

Infection Prevention and Control – Personal Protective Equipment

Appendix A - Infection Prevention and Control - PPE Audit Tool¹: Health Care Worker Personal Protective Equipment Compliance Assessment

Version date: June 5, 2025

Instructions for use:

- Audit between 1 to 5 health care workers (HCW) based on the unit size.
- Use this tool to conduct observation audits of signage, supplies, donning and doffing PPE and track compliance.
 - The tool includes a compliance calculator at the very end to get a compliance rate. PPE compliance is critical for infection prevention.

Compliance Calculation:

- Count the total number of Y boxes for each activity to get a score for the staff member observed.
- Exclude all N/A from the total number of scores from each category.
- Track the scores in an Excel table or other tracking form for each audit.
- Consider developing a PPE quality improvement plan and use this tool to measure compliance rates over time. This will allow you to track your quality improvement.
- Submit this audit tool to the unit manager for documentation, action and follow-up.

Unit Manager:

- Review the completed audit and written feedback with the observed staff member, so they know what was done well, areas for improvement and how to correct it.

Date (dd/mm/yyyy): _____ Facility: _____ Unit: _____

Precaution Name(s)

Airborne AGP = Aerosol Generating Procedure Contact Contact Plus Droplet
 EC= Enhanced Contact EBP= Enhanced Barrier Precautions N/A

Auditor Name: _____

Category of Health Care Worker (HCW)			
1. RN/RPN	7. ECG technologist	13. Occupational therapy	19. Pharmacist
2. LPN	8. Medical imaging tech	14. Physiotherapy	20. Facility maintenance
3. Health care aide	9. Medical resident	15. Dietitian	21. Porter
4. Physician	10. Food services	16. Rehabilitation assistant	22. Security
5. Nurse Practitioner	11. House keeping	17. Social worker	23. Other: _____
6. Student nurse	12. Laboratory personnel	18. Volunteer	

Legend: Y = Yes; N = No; Not Applicable = N/A

Signage and PPE Supplies Assessment

Fill in: Y = if compliance is observed; N = if deficiency or non-compliance is observed; N/A = if the activity was not applicable or not observed

Signage	Room 1	Room 2	Room 3	Room 4	Room 5	Comment
1. Signage is visible at the entrance to the room.						
2. Signage is visible at the head of the bed (if in a multi-bed room).						
3. Bed number or space is visible on signage at the entrance of the room (e.g., 314-1 or 314-A) if in a multi-bed room.						
Total compliance (Y responses) score for each room or area						
Supplies	Room 1	Room 2	Room 3	Room 4	Room 5	Comment
1. PPE supplies are available on an isolation cart, in closed drawers or on a wall-mounted dispenser.						
2. The PPE supplies are immediately outside room or in the ante-room.						
3. There is an adequate amount of PPE supplies (medical masks, respirators, gloves, gowns and eye protection)						
4. Linen hamper is easily accessible inside or just outside the patient's room.						
5. The garbage bin is easily accessible inside the room.						
6. Wall mounted ABHR and or dedicated hand hygiene sink with liquid soap and paper towel dispenser are available inside the room OR near point of care.						
Total compliance (Y responses) score for each room/area						
Overall environmental assessment score:						
Total number of Y responses _____ = _____ (x 100) = _____ %						
Total number of observations (Y & N) = _____						

HCW PPE Compliance Assessment

Fill in: Y = if HCW is observed to complete the activity correctly; N = if HCW does not complete the activity correctly; N/A = if the activity was not applicable or not observed

Donning (putting on) PPE	HCW 1	HCW 2	HCW 3	HCW 4	HCW 5	Comment
Category of HCW						
1. Hand hygiene is performed- all surfaces of hands and wrists are cleaned with either ABHR or washed with soap and water.						
2. Gown is donned correctly (the gown covers the torso and is secured as appropriate, by ties at the neck and waist or back or similar).						
3. Appropriate medical mask or respirator (medical mask, for droplet precaution or N95 for airborne precautions) is selected.						

4. Medical mask or respirator is donned correctly.						
5. Eye protection or face shield is donned correctly.						
6. Gloves are donned correctly (gloves are pulled over and cover the cuffs or wrists of the gown).						
Total compliance (Y responses) score for each HCW						
Doffing (taking off) PPE	HCW 1	HCW 2	HCW 3	HCW 4	HCW 5	Comment
Category of HCW						
1. PPE is removed 2 metres (6 feet) away from the patient. (Note: If HCW is less than 2 meters away from the patient, PPE should be removed immediately after exiting the room.)						
2. Gloves are removed by pinching the palm or wrist area of one glove and peeled away inside out. The second glove is removed by sliding fingers of ungloved hand under the glove cuff at wrist and peeled away inside out.						
3. Hand hygiene is performed after glove removal - all surfaces of hands and wrists are cleaned with either ABHR or washed with soap and water.						
4. Gown is removed by unfastening back or neck ties, pulled away from the neck and shoulder without touching the outside and pulled away from the body. Turned inside out using the appropriate rolling technique.						
5. The fabric gown is placed in a soiled linen hamper for laundering or discard in garbage bin if disposable.						
6. hand hygiene is performed after gown removal - all surfaces of hands and wrists are cleaned with either ABHR or washed with soap and water.						
7. Eye protection or face shield is removed without touching the face.						
8. Hand hygiene is performed after removing eye protection - all surfaces of hands and wrists are cleaned with either ABHR or washed with soap and water.						
9. Medical mask is removed using the proper technique by grasping ties or elastic loops, without touching the front of the mask and disposed in regular garbage bin.						
10. For airborne precautions, N95 respirator is removed outside the patient room. Bottom strap is pulled over the front of the head, followed by the top strap up. The respirator is pulled away from the face using the straps and without touching the front of the respirator and disposed in regular garbage bin.						
11. Hand hygiene is performed after removal of medical mask or N95 respirator - all surfaces of hands and wrists are cleaned with either ABHR or washed with soap and water.						
Total compliance (Y responses) score for each HCW						

Additional Comments					
Total compliance (Y responses) score for each observation					
Overall environmental assessment score: Total number of Y responses _____ = _____ (x 100) = _____ % Total number of observations (Y & N) = _____					

Follow-up:

- For any scores of less than 100%: Follow up with the unit CNE or delegate for support and education.