

Use this tool to conduct observation audits of signage, supplies, donning and doffing PPE and track compliance. The tool includes a compliance calculator to get a compliance rate. PPE compliance is critical for infection prevention, consider developing a PPE quality improvement plan and use this tool to measure compliance rates over time, to track if your quality improvement activity is working.

Submit this audit tool to the unit manager for documentation, action and follow-up.

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: _____

Facility: _____

Precaution Name(s): _____

Mon Tues Wed

Unit: _____

Auditor Name: _____

Thurs Fri Sat Sun

Room & Bed Space: _____

Circle the observed staff member:

- | | | | |
|-----------------------|---------------------------|------------------------------|-----------------|
| 1. RN/RPN | 6. Student | 12. Physiotherapy | 18. Porter |
| 2. LPN | 7. MRI/Resident | 13. Dietitian | 19. Security |
| 3. Care Aide | 8. Food Services | 14. Rehabilitation Assistant | 20. Other _____ |
| 4. Physician | 9. House Keeping | 15. Social Worker | |
| 5. Nurse Practitioner | 10. Laboratory Technician | 16. Volunteer | |
| | 11. Occupational Therapy | 17. Pharmacist | |

Category	Legend: Y = Yes; N = No; Not Observed = N/O			
Signage	Y	N	N/O	Comment
Signage is visible at the entrance to the room				
Signage is visible at the head of the bed (if in a multi-bed room)				
Bed number or space is visible on signage at the entrance of the room (e.g. 314-1 or 314-A)				
Signage total score:				/3
Supplies	Y	N	N/O	Comment
PPE supplies are available on an isolation cart, in closed drawers or on a wall-mounted dispenser				
The PPE supplies are immediately outside room or in the ante-room				
There is an adequate amount of PPE supplies				
All sizes of gloves are available				
The linen is neatly arranged and not overflowing (sufficient space)				
The garbage can is easily accessible inside the room				
The garbage is not overflowing (sufficient space)				
Wall mounted ABHR and or dedicated hand hygiene sink with liquid soap and paper towel dispenser are available inside the room				
There is a three day supply of PPE available on site (surgical/procedural masks, gloves, gowns and eye protection)				
Supplies total score:				/9

Donning (putting on) PPE	Y	N	N/O	Comment
Gather all required materials				
Perform hand hygiene				
Don a Level 2 gown (fasten the gown at the waist and neck)				
Select the appropriate mask or respirator (surgical/procedure for Droplet Precautions/ N95 for Airborne Precautions)				
Don a mask or respirator				
Don protective eyewear or face shield				
Don gloves (pull the gloves over the cuff of the gown sleeves)				
Donning total score: /7				
Doffing (taking off) PPE	Y	N	N/O	Comment
Remove PPE in hallway (if patient room too small) or at least 2 meters away from the patient prior to exiting the room (if patient is on droplet precautions and room is big enough)				
Remove gloves using the proper technique				
Perform hand hygiene				
Remove the gown using the appropriate rolling technique				
Place the fabric gown in a soiled linen hamper for laundering or placed in garbage				
Perform hand hygiene				
Remove protective eyewear or face shield without touching the face				
Remove protective eyewear or face shield before leaving the patient room				
Remove the surgical/procedure mask inside the room				
For Airborne Precautions, remove the N95 outside the patient room				May not be applicable if the patient is not on Airborne Precautions
Perform hand hygiene				
Doffing total score: /10 or 11				
Observation	Y	N	N/O	Comment
Unprotected areas of the body or clothing were not touched				
The mask, eye protection or protective clothing were not adjusted				
All persons on the unit are wearing a mask and eye protection at all times				
Observation total score: /3				

Directions for Compliance Calculation:

- Count the total number of “Y” boxes for each activity to get a score for the staff member observed.
- A perfect score is 3 for signage; 9 for supplies; 7 for donning; 10 or 11 for doffing; and, 3 for observation.
- Track the scores in an Excel table or other tracking form for each audit.
- Risk Level: High Risk (Score of 0-14); Moderate Risk (Score of 15-23); Low Risk (Score of 24-32 or 33)
- To get a compliance rate for the unit, average all the scores from these individual audits (to get an average, add the total scores then divide by the number of audits completed).

Scoring

Audit Category	Score	Possible Score
Additional Precaution Signage		3
Supplies		9
PPE Donning		7
PPE Doffing		10 or 11
Observation Total		3
TOTAL		32 or 33