: _____ Date: _____

Staff proficiency (Review Date: 1 Jan 2020)

Key / Checklist:

1. Training record on infection control should be kept in workplace

- Training courses conducted by QEH ICT
- Date of training
- Title of training course

2. Record of N95 mask Fit Test should be kept in workplace

- Date/ Year of last test
- Model of N95 mask
- Marked “F” in the “yes” column for the staff who failed the test.

3. N95 Fit Check – Key Procedures

- Putting on the mask
 - ✓ Cover nose and mouth
 - ✓ Place the uppermost rubber band over the head
 - ✓ Place the lowermost rubber band at back of neck
 - ✓ Shape the metal stripe of mask over nose bridge with fingers (both hands)
- Fit Check
 - ✓ Inhale – the mask will collapse
 - ✓ Exhale – no leakage from side of mask

4. Degowning – Sequence and Key Procedures

- Remove gloves
 - ✓ Grasp outer surface of glove near wrist of one hand
 - ✓ Peel glove away turning inside-out and hold the glove in hand
 - ✓ Slide ungloved fingers beneath the glove of the remaining hand
 - ✓ Peel off the glove inside-out, bagging the first glove inside
- ✓ Remove face shield / goggles/ cap
- ✓ Hold the side strips / hands of face shield / goggles
- ✓ Slide forward and away from face
- ✓ Grasp the rim of cap, pull backward & sideward
- Remove gown
 - ✓ Loosen the ties of the waist
 - ✓ Hold the tapes at neck on each side, pull apart and peel the gown away, turning sleeves inside-out one by one
 - ✓ Roll / fold up the gown inside-out slowly
- Remove N95 mask
 - ✓ Lift the lowermost rubber band from back of neck, crossing over the head to the front
 - ✓ Lift the uppermost rubber band from head to the front and remove mask

5. Hand Hygiene – Key Procedures

- Hand washing with soap & water
 - ✓ Hands are wet under running water
 - ✓ Washing agent is applied to all surfaces
 - ✓ Hands are rubbed vigorously, covering all surfaces, for at least 20 seconds
 - ✓ Hands are rinsed thoroughly under running water
 - ✓ Hands are dried well with paper towel
 - ✓ Water flow is operated without using the washed hands
- Hand rub with antiseptic lotion
 - ✓ All surfaces of hands are covered with recommended volume of product
 - ✓ Hands are rubbed thoroughly till dry

Staff proficiency (Review Date: 1 Jan 2020)