



Competency Assessment Template: Donning and Doffing Personal Protective Equipment (PPE)

Purpose: This template is intended to help supervisors or training evaluators assess PPE competency in clinical and public health laboratory settings. The goal is to determine whether employees can appropriately select, don, doff, and dispose of PPE according to site—and activity-specific risk assessments.

This template should supplement — not replace — a laboratory’s established policies or procedures. The content herein is based on the Centers for Disease Control and Prevention’s instructional video [Donning and Doffing PPE in Clinical Laboratories: Basic PPE for Routine Laboratory Procedures](#). There are various strategies for establishing the sequence of doffing and donning PPE. The strategy demonstrated in this video is to remove PPE from the most contaminated to the least contaminated. Laboratories should customize the template’s content to fit site- or activity-specific risk assessments. This is a point-in-time assessment.



Ongoing reassessment is recommended after any PPE training and before employees perform work that requires PPE.

How to use: Complete the first section, including the site or procedure for which the PPE is required and the date. Inform the employee about the site-specific procedure on which the assessment will be based. Inspect and document the employee’s selection, donning, doffing, and disposal of PPE. Indicate Yes (Y) for each step performed successfully or No (N) for missed or incorrectly performed steps. Use the notes section to provide additional comments if needed. Check the appropriate box (Satisfactory/Unsatisfactory) based on the employee’s performance. List final comments or corrective actions to address any deficiencies.

Competency Assessment Type: Initial Annual Other

Employee Name: Evaluator Name:

Job Title: Evaluator Job Title:

Site/Procedure: Assessment Date:



Donning PPE	Successful (Y/N)	Comments
If applicable, perform hand hygiene with personal items removed and tie back long hair.		
Obtain the appropriate PPE for the protection areas. Note: The supervisor or training evaluator can circle the PPE the trainee selected: Body Protection: laboratory coat with cuff-sleeves, wrap-around gown Eye and Face Protection: safety glasses, goggles, face shield, surgical mask Hand Protection: gloves, cryo-gloves Respiratory Protection: filtering facepiece, respirators, N95, power air-purifying respirators Foot Protection: closed-toe shoes, disposable shoe covers		
Inspect the PPE.		
Don body protection.		
Don eye and face protection.		
Don gloves: extend them to cover the cuffs on the sleeves.		

Doffing PPE	Successful (Y/N)	Notes
Inspect PPE for visible contamination.		
Glove Removal, e.g., pinch the outside of one glove with the opposite gloved hand and peel it off. Grab the inside-out glove with the bare hand.		
Remove the second glove, e.g., pinch the other glove at the wrist.		
Avoided contact with the contaminated gloves.		
Discard gloves in a biohazard waste container.		
Remove body protection: unsnap the laboratory coat or untie the gown.		
Grab the sleeve cuff of one of the arms to pull off and repeat for the other side.		
Store the uncontaminated laboratory coat for reuse, if applicable.		
Fold and discard in a biohazard waste container: contaminated laboratory coat or untie the gown.		
Remove safety glasses: grasp the frame at the temples.		
Store glasses in designated areas to be disinfected.		
Perform hand hygiene by washing your hands with soap and water. Lather the backs of your hands, between your fingers, and under your nails. Scrub for at least 20 seconds. Note: An alcohol-based hand sanitizer (ABHS) containing at least 60% ethanol or 70% isopropanol can be used as a temporary solution until soap and water are available.		



Performance Evaluation Satisfactory: Yes No

Comments or Corrective Actions:

Signature Confirmation	Signature	Date
Employee		
Evaluator		