COVID-19
Helping you in your role

Self-protection Skills Bundle
For your attention

Whilst this bundle of skills is relevant to the care of patients with confirmed or suspected COVID-19, you must adhere to the up to date infection prevention and control measures including the use of personal protective equipment (PPE). This can be found at:

https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/
This is a *Once for Scotland* approach to support you cope with COVID-19 in your current or newly assigned role.

The programme can be used to support other resources from NES and Boards.

**Remote tele-education**

We are using this online learning package in combination with live 30 minute remote tele-education units which have been specifically developed and can be used for rapidly training staff who have been re-deployed.

**Use by NHS Boards**

This could also be used by Boards as part of a blended approach with face to face learning. The programme could be used to support in house simulated training which could last 30-60 minutes for each unit.
Who is it for?

The following resource has been designed to support:

• any healthcare practitioner working in the NHS or Social Care in Scotland;
• practitioners returning to the workplace as part of their induction
• healthcare students who have been recruited

The content of the units will be of relevance to any health or social care practitioner involved in the care of patients with COVID-19 across social, primary and secondary care settings. Some of the skills bundles may also be useful for carers at home.
What will the programme achieve?

Learning Outcomes of Programme

- To build capacity in the NHS and social care workforce in self-protection against COVID-19
- To build capacity of practitioners in assessing and managing COVID-19 in different healthcare settings
- To build resilience in the NHS and social care workforce through opportunities for simulated practice using tele-education
How is the programme structured?

Three units of skills bundles have been developed to enhance reliability of practice across all settings:

A. Protecting yourself in the workplace skills bundle (this unit)

B. Assessment and management of suspected COVID-19 infection skills bundle

C. Protecting your workplace skills bundle

There are two additional units:

D. Relevant procedural skills training

E. Rehearsing skills using simulation

Users will be able to choose from the menu to meet the needs of their service.

This is a dynamic programme which will be added to as the pandemic and advice changes.
What workplace settings will this programme be relevant to?

Wherever you are working and in whatever role this programme will provide the practical skills you may require to look after those with COVID-19. This hierarchy of education and training needs demonstrates where the units support skills development.
How are the units linked?

The units are based on the following scenario:

*A man aged 36 is brought into a healthcare facility by his family with a high fever, sweating, a dry cough which has just started and difficulty in breathing. He is suspected of having COVID-19.*
How do I know this training is up to date?

The units have been developed in line with the best evidence based practice from:

- Health Protection Scotland (HPS)
- Public Health England (PHE)
- World Health Organisation (WHO)
- NHS Inform
Learning outcomes for this unit in relation to working with those suspected of having COVID-19 will be:

- Ability to use hand hygiene appropriately
- Ability to put on and dispose of PPE in all workplace settings
- Aware of health protection behaviours in building resilience
- Confidence in implementing social distancing in all workplace settings
- Ability to safely implement self isolation measures
- Aware of own psychosocial support and well being
Unit A: Who is this unit for?

For all health and social care practitioners working in care homes and primary and secondary care.
Unit A: Ability to use Hand Hygiene Appropriately

Please use the following link to work through the Hand Hygiene resource

Infection prevention and control measures
Unit A: Ability to put on and dispose of Personal Protective Equipment (PPE) in all workplace settings

It is essential that wherever you are working during the current pandemic that you are aware of what an Aerosol Generating Procedure is so that you can protect yourself with the appropriate PPE.

Potential infectious Aerosol Generating Procedures (AGPs) in COVID-19 are:

- Intubation, extubation and related procedures
- Tracheotomy/tracheostomy procedures
- Manual ventilation
- Open suctioning
- Induction of sputum
- Bronchoscopy
- Non invasive ventilation e.g. BIPAP and CPAP
- High frequency oscillating ventilation
- Surgery and post mortem procedures involving high speed devices
- High flow nasal oxygen
- Some dental procedures

**Note:** CPR is no longer an AGP but procedures associated with it (i.e. intubation) are.
Use the links below to view the correct order for putting on (donning), removing (doffing) and disposal of PPE for health care workers in primary and secondary care settings.

Infection prevention and control measures

Additional Information on PPE
Unit A: Recommended PPE for primary care

Recommended PPE for primary, outpatient and community care by setting, NHS and independent sector

<table>
<thead>
<tr>
<th>Setting</th>
<th>Context</th>
<th>Disposable Gloves</th>
<th>Disposable Plastic Apron</th>
<th>Disposable liquid-resistant coverall/gown</th>
<th>Surgical mask</th>
<th>Fluid-resistant (Type BPr) surgical mask</th>
<th>Filtering face piece respirator</th>
<th>Eye/face protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any setting</td>
<td>Performing an aerosol generating procedure on a possible or confirmed case</td>
<td>✓ single use</td>
<td>×</td>
<td>✓ single use</td>
<td>×</td>
<td>✓ single use</td>
<td>✓ single use</td>
<td>single use</td>
</tr>
<tr>
<td>Primary care, ambulatory care, and other non-emergency outpatient and other clinical settings e.g. ophthalmology, dental, maternity, mental health</td>
<td>Direct patient care – possible or confirmed case(s) (within 2 metres)</td>
<td>✓ single use</td>
<td>✓ single use</td>
<td>×</td>
<td>×</td>
<td>✓ single or sessional use</td>
<td>×</td>
<td>✓ single or sessional use</td>
</tr>
<tr>
<td></td>
<td>Working in reception/communal area with possible or confirmed case(s) and unable to maintain 2 metres social distance</td>
<td>×</td>
<td>×</td>
<td>×</td>
<td>×</td>
<td>✓ sessional use</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>Individuals own home (current place of residence)</td>
<td>Direct care to any member of the household where any member of the household is a possible or confirmed case</td>
<td>✓ single use</td>
<td>✓ single use</td>
<td>×</td>
<td>×</td>
<td>✓ single or sessional use</td>
<td>×</td>
<td>✓ risk assess single or sessional use</td>
</tr>
<tr>
<td></td>
<td>Direct care or visit to any individual in the extremely vulnerable group or where a member of the household is within the extremely vulnerable group undergoing shielding</td>
<td>✓ single use</td>
<td>✓ single use</td>
<td>×</td>
<td>✓ single use</td>
<td>×</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>Community-care homes, mental health inpatients and other overnight care facilities e.g. learning disability, hospices, prison healthcare</td>
<td>Facility with possible or confirmed case(s) – and direct contact</td>
<td>✓ single use</td>
<td>✓ single use</td>
<td>✓ single use</td>
<td>✓ single use</td>
<td>×</td>
<td>✓ single or sessional use</td>
<td>✓ single or sessional use</td>
</tr>
<tr>
<td>Any setting</td>
<td>Collection of suspected or confirmed COVID cases</td>
<td>✓ single use</td>
<td>✓ single use</td>
<td>✓ single use</td>
<td>×</td>
<td>✓ single or sessional use</td>
<td>✓ single or sessional use</td>
<td>✓ single or sessional use</td>
</tr>
</tbody>
</table>
### Unit A: Recommended PPE for ambulance staff, paramedics, patient transport and pharmacy staff

**Recommended PPE for ambulance staff, paramedics, first responders, other patient transport services and pharmacy staff**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Context</th>
<th>Disposable Gloves</th>
<th>Disposable Plastic Apron</th>
<th>Disposable fluid-resistant coverall/gown</th>
<th>Surgical mask</th>
<th>Fluid-resistant (Type IIR) surgical mask</th>
<th>Filtering face piece respirator</th>
<th>Eye/face protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance staff/paramedic/first responders/prehospital critical care/</td>
<td>Performing an aerosol generating procedure e.g. intubation, suctioning</td>
<td>✓ single use²</td>
<td>×</td>
<td>✓ single use</td>
<td>×</td>
<td>✓ single or occasional use²</td>
<td>✓ single use²</td>
<td>✓ single use²</td>
</tr>
<tr>
<td>Helicopter Emergency Medical Service/hospital transport services</td>
<td>on a possible or confirmed case(s)² (within 2 metres)</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Direct patient care – possible or confirmed case(s)³ (within 2 metres)</td>
<td>✓ single use²</td>
<td>✓ single use²</td>
<td>×</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver conveying possible or confirmed case(s)² in vehicle with a</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
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</tr>
<tr>
<td>bulkhead, no anticipated direct care²</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
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</tr>
<tr>
<td>Driver conveying possible or confirmed case(s)² in vehicle without a</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bulkhead, no direct patient care and within 2 metres³</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy staff/workers</td>
<td>Working in an area with possible or confirmed case(s)² and unable to</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>✓ seasonal use¹</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>maintain 2 metres social distance²</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working in an area with possible or confirmed case(s)² and able to</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>maintain social distancing</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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1. This may be single use or reusable face/eye protection/full face visor.
2. The full list of aerosol generating procedures (AGPs) is within the reference.
3. A case is any individual meeting case definition for a possible or confirmed case(s)
4. Single use refers to disposal of PPE or discontinuation of repeated use e.g. eye/face protection or respirator after each patient and/or following completion of a procedure, task, or session.
5. Occasional use refers to limited use of PPE e.g. eye/face protection or respirator per day or session.
6. Single use refers to disposal of PPE or discontinuation of repeated use.
## Unit A: Recommended PPE for Secondary Care

### Recommended PPE for healthcare workers by secondary care inpatient clinical setting, NHS and independent sector

<table>
<thead>
<tr>
<th>Setting</th>
<th>Context</th>
<th>Disposable Gloves</th>
<th>Disposable Plastic Apron</th>
<th>Disposable fluid-resistant gown</th>
<th>Surgical mask</th>
<th>Fluid-resistant (Type IIR) surgical mask</th>
<th>Filtering face piece respirator</th>
<th>Eye/face protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute hospital inpatient and emergency departments, mental health, learning disability, autism, dental and maternity settings</td>
<td>Performing a single aerosol generating procedure on a possible or confirmed case in any setting outside a higher risk acute care area</td>
<td>✔ single use⁴</td>
<td></td>
<td>✔ single use⁴</td>
<td></td>
<td></td>
<td>✔ single use⁴</td>
<td>✔ single use⁴</td>
</tr>
<tr>
<td></td>
<td>Working in a higher risk acute care area with possible or confirmed case(s)</td>
<td>✔ single use⁴</td>
<td>✔ single use⁴</td>
<td></td>
<td></td>
<td></td>
<td>✔ sessional use⁶</td>
<td>✔ sessional use⁶</td>
</tr>
<tr>
<td></td>
<td>Working in an inpatient, maternity, radiology area with possible or confirmed case(s) direct patient care (within 2 metres)</td>
<td>✔ single use⁴</td>
<td>✔ single use⁴</td>
<td></td>
<td></td>
<td></td>
<td>✔ sessional use⁶</td>
<td>✔ sessional use⁶</td>
</tr>
<tr>
<td></td>
<td>Working in an inpatient area with possible or confirmed case(s) (not within 2 metres)</td>
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<tr>
<td></td>
<td>Working in an emergency department/acute assessment area with possible or confirmed case(s) direct patient care (within 2 metres)</td>
<td>✔ single use⁴</td>
<td>✔ single use⁴</td>
<td></td>
<td></td>
<td></td>
<td>✔ sessional use⁶</td>
<td>✔ sessional use⁶</td>
</tr>
<tr>
<td></td>
<td>All individuals transferring possible or confirmed case(s) (within 2 metres)</td>
<td>✔ single use⁴</td>
<td>✔ single use⁴</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Operating theatre with possible or confirmed case(s) – no AGPs</td>
<td>✔ single use⁴</td>
<td>✔ single use⁴</td>
<td>✔ risk assess single use⁶</td>
<td></td>
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<tr>
<td></td>
<td>Labour ward/area - 2nd or 3rd stage labour delivery (in AGPs) – possible or confirmed case(s)</td>
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<tr>
<td></td>
<td>Inpatient care to any individuals in the vulnerable group undergoing shielding</td>
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<td></td>
</tr>
</tbody>
</table>

[View PPE chart for secondary care](#)
Protecting yourself in your professional role is not about surviving but about having ‘the bounce’ to move forward. You need to be aware of:

- How you manage pressure
- Your patterns of thinking
- How you are feeling
- Who you can trust to support you
Unit A: Techniques to support health protection behaviours

Motivation Action Prompt (MAP) Module:
The MAP approach is a route map to behaviour change skills. It reflects a move to a more collaborative model where you can work with individuals to prevent illness and support them in self-managing their condition. It is based on the Health Behaviour Change Competence Framework. You can use the same approach to help protect and improve your own health and well-being.

Motivation Action Prompt (MAP) Module

Building Resilience

**Motivation**
How ready are you to make changes to help you and your team?

**Action**
What goals have you set and how do you plan to achieve them?

**Prompts and Cues**
What can you do to make it easier to meet your goals?
Unit A: Awareness of Health Protection Behaviours in Building Resilience

Regardless of where you are working during the COVID-19 response, it is important to work either individually or within your team to ensure patients are cared for.

Situational Awareness

Being situationally aware is a health protection behavior which supports resilience building and requires you to:

Prepare: Be aware of your learning needs and be ready to adapt your practice. Write down any questions you have before you arrive in your workplace.

Connect: Teams will be dynamic. Establish who you will be working with and ensure you understand how to escalate any issues.

Engage: Remember to introduce yourself to colleagues and patients. Be aware of and responsive to the needs of your co-workers.

Manage: Develop shared and systematic ways of working with your team. Ensure the scope of each person’s role and their responsibilities are fully understood.
As part of building your resilience it is important to understand your role in relation to others in your team in the workplace. Part of this is being able to delegate care appropriately.

In relation to delegation this framework is shared with permission from the Northern Ireland Practice and Education Council for Nursing and Midwifery and can also be adapted and used by AHPs.
Unit A: Building your Resilience – escalating care safely

As part of building your resilience is to understand your role in relation to others in your team and being able to escalate care appropriately.

Escalating care safely by any healthcare practitioner relies on early detection of deterioration by using tools such as NEWS2 and by having a graded response strategy in place.

Appropriate tools and guidelines can assist you in your role in escalating care safely.
Unit A: Social Distancing

Information on Social Distancing
Unit A: Self isolation

Link to advice for healthcare professionals

Link to advice to stay at home
The resources through the link below offer practical advice and tools to support and protect you during the pandemic.
Unit A: Acknowledgements

CSMEN Team, NHS Education for Scotland
NMAHP, NHS Education for Scotland
Adam Hill PGD, NHS Education for Scotland
Jordan Napier, University of Dundee
NHS Tayside
Elaine Boyd HAI, NHS Education for Scotland
Ruth Robertson, NHS National Services Scotland
Vivien Swanson, NHS Education for Scotland
Clare McKenzie, NHS Education for Scotland
NHS Inform
Alisdair Smithies, Imperial College, London
Northern Ireland Practice and Education Council (NIPEC)
National 111 for respiratory symptoms and concerns re: COVID-19

New Breathless (MMRC 1+*) or Risk Factors and fever or cough

- Direct Primary care presentations - pathway to be developed

Local Hub
Primary care with senior decision maker

Clinical Assessment
NB Key symptom is breathlessness
- Clinical concern
- Communication difficulties / capacity concerns
- If VC available, RR≥22
- Complex COVID Severity Risk Factors

- Yes, definite concern
  - Hospital Assessment

- Yes, possible concern
  - COVID Assessment Clinic

- No Concerns
  - Next day follow up if risk factors for deterioration*
  - Worsening advice if no co-morbidities

Cough / fever No co-morbidities

- No breathlessness

- Worsening advice, based on breathlessness

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