The following considerations are provided to assist managers to develop robust processes for the introduction and management of PAPR into their workplace.

PAPR is for employees who require to undertake Aerosol Generating Procedures (AGP) as part of the work activities, and who are unable to be successfully fit tested to an FFP3 mask, or the FFP3 mask they are fit tested to, has a critical supply shortage as identified by the Head of Procurement.

PAPR has several components. The hood is specific to the employee, the rest may be used by multiple employees.

Unlike an FFP3 mask, it is not disposable after use and as such requires to be maintained and checked on a regular basis, in addition, the filter used must be changed after 1 month of being inserted. All of these elements must be recorded and kept as evidence of compliance in the event of an incident requiring investigation.

Please share this with employees identified as requiring PAPR and go through each of the sections below.

1. **Training**
2. Only employees who have undertaken learning and been assessed as competent to use PAPR by a PAPR Trainer are authorised to use PAPR for AGP related work activities. Learning is via the ‘Learning Resource Document’ (see link at section 4)
3. To undertake learning, the employee will need to be issued with PAPR in order to familiarise themselves to the equipment and practice donning, doffing and operating it. It is essential that the employee when issued with PAPR understands they cannot use it for work activities until the following as occurred:
   1. The employee has undertaken the learning and is confident they know how to use the PAPR, and has completed the self-assessment part of the ‘Competency Assessment Form (Self & Assessor’ (see link at Section 4)
   2. After completing the self-assessment part of the form, has contacted their manager to arrange for a local PAPR Trainer to competency assess them, who will sign the assessors part of the Competency Assessment Form. (Assessor to keep a copy of the Competency Assessment Form and report centrally all assessments undertaken)
   3. Notified their manager that they have been assessed as competent to use PAPR, feel confident to do so, and provided their signed competency assessment form.
4. On completion of the above the employees manager can authorise the use of PAPR for AGP work activities.
5. **Workplace Considerations**
6. An area that is suitable for doffing / decontaminating must be identified
7. Identify how and where the PAPR is to be stored. Plastic lidded boxes are ideal, one box for the hood and another for the rest of the components. The hood box should be marked with the user’s name. The other box should have the PAPR Blower serial number clearly marked on it – a poster is provided on the PAPR HRConnect page (Link below)
8. Identify where the batteries will be charged
9. Identify process for getting new filters. It is recommended that an unopened filter is stored in the PAPR storage box so that it is always available at the point of requirement.
10. Ensure the above is communicated to the PAPR user.
11. **PAPR checklists**
12. Pre-use checklists are required to be recorded by the PAPR user prior to using it. If the entire unit is to be used by the same person for a shift, recording the pre-use check will only be required once at the start of the shift. Management will require to ensure the pre-use checks are being recorded and appropriate action taken if they are not
13. Monthly checklists are required only when the PAPR has not been used during that month. Management will require to identify a process for undertaking these.
14. The Filter Change Record Form is required to be completed by the PAPR user when the filter is changed. The filter will expire within 1 calendar month of being opened, irrespective of usage. Management will require to ensure the Filter Change Record Forms are being updated and appropriate action taken if they are not
15. **Further Information**

PAPR HRConnect page - <https://www.nhsggc.scot/staff-recruitment/hrconnect/safety-health-and-wellbeing/policies-guidance-documents-and-forms/personal-protective-equipment-ppe/-documents-and-forms/personal-protective-equipment-ppe/>