

**THE PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE  
MEDICATION ADMINISTRATION TRAINING PROGRAM**

**HANDWASHING AND GLOVING SKILL CHECKLIST**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**HANDWASHING**

STEP	COMPLETED CORRECTLY		NOTES
	YES	NO	
1. Turn on water and wet hands and wrists.			
2. Put soap on hands.			
3. Rub hands together for 20 seconds making a lather. Be sure to wash in between fingers.			
4. Rinse hands.			
5. Dry hands on a clean towel.			
6. Turn off faucets using towel.			
7. Dispose of towel properly.			

TRAINER SIGNATURE: \_\_\_\_\_

PASS: \_\_\_\_\_ FAIL: \_\_\_\_\_

**GLOVING**

STEP	COMPLETED CORRECTLY		NOTES
	YES	NO	
<b>PART 1: PUTTING GLOVES ON</b>			
1. Wash hands.			
2. Put gloves on covering hands and wrists.			
<b>PART 2: REMOVING GLOVES</b>			
1. Take gloved right hand and grasp the glove on the left hand at the outside of the glove			
2. Turn the glove inside out as it is pulled down over the left hand to keep the body fluids on the glove away from the right hand.			
3. Hold the removed glove in right hand.			
4. Pull the right glove over the right hand using the left hand on the inside of the glove.			
5. Pull the right glove off leaving the left glove inside.			
6. Do not separate the gloves.			
7. Throw gloves away in the trash. Do not reuse the gloves.			
8. Wash hands.			

TRAINER SIGNATURE: \_\_\_\_\_

PASS: \_\_\_\_\_ FAIL: \_\_\_\_\_