

Module 3, Session 3: Personal Protective Equipment (PPE)



Preparation Checklist

Materials Required for this Session:

- Facility Trainer Binder with Module 3, Session 3
- Facility-specific material: Policies and procedures (P&Ps) related to Personal Protective Equipment (PPE)
- Copy of facility's most recently completed *CDC Infection Control Assessment and Response (ICAR) tool: Domain VI*
- Facility Trainer Attendance Log* (provided in Session Appendix)
- Facility Trainer Assessment Tracker* (provided in Session Appendix)
- Participant Notebooks** with Module 3 Session 3 handouts (provided in Session Appendix):
 - *Personal Protective Equipment (PPE) Pre-Session Assessment*
 - *Personal Protective Equipment (PPE) Post-Session Assessment*
 - *Module 3, Session 3: Participant Resources*
 - *Session Follow-Up Task List*
- PPE including gloves, gown, masks, goggles, and face shields for participant use
- Flip chart/ white board and markers
- Blank name tags/tents and markers
- Extra pens

Resources used for this session:

- Centers for Disease Control and Prevention (CDC) Healthcare-associate Infections (HAIs) Protecting Healthcare Personnel (HCP)
 - <http://www.cdc.gov/HAI/prevent/ppe.html>
- Guidance for the Selection and use of Personal Protective Equipment in Healthcare Settings PowerPoint
 - <http://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>
- CDC HAIs PPE in Healthcare Settings
 - http://www.cdc.gov/HAI/prevent/ppe_train.html

Preparing for the Session:

Before the facility trainer begins this session, the following tasks should be completed:

- Notify participants about the session, at least two weeks prior, include the location, date, and time of the session.
- Assemble Module 3, Session 3 handouts for participants to add to their **Participant Notebook**.
- Assemble P&Ps needed for review.

- Make copies of recent ICAR Domain VI, and highlight areas with gaps in policy, to be added to **Participant Notebook**.
- Gather materials for PPE simulation; this includes gloves, gown, masks, goggles, and face shields.
- Set up the classroom with handouts and blank name tags/tents at each participant's place.
- Have the Facility Trainer's binder ready before beginning the session.

Tasks to be done as participants arrive:

- Have participants sign in using the *Facility Trainer Attendance Log*
- Give each participant Module 3, Session 3 handouts to be inserted into their **Participant Notebook**.
- Complete the *PPE Pre-Session Assessment*

Tasks to be done after completion of the session:

- Write notes about the session on the "Notes and Homework" page. Include: which policies need to be developed or updated and any action plans that were developed and require follow-up.
- Complete the Facility Trainer Assessment Tracker with Pre- and Post-Session Assessment scores.
- Address areas of concern, successes, questions, need for follow-up, staff members to check in with, etc.

Facility Trainer Brief

Learning Objectives

At the close of Module 3, Session 3 the participants will be able to:

- Understand the importance of PPE in infection control.
- Discuss appropriate circumstances for use of specific PPE.
- Demonstrate proper use of PPE and implement use in practice.
- Understand the facility policy and procedures (P&Ps) related to PPE.

Module 3, Session 3: Overview

This session will focus on PPE. The Facility Trainer will lead a discussion on the importance of proper use of PPE, rationale for use, and identify circumstances when the use of PPE is appropriate. Participants will demonstrate a comprehensive understanding through demonstration. Together the Facility Trainer and participants will discuss the facility specific Infection Control Assessment and Response (ICAR) Domain VI as well as P&Ps related to PPE and identify inconsistencies or need for improvement.

Module 3, Session 3 is divided into these five parts:

Part 1: Introduction (5 minutes)

Participants will take the *Pre-Session Assessment* to estimate their current knowledge. During this section, the Facility Trainer will introduce and identify the objectives of this session.

Part 2: Types and Purpose (5 minutes)

The Facility Trainer will lead the participants through a discussion about the different types of PPE utilized at dialysis facilities. The discussion will include the rationale for each type of equipment and will highlight the proper use of gloves and differences between different face protectors.

Part 3: Sequence and Demonstration (20 minutes)

The Facility Trainer will review and demonstrate the proper sequence of donning and doffing PPE. The Facility Trainer will validate participants' competency through return demonstration.

Part 4: At Our Facility (10 minutes)

The Facility Trainer and participants will review the facility's most recent ICAR Domain VI and P&Ps related to CDC recommendations. The Facility Trainer will engage participants in an open discussion to identify inconsistencies that exist between facility practices and CDC recommendation for PPE training. Participants will engage in a discussion about the most common gaps in PPE use. Together, the participants and Facility Trainer will work on an action plan to mitigate any gaps

Part 5: Wrap-Up and To-Do List (5 minutes)

The Facility Trainer will summarize the session, reinforce the key messages, emphasize the impact and importance of proper usage of PPE, and open the floor for questions and discussion. Participants will complete a *Post-Session Assessment*.

Key messages

These are the key messages for this session. They should be reinforced from time to time throughout this program.

- PPE protects HCP from exposure to microbiological hazards.
- Improper use of PPE creates a risk for exposure.
- Different types of PPE are needed for different situations.
- Training and educating staff is important to ensuring compliance with facility specific PPE.

Classroom Presentation

Part 1: Introduction

Estimated Time: 5 Minutes

Welcome!	Notes
<p>As participants arrive, ask them to complete a <i>Pre-Session Assessment</i> and sign into the <i>Facility Trainer Attendance Log</i>.</p> <p>Welcome participants to the training session.</p> <p> Present: Welcome to <i>Module 3, Session 3: PPE</i>, a part of the infection control program. During this session, we will discuss the importance of PPE at our facility. The discussion will include types of PPE, recommendations for use, and P&Ps in place at the facility. We will also go through a demonstration and simulation of proper use of PPE. Through this session we will consider how proper usage of PPE affects infection control in the facility.</p> <p> Ask participants to introduce themselves by stating their name, position in the facility, and goals for attending. Encourage participation of all attendees.</p>	
Objectives	Notes
<p> Present: Before we begin, I will highlight the key messages we will address throughout the session. These are for you to keep in mind during the session as you implement what you have learned into your practice:</p> <ul style="list-style-type: none"> • PPE protects HCP from exposure to microbiological hazards. • Improper use of PPE creates a risk for exposure. • Different types of PPE are needed for different situations. • Training and educating staff is important to ensuring compliance with facility specific PPE. <p> Ask: Before we move on, does anyone have any questions regarding key messages of this session?</p>	

The Basics	Notes
 <p>Refer Participants to CDC HAIs Protecting HCP. http://www.cdc.gov/HAI/prevent/ppe.html</p> <ul style="list-style-type: none"> • Guidance for the Selection and use of PPE in Healthcare Settings PowerPoint.  <p>Present: The purpose of PPE is to protect HCP from exposure to hazardous materials in the healthcare setting. The type of PPE used depends on the type of anticipated exposure. In the dialysis setting, the commonly used types of PPE include gloves, gowns, masks, and goggles or faceshields.</p> <ul style="list-style-type: none"> • Gloves are used to protect hands. • Gowns are used to protect clothing and skin under the gown and are worn at all times during patient care in dialysis and should be resistant to fluid penetration. • Masks are used to protect the mouth and nose. • Goggles protect the eyes. • Face shields protect the eyes, mouth, nose, and face.  <p>Ask: Are we routinely using these forms of PPE? Does our facility properly use each of these pieces of PPE?</p>  <p>Open Responses</p>	
Glove use	Notes
 <p>Present: For our purpose, we use single use gloves that are used both in patient care and during environmental cleaning. Some tips for appropriate use of gloves include:</p> <ul style="list-style-type: none"> • Always working from clean areas to dirty areas to reduce the spread of contaminants to clean areas. • Avoid touching anything other than what’s necessary during the patient care tasks (i.e., do not touch face or adjust other PPE, avoid touching environmental surfaces). • Changing gloves between every patient and patient care area as well as during use if they become torn or heavily soiled. • Never washing or re-using. • Make sure to dispose of waste in appropriate containers. 	



Ask: What are some ways we may not follow these guidelines?



Open Responses

Notes to the Facility Trainer	
	Commonly, there are inconsistencies in “touch contamination” such as HCP touching their face or other environmental areas. Often small breaches like this go un-noticed but can lead to contamination and the spread of germs to both patient and HCP.

Face protection



Present: There are different ways to protect our face during patient care with masks, goggles, and face shields.

- Masks should completely cover both the eyes and nose and should not be able to be penetrated by fluid – masks should always be worn during catheter care by the patient and HCP.
- Goggles protect the eyes and should fit snugly – personal glasses do not count as goggles.
- Face shields protect the entire face including the eyes, mouth and nose – face shields can be used in place of goggles but masks should still be worn during catheter care.



Ask: Do we routinely use masks, goggles, and face shields?



Open Responses

Notes to the Facility Trainer	
	Often, ineffective use of PPE to protect the face is due to improper fit. For example: masks commonly slip off the bridge of the nose and are only left to cover the mouth. Staff need to be conscious of this and secure fasten the mask above the nares of the nose.

Our patients are at risk	Notes		
<p> Refer participants to CDC HAIs Protecting HCP http://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf</p> <p> Present: Use this hand-out for reference on proper use, sequence, and removal of PPE. The proper sequence of putting on PPE is as follows:</p> <ol style="list-style-type: none"> 1. Apply gown – fasten around the back of the neck and waist. 2. Apply mask and secure ties or elastic at the middle of head and neck. 3. Apply goggles or face shield. 4. Apply gloves. <p>To safely remove PPE, remember that the outer surfaces of PPE are contaminated, and avoid contact with the contaminated surfaces. The proper sequence of removing PPE is as follows:</p> <ol style="list-style-type: none"> 1. Remove gloves and discard. 2. Remove goggles or face shield. 3. Remove gown. 4. Remove mask. 5. Perform hand hygiene. <p>Keep in mind we do not remove gowns between patients, and gowns are removed when leaving the patient treatment area. When leaving the patient treatment area, make sure to perform all tasks in the indicated order. When staying in the patient treatment area, perform all other steps for removing of PPE.</p> <p><i>**Demonstrate proper technique to apply and remove PPE, and walk staff members through the process step-by-step.</i></p> <p> Ask participants to demonstrate proper technique of donning and doffing PPE. <i>Have participants take turns coming up to the simulation station. Observe their technique, make recommendations, and give reminders of the previously mentioned recommendations.</i></p> <table border="1" data-bbox="191 1705 1013 1856"> <tr> <td data-bbox="191 1705 331 1856"></td> <td data-bbox="331 1705 1013 1856"> <p style="text-align: center;">Notes to the Facility Trainer</p> <p>Assist participants when needed and reinforce proper technique. Make note of any participants who will need follow-up and reinforcement.</p> </td> </tr> </table>		<p style="text-align: center;">Notes to the Facility Trainer</p> <p>Assist participants when needed and reinforce proper technique. Make note of any participants who will need follow-up and reinforcement.</p>	
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P&Ps	Notes				
<p> Refer participants to the Facility-specific completed Domain VI and P&Ps related to PPE use and training.</p> <p> Present: Training staff on proper use and selection of PPE is essential in infection control. Improper use of PPE can lead to an increased risk of exposure to infectious agents. Training, re-training, and competency is essential as facilities often change suppliers and use different PPE, this requires that the staff receive education on proper use of that particular brand.</p> <table border="1" data-bbox="191 772 1013 1024"> <thead> <tr> <th data-bbox="191 772 331 814"></th> <th data-bbox="331 772 1013 814">Notes to the Facility Trainer</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 814 331 1024"></td> <td data-bbox="331 814 1013 1024">Open the floor for a live Q&A with open responses to evaluate what is occurring at the facility and/or what needs to occur. Lead an open discussion using the questions below. The following section highlights the questions to be discussed and the text in <i>italics</i> serve as directives and suggestions to mitigate gaps.</td> </tr> </tbody> </table> <p> Write on a white board or flip chart throughout the discussion and record the gaps identified during the discussion. Direct participants to write on their <i>Session Follow-Up Task List</i> any items that need to be accomplished after the session.</p> <p> Ask: Does our facility provide training in proper selection and use of PPE upon hire and annually? <i>If no P&P in place, develop an action plan and assign tasks to participants as necessary. Consider using this session as the means of PPE training to be implemented upon hire and annually.</i></p> <p> Open Responses</p> <p> Ask: Does the facility validate competency of use of PPE? Do we record these competencies? <i>If no P&Ps in place, develop an action plan and assign tasks to participants as necessary. Consider using this session's return demonstration as a means to validate competency. Keep a record of participants.</i></p>		Notes to the Facility Trainer		Open the floor for a live Q&A with open responses to evaluate what is occurring at the facility and/or what needs to occur. Lead an open discussion using the questions below. The following section highlights the questions to be discussed and the text in <i>italics</i> serve as directives and suggestions to mitigate gaps.	
	Notes to the Facility Trainer				
	Open the floor for a live Q&A with open responses to evaluate what is occurring at the facility and/or what needs to occur. Lead an open discussion using the questions below. The following section highlights the questions to be discussed and the text in <i>italics</i> serve as directives and suggestions to mitigate gaps.				



Open Responses



Ask: Do we have the necessary PPE at the facility? Are they located in a convenient area for easy use?

If no, consider where and how to re-locate materials.



Open Responses



Ask: Do we have a policy regarding changing and/or laundering gowns? Are we following this policy?

Policy should include changing and laundering in the absence of visible soilage. All gowns should be disposed of or laundered when soilage is noted. If no P&Ps are in place, develop an action plan and assign tasks to participants as necessary.



Open Responses

Common Gaps in PPE Use

Notes



Present: While donning, doffing, and wearing PPE there are common mistakes in use of PPE.

- Skin is exposed between gowns and gloves – sleeves of gowns should not be pulled up and gloves should be pulled up above the cuff of the gown to avoid any skin exposure.
- Masks are worn below the nose – nares need to be covered at all times when using a face masks.
- Wearing personal glasses in place of goggles – glasses are not a substitute for goggles or face masks.
- Gowns are not fully buttoned or secured, exposing clothing and skin – gowns should be fully buttoned or tied securely.
- Staff goes in and out of pockets under gown – gowns are to protect skin and clothing underneath and cross contamination occurs while going in and out of gowns.
- Staff items such as badges and jewelry are worn outside of gowns and gloves – all items should be secured under the PPE.
- Gloves are wrapped around a finger/a few fingers to perform quick tasks such as touching buttons on the dialysis machine – gloves should be worn on the entire hand.



Ask: What are some of the biggest gaps in PPE use at our facility?
 What can we do to ensure all staff is properly using all forms of PPE?
Create a to-do list to improve PPE use.



Open Responses

Part 5: Wrap Up and To-Do List

Estimated Time: 5 Minutes

To-Do	Notes
<div data-bbox="190 724 266 795" data-label="Image"></div> <p>Present: Proper selection and use of PPE as well as HCP adherence to CDC recommendations can decrease the spread of infection, and improve our infection control and practice.</p> <p>Today we have established a list of activities we need to follow-up on and actions to take moving forward. Before closing the session we will review our “To-Do” list.</p> <div data-bbox="196 1062 277 1142" data-label="Image"></div> <p>Write on a white board and record the “To-Do” list. Then have participants write on their <i>Session Follow-Up Task List</i> to track items they need to complete. For each item addressed, include personnel to complete each task, specific tasks to be done, and deadlines to complete tasks by.</p> <div data-bbox="185 1333 250 1396" data-label="Image"></div> <p>Ask: Does anyone have any questions regarding the session content or action plan moving forward?</p> <div data-bbox="185 1472 266 1547" data-label="Image"></div> <p>Open Responses</p>	
Closing	Notes
<div data-bbox="190 1690 266 1761" data-label="Image"></div> <p>Present and Summarize key points:</p> <ul style="list-style-type: none"> • PPE protects HCP from exposure to microbiological hazards. • Improper use of PPE creates a risk for exposure. • Different types of PPE are needed for different situations. 	

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- Training and educating staff is important to ensuring compliance with facility specific PPE.



Address questions or concerns.



Present: Thank you all for coming and for your continuing commitment to the facility and infection control program. Please take the *Post-Session Assessment* before leaving.



Refer participants to *PPE Post-Session Assessment* – have each participant complete the *Post-Session Assessment* and turn into facility trainer.

Dismiss the group.

Session Appendix

- *Facility Trainer Attendance Log*
- *Facility Trainer Assessment Tracker*
- *Personal Protective Equipment (PPE) Pre-Session Assessment*
- *Personal Protective Equipment (PPE) Post-Session Assessment*
- *Module 3, Session 3: Participant Resources*
- *Session Follow-Up Task List*

Infection Control in Hemodialysis

Training Curriculum: Module 3, Session 3

PPE Pre-Assessment

Date:	
Participant Name:	
Facility:	

1. The purpose of PPE is to protect HCP from exposure to hazardous materials in the healthcare setting.
 - a. True
 - b. False
2. Gloves are used to protect hands. Appropriate glove use includes, but is not limited to: (select all that apply)
 - a. It is okay to continue to wear the same gloves if a small tear occurs in an area where you do not anticipate exposure to occur
 - b. Always work from clean areas to dirty areas
 - c. Avoid touching anything other than what is necessary during patient care tasks
 - d. It is okay to wash gloves for re-use if you are using them for the same patient
3. Personal glasses are sufficient for eye protection and goggles or face shields do not need to be used.
 - a. True
 - b. False
4. PPE should be applied in a specific sequence. Number the following, 1-4, to indicate the proper sequence of applying PPE.
 - ___ Apply goggles or face shield
 - ___ Apply gown
 - ___ Apply gloves
 - ___ Apply mask
5. I understand the CDC recommendations for PPE use as well as facility P&Ps related to PPE.
 - a. Strongly Disagree
 - b. Disagree
 - c. Neither Disagree nor agree
 - d. Agree
 - e. Strongly Agree

Infection Control in Hemodialysis

Training Curriculum: Module 3, Session 3

PPE Post-Assessment

Date:	
Participant Name:	
Facility:	

1. The purpose of PPE is to protect HCP from exposure to hazardous materials in the healthcare setting.
 - a. True
 - b. False
2. Gloves are used to protect hands. Appropriate glove use includes, but is not limited to: (select all that apply)
 - a. It is okay to continue to wear the same gloves if a small tear occurs in an area where you do not anticipate exposure to occur
 - b. Always work from clean areas to dirty areas
 - c. Avoid touching anything other than what is necessary during patient care tasks
 - d. It is okay to wash gloves for re-use if you are using them for the same patient
3. Personal glasses are sufficient for eye protection and goggles or face shields do not need to be used.
 - a. True
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4. PPE should be applied in a specific sequence. Number the following, 1-4, to indicate the proper sequence of applying PPE.
 - ___ Apply goggles or face shield
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 - ___ Apply gloves
 - ___ Apply mask
5. I understand the CDC recommendations for PPE use as well as facility P&Ps related to PPE.
 - a. Strongly Disagree
 - b. Disagree
 - c. Neither Disagree nor agree
 - d. Agree
 - e. Strongly Agree

Infection Control in Hemodialysis

Training Curriculum: Module 3, Session 3

Participant Resources

Date:	
Participant Name:	
Facility:	

- Centers for Disease Control and Prevention (CDC) Healthcare-associated Infections (HAIs) Protecting Healthcare Personnel (HCP)
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 - <http://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>
- CDC HAIs PPE in Healthcare Settings
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Infection Control in Hemodialysis

Training Curriculum: Module 3, Session 3

Session Follow- Up Task List

Date:	
Participant Name:	
Facility:	

Personal To-Do Items:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Facility-Wide To-Do Items:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Additional Comments:
