

Ebola Trained Observer and Donning and Doffing Train-the-Trainer Course

This class, as written, is designed for 16 students and 1 instructor to last 8 hours. We require a minimum of 10 and a maximum of 16 students for this class (must be an even number with pairs from each facility). It is intended to teach only the Trained Observer and Donning and Doffing Skills.

Students will receive a certificate of successful completion for the “*Ebola Trained Observer and Donning and Doffing Train-the-Trainer Course*”. As always it will be up to their own facility to declare them a competent person to act as a Trained Observer or work in an Ebola environment and/or conduct the training for donning and doffing of PPE and Trained Observer status.

Pre-requisites

- Must be an even number of students with pairs from each facility.
- Students must already be trained and approved in the use of the respirator selected by their facility, if applicable, and we will need a letter listing student names and stating that from the facilities approval authority.

Instructor needs from Facility

- Instructor will need an advance copy of the equipment list and checklist to be used in the class. At least 1 week in advance.
- Instructor will need a list of students at least one week in advance.

Training Space/Facilities

- Classroom space for up to 16 persons.
- Open space to accommodate 16 persons conducting donning and doffing exercises with tables to hold equipment
- Waste disposal containers for use during donning and doffing exercises.
- Chairs and or benches for use during donning and doffing exercises.
- Proper waste disposal containers for training materials at the end of class.

Equipment (Each Student Must Bring)

- Three (3) complete sets of the non-reusable (consumable) PPE including the respirator selected by the facility. (Reusable equipment includes: goggles, face shields, PAPR, etc. and one per student would be sufficient.).
- Two (2) copies of the facilities donning and doffing checklist as established by the facility.
- A dispenser of the disinfectant selected by the facility.

Course Outline

Introduction (17 minutes)

- Safety Briefing (2 minutes)
 - Exits
 - Restrooms
 - Emergency procedures

- Objectives (5 minutes) **Slide**
 - Provide basic information on Ebola and routes of entry as it impacts on PPE selection.
 - Train the Observer in their duties as an observer during staff entry into Ebola patient areas as established by their facilities SOP,
 - Train the observers in proper PPE donning and doffing procedures as established by their facilities SOP,
 - Train the staff who will conduct donning and doffing training for their facility personnel in proper procedures and equipment established by their facilities SOP.

- Registration (10 minutes)
 - Fill out registration forms **Slide**
 - Students sign the attendance sheet
 - Review schedule **Slide**
 - Explain the competency demonstration requirement for a successful completion certificate.

Ebola properties (8 minutes)

- Structure of virus **Slide**
- Transmission information **Slide**
- Routes of entry **Slide**
- Review general routes of entry

PPE and Respirators (16 minutes)

Basic review of PPE considerations, detailed considerations are per existing facility SOPs and procedures and will not be covered here.

- General (4 minutes) **Slide**
 - Block routes of entry
 - Selection criteria
 - Environment for Use
 - Physical activity
 - Donning, Doffing & Inspection importance.

- Types (CDC Guidelines) (1 minutes) **Slide**
 - N95 Picture
 - PAPR Picture

- Facility Selected PPE for this training (11 minutes)
 - Type & Components (1 minute) **Slide**
 - Inspection of PPE (4 minutes) **Slide**
 - When
 - Before
 - After
 - What
 - Actions in the event of an accident.

 - Donning steps (3 minutes) **Slide**
 - List steps
 - Order of PPE items mandated by the doffing order

 - Doffing steps (3 minutes) **Slide**
 - What is the objective
 - List steps
 - Dirty to Clean side
 - Area for doffing
 - Avoiding Contamination

Decontamination (8 minutes)

Basic review of Decontamination considerations, detailed considerations are per existing facility SOPs and procedures and will not be covered here.

- General principles of Decontamination **Slide**
- Types of decontamination
- Properties of the Decontamination Agents
- Agents in use vs. Ebola (CDC or other) **Slide**
- What needs to be decontaminated **Slide**
 - Normal wear
 - No visible contamination
 - Visible Contamination
 - Accidents
- Surfaces **Slide**
- Decontamination area **Slide**
 - Location
 - Equipment needed
- Waste
 - Disposable items
 - Non-disposable items.

Role of the Observer (5 minutes)

Slide

- Duties
 - Importance
 - Inspection
 - Monitor donning and doffing
- Checklist

Set-up for Practical (5 minutes)

Slide

- Explain overall flow of the exercise
 - Teams
 - Individual runs
- Final Competency test

15 minute break, then students report back to exercise area with their equipment.

Exercises (250 minutes)

- Organize Exercise (5 minutes)
 - Establish Teams 1 thru 8
 - Designate A and B person on each team

- **Exercise 1 (60 minutes)**
 - Lead by the Instructor
 - All students from the same facility Instructor will read each step of the checklist, student observers will watch their team mate to be sure they follow the step read by the instructor.
 - If there are students from multiple facilities, the instructor will pace the student observers; the student observer will read their facility checklist to their team mate.
 - All Teams (1 to 8)
 - Student A will be the observer.
 - Student B will don and doff PPE.
 - Instructor will critique
 - Students will be asked to comment.

- **Exercise 2 (45 minutes)**
 - Lead by the Instructor
 - All students from the same facility Instructor will read each step of the checklist, student observers will watch their team mate to be sure they follow the step read by the instructor.
 - If there are students from multiple facilities, the instructor will pace the student observers; the student observer will read their facility checklist to their team mate.
 - All Teams (1 to 8)
 - Student A will don and doff PPE
 - Student B will be the observer and follow their checklist
 - Instructor will critique
 - Students will be asked to comment.

- **Exercise 3 (35 minutes)**
 - Student lead.
 - Instructor will apply Glo Germ for the doffing portion of the exercise.
 - Teams 1, 3, 5, 7 only will be active:
 - Student A will be the observer and read Student B through the checklist.
 - Student B will don and doff PPE.
 - Teams 2, 4, 6, 8 both students A and B will be observers:
 - One observer team will be paired with an active team to observe and critique
 - They will follow the active team's checklist.
 - Instructor will critique all teams while in process and at the end of the exercise. Each person doffing PPE will be scanned with the black light by the instructor after completion of PPE doffing.
 - Students will be asked to comment.

- **Exercise 4 (35 minutes)**
 - Student lead.
 - Instructor will apply Glo Germ for the doffing portion of the exercise.
 - Teams 1, 3, 5, 7 only will be active:
 - Student B will be the observer and read Student A through the checklist.
 - Student A will don and doff PPE.
 - Teams 2, 4, 6, 8 both students A and B will be observers:
 - One observer team will be paired with an active team to observe and critique.
 - They will follow the active team's checklist.
 - Instructor will critique all teams while in process and at the end of the exercise. Each person doffing PPE will be scanned with the black light by the instructor after completion of PPE doffing.
 - Students will be asked to comment.

- **Exercise 5 (35 minutes)**
 - Student Lead
 - Instructor will apply Glo Germ for the doffing portion of the exercise.
 - Teams 2, 4, 6, 8 only will be active.
 - Student A will be the observer and read Student B through the checklist.
 - Student B will don and doff PPE.
 - Teams 1, 3, 5, 7 both students A and B be observers.
 - One observer team will be paired with an active team to observe and critique.
 - They will follow the active team's checklist.
 - Instructor will critique all teams while in process and at the end of the exercise. Each person doffing PPE will be scanned with the black light by the instructor after completion of PPE doffing.
 - Students will be asked to comment.

- **Exercise 6 (35 minutes)**
 - Student Lead
 - Instructor will apply Glo Germ for the doffing portion of the exercise.
 - Teams 2, 4, 6, 8 only will be active.
 - Student B will be the observer and read Student A through the checklist.
 - Student A will don and doff PPE.
 - Teams 1, 3, 5, 7 both students A and B be observers.
 - One observer team will be paired with an active team to observe and critique.
 - They will follow the active team's checklist.
 - Instructor will critique all teams while in process and at the end of the exercise. Each person doffing PPE will be scanned with the black light by the instructor after completion of PPE doffing.
 - Students will be asked to comment.

- **Exercise closing critique (20 minutes)**

Students should be given a 10 to 15 minute break before the start of the competency demonstration.

Demonstration of Competency (60 minutes).

- Each Student will be graded on procedure as:
 - Observer rated on pacing of instruction and attention to detail and procedure.
 - Donning and Doffing PPE rated on ability to execute observer instructions properly.
 - Lack of visible contamination under black light after doffing.
 - Must get a satisfactory in all three to receive a successful completion certificate.
- Instructor will apply Glo Germ to the PPE prior to students beginning the doffing phase.
- Instructor will scan each student donning and doffing under black light after doffing is complete.
- Competency Demonstration 1 (30 minutes)
 - Student A will act as Observer.
 - Student B will don and doff PPE.
- Competency Demonstration 2 (30 minutes)
 - Student B will act as Observer.
 - Student A will don and doff PPE.
- Competency demonstrations will continue until each individual has been rated as an observer and during donning and doffing.

Training Topics (30 minutes)

- Classroom session
- Documentation (7 minutes) **Slide**
 - Sign-in sheet – needs instructor signature
 - Grade Sheet – needs instructor signature
 - Evaluation
 - Training Outline – needs instructor signature.
 - Anything else required by your facility.
- Demonstration of Competency (5 minutes) **Slide**
 - Facility will determine requirement and criteria.
 - Test out?
 - One demonstration and one test?
- Training Methods (10 minutes) **Slide**
 - PowerPoint's
 - Videos
 - Practical Exercises.
- Refreshers (8 minutes) **Slide**
 - Exercise in actual decontamination area.
 - NYSDOH requirement
 - Same documentation concerns.

Course Close (10 minutes)

- Critique of course
- Written evaluation
- Closing remarks
- Dismissal

Timing of course:

- | | |
|--------------------------------|----------------------------------|
| • Total Lecture | 89 minutes |
| • Total Exercises | 270 minutes (4 hours 30 minutes) |
| • Competency Testing all teams | 60 minutes (1 hours) |
| • Breaks | 30 minutes |
| • Lunch | 30 minutes |
| • Total | 459 minutes (8 hours) |