As part of PPE Spotters responsibilities they will provide a shift summary of key issues to identify themes and for specific issues that require follow up or escalation. Below is an example template for use in emails. Pease cut and paste across to email for use as a guide. Email to [WHPPESpotters@wh.org.au](mailto:WHPPESpotters@wh.org.au)   
  
**PPE Spotter Shift Summary**:

**Name of Spotter**:

**Ward**:

**Shift worked**:

**Issues Identified**

**Nursing Staff:**

**Medical Staff:**

**Allied Health:**

**Pharmacy:**

**Clinical Support:**

**Other Staff**:

**How followed up at time**:

**Positive Practices Observed**:

**Any Infection Prevention support required or idea to improve?**

Kind regards

