This guide is for staff who have been trained in the use of PAPR within NHSGGC and signposts the components required to use PAPR safely.

1. Setting up
	1. Request storage containers for the PAPR and Hoods from Line Management. The box for the PAPR should be a solid box with a lid.
	2. Print off the ‘[Box Poster](https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/personal-protective-equipment/powered-air-purifying-respirators-papr/)’, complete it and attach it to the box
	3. Print off the ‘[Filter Change Record](https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/personal-protective-equipment/powered-air-purifying-respirators-papr/)’, complete it with the date the filter was first opened and installed in the unit, this should be the date of the training session.
2. Preparation for donning:
	1. Check the serial number marked on the Box matches the serial number on the blower unit of the PAPR inside the box.
	2. Undertake the Pre-use Check.
	3. All PAPR filters must be changed within one calendar month. Check the filter is ‘in-date’ by reviewing the Filter Change Record form within the box
	4. ****Prior to inserting a new filter, check the filter is still in date and then mark over it the date 1 month after the filter is being installed in the blower unit, that is, if you are installing a new filter on the 8th November 2020, write the following – ‘Exp: 8/12/20
	5. Complete and sign the ‘[Pre-use checklist](https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/personal-protective-equipment/powered-air-purifying-respirators-papr/)’ which should be kept in the PAPR box at all times and completed every time prior to use. Ensure the serial number on the checklist matches the serial number on the blower unit
3. Review prior to using
	1. Ensure you remember how to use the PAPR and the checks to make including how to don it, how to work the controls and check the alarms are operational
	2. Ensure you remember how to [doff](https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/personal-protective-equipment/powered-air-purifying-respirators-papr/) the unit – review the process prior to donning the unit
	3. Ensure you remember how to [decontaminate](https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/personal-protective-equipment/powered-air-purifying-respirators-papr/) the unit – review the process prior to donning the unit
4. After using
	1. After decontamination and the unit has dried, return to its storage box, check the serial number on the blower unit matches the one marked on the box
	2. Check the box has all the PAPR components in it (except the hood) and the Filter Change Record and Pre-use Checklist Forms
5. In addition
	1. Where the PAPR unit is not likely to be used for more than 1 month, the ‘[Monthly Checklist](https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/personal-protective-equipment/powered-air-purifying-respirators-papr/)’ must be completed and signed on a monthly basis