

This is the main menu for the database.

Read all the instructions on the screen before entering data.

You do not need to click on anything to save the data you enter. As soon as you close a form the data is saved automatically.

Before you can use the database you need to enter the names of the wards you are conducting audits on as well as the names of the people who will be conducting the audits.

By clicking on one of the hands in the left hand corner you can access the forms that allow you to enter these details. The right hand takes you to the Add New Ward form and the left hand takes you to the Add New Observer form.

The image shows a screenshot of a software application window titled "Adobe PDF". The window contains a form for adding a new ward. At the top of the form is a button labeled "Add New Ward". Below this are two input fields: "Ward Name" with the text "2East" and "Ward Description (optional)" with the text "Medical". At the bottom of the form is a button labeled "Close Form". The status bar at the bottom of the window displays "rd: 1 of 6" and "View".

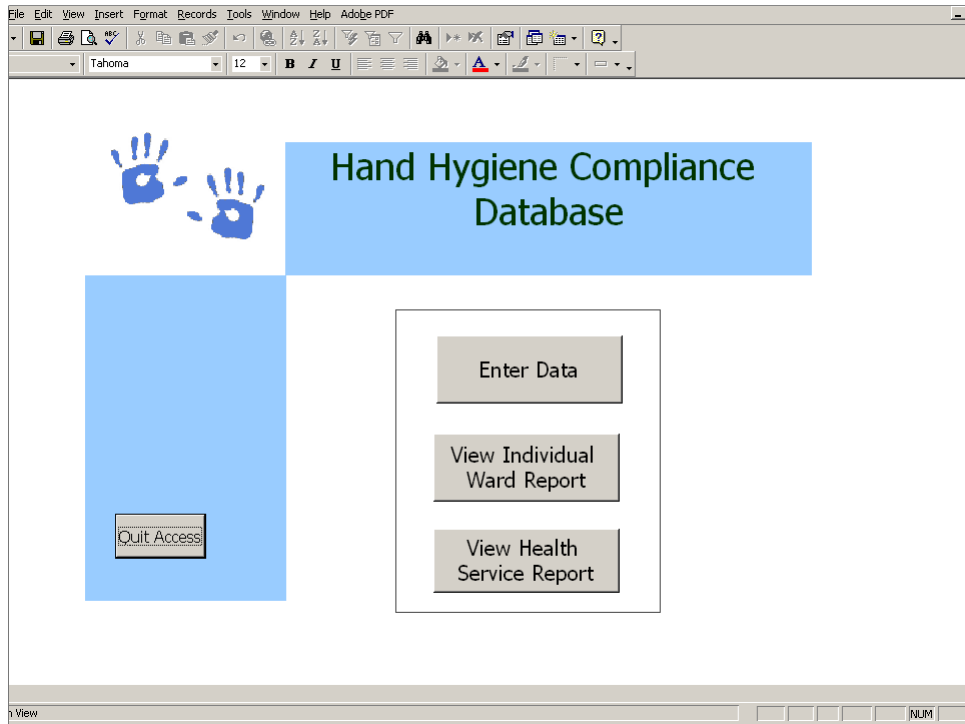
Click on Add New Ward to enter a ward to the database

The image shows a screenshot of a web browser displaying a form titled "Add New Observer". The form is contained within a window with a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help, Adobe PDF) and a toolbar. The form itself has a light gray background and contains the following elements:

- A button labeled "Add New Observer" at the top.
- A label "Given Name:" followed by a text input field containing the text "Joan".
- A label "Full Name (optional):" followed by a text input field containing the text "Joan Smith".
- A button labeled "Close Form" below the input fields.

At the bottom of the browser window, there is a status bar showing "rd: 10 of 10" and "View" with a "NUM" button.

Click on Add New Observer to add a new observer to the database.



To start entering your Hand Hygiene audit data, click on Enter Data

File Edit View Insert Format Records Tools Window Help Adobe PDF

Tahoma 14 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.

Session Details


Date: 19/06/2008

Comments: \$1

Ward Name: 2East

Observer Name: Carolyn

New Session



HCW	Moment	HH Performed	Glove Use
▶ RN	5 - After Contact With Patient Surroundings	Rub	No
RN	1 - Before Patient Contact	Rub	No
RN	4 - After Patient Contact	Rub	No
AH	1 - Before Patient Contact	Missed	No
AH	4 - After Patient Contact	Rub	No
AH	5 - After Contact With Patient Surroundings	Missed	No
AH	1 - Before Patient Contact	Missed	No
AH	4 - After Patient Contact	Rub	No
DR	4 - After Patient Contact	Missed	No
AH	5 - After Contact With Patient Surroundings	Missed	No
AH	1 - Before Patient Contact	Missed	No
AH	4 - After Patient Contact	Rub	No
DR	1 - Before Patient Contact	Missed	No

Close Form

DATABASE RECORD NUMBER

rd: 1 of 113

View NUM

The database always open up with the first session that was entered. You need to be careful that you do not accidentally change this data as it is possible to overwrite it.

To begin a new session you need to click on the New Session button which will take you to a blank form.

At the bottom of the form there is a Database Record Number. Each new session is given a new Database Record Number. You can use the controls on either side of the number to navigate around the database to find previous sessions that you have entered or to take you directly to the first or last session.

File Edit View Insert Format Records Tools Window Help Adobe PDF

Tahoma 14 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.


Session Details

Date

Comments

Ward Name

Observer Name



HCW	Moment	HH Performed	Glove Use
▶			

DATABASE RECORD NUMBER

rd: 114 of 114

View NUM

You need to complete the fields in the Session Details section first.

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.

Session Details

Date: 22/09/2008

Comments:

Ward Name: (Options: 2East, 1 North, 1 West, 2 North, 2 West, 6a)

Observer Name:

HCW	HH Performed	Glove Use
<input type="text"/>	<input type="text"/>	<input type="text"/>

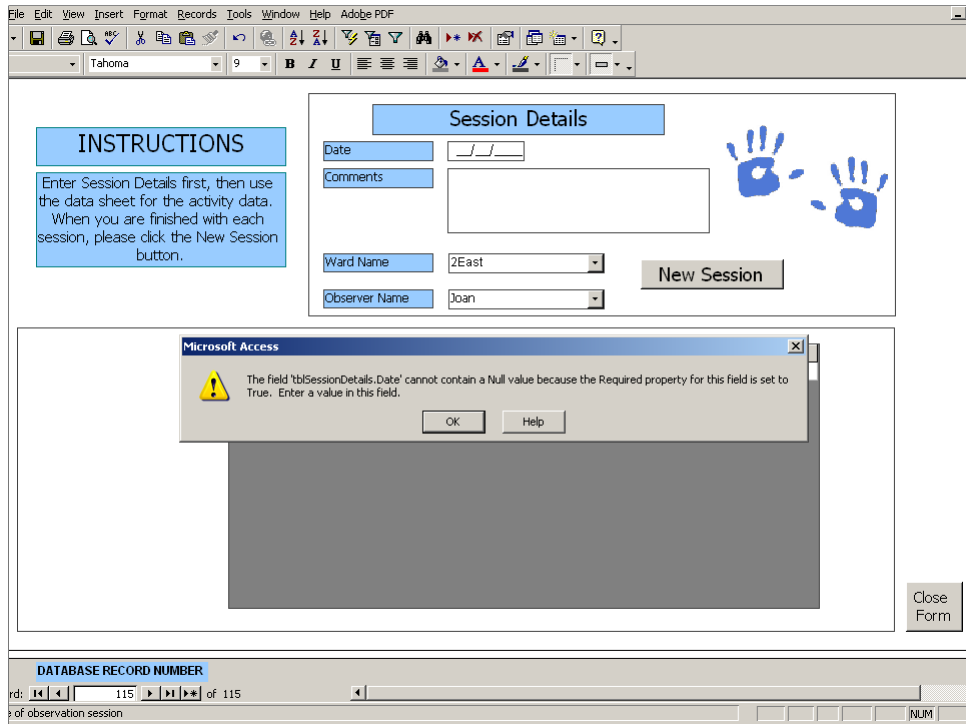
DATABASE RECORD NUMBER 115 of 115

Use the tab key on the keyboard to move to the next field or you can use the mouse to click into that field.

The Date, Ward Name and Observer Name are required fields and need to be completed in the order they are in to be able to move to the HCW field or to close the form.

The date needs to be entered in dd/mm/yyyy format ie. 01/01/2008. Use the mouse to access the drop down box and click on the ward and observer or you want enter.

The comments section is optional.



If you do not enter data into one of the fields and try to move into the HCW field you will get this error message. Click OK and complete the missing data, which in this case is the date.

File Edit View Insert Format Records Tools Window Help Adobe PDF

Arial 10 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.


Session Details

Date

Comments

Ward Name

Observer Name



New Session

	HCW	Moment	HH Performed	Glove Use
▶				

Close Form

DATABASE RECORD NUMBER

rd: 114 of 114

th Care Worker

When you have completed the session details you can then start entering data

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.

Session Details

Date: 22/09/2008

Comments: [Text Area]

Ward Name: 2East

Observer Name: Joan

New Session

HCW	Moment	HH Performed	Glove Use
AH			
BL			
DR			
RN			
O			
PSA			
SAH			
SDR			
SRN			

Close Form

DATABASE RECORD NUMBER

rd: 114 of 114

th Care Worker

You can navigate and complete the form using the mouse and clicking on the drop down box of each field and then clicking on the entry you want to select.

You can also use the tab key to move to the next field and generally by just typing the first letter it will auto complete the field ie. Typing a or A will auto complete to AH. The only exceptions to this are the student categories under HCW and On and Off under Glove Use where you also need to type the second letter if you want SDR & SRN or On

File Edit View Insert Format Records Tools Window Help Adobe PDF

Arial 10 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data.

When you are finished with each session, please click the New Session button.


Session Details

Date

Comments

Ward Name

Observer Name



New Session

	HCW	Moment	HH Performed	Glove Use
/	R			
*				

Close Form

DATABASE RECORD NUMBER

rd: 114 of 114

th Care Worker

File Edit View Insert Format Records Tools Window Help Adobe PDF

ventID Arial 10 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.

Session Details

Date

Comments

Ward Name

Observer Name

HCW	Moment	HH Performed	Glove Use
/ RN	*		
	1 - Before Patient Contact 2 - Before a Procedure 3 - After a Procedure or Body Fluid Exposure Risk 4 - After Patient Contact 5 - After Contact With Patient Surroundings		

DATABASE RECORD NUMBER

rd: 114 of 114

Sign Key

You can use the mouse to select the drop down box and then choose the Moment you want to enter, or again by simply typing the number it will auto complete this field for you.

File Edit View Insert Format Records Tools Window Help Adobe PDF

Performed Arial 10 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data.
When you are finished with each session, please click the New Session button.


Session Details

Date

Comments

Ward Name

Observer Name



	HCW	Moment	HH Performed	Glove Use
/	RN	1 - Before Patient Contact		
*			<div style="font-size: small;"> Missed Rub Wash </div>	

DATABASE RECORD NUMBER

rd: 114 of 114

View NUM

File Edit View Insert Format Records Tools Window Help Adobe PDF

re Use Arial 10 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.

Session Details

Date: 22/09/2008

Comments:

Ward Name: 2East

Observer Name: Joan

HCW	Moment	HH Performed	Glove Use
RN	1 - Before Patient Contact	Rub	Continued
*			

DATABASE RECORD NUMBER

rd: 114 of 114

If gloves were not used during this moment then you need to enter No into the Glove Use field.

File Edit View Insert Format Records Tools Window Help Adobe PDF

Arial 10 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.

Session Details


Date: 22/09/2008

Comments:

Ward Name: 2East

Observer Name: Joan

New Session



HCW	Moment	HH Performed	Glove Use
RN	1 - Before Patient Contact	Rub	No
RN	4 - After Patient Contact	Rub	No
AH	2 - Before a Procedure	Rub	On
AH	3 - After a Procedure or Body Fluid Exposure Risk	Rub	Off
<div style="display: flex; justify-content: space-between; align-items: center; padding: 5px;"> ▶ ▼ </div>			

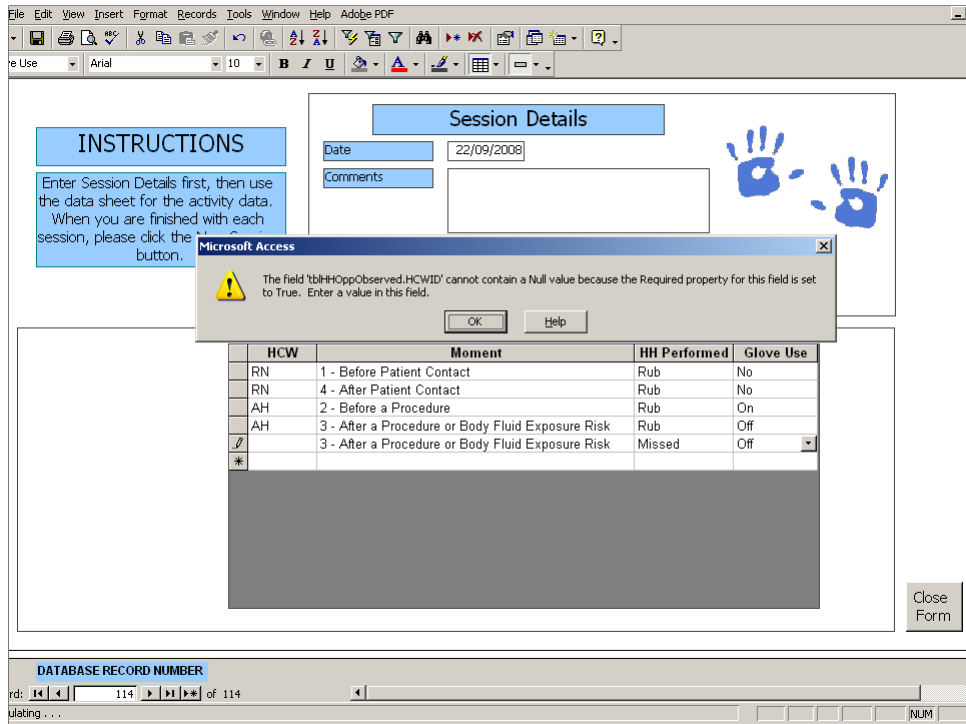
Close Form

DATABASE RECORD NUMBER

rd: 114 of 114

th Care Worker

NUM



Once you enter data into a row every field in that row needs to be completed to be able to move to the next row or close the session. If you try to move to the next row or close the form you will get this error message. In this instance we have forgotten to enter the HCW in this row.

Click on OK and complete the missing field.

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.

Session Details

Date: 22/09/2008

Comments: [Empty text box]

Ward Name: 2East

Observer Name: Joan

New Session

HCW	Moment	HH Performed	Glove Use
RN	1 - Before Patient Contact	Rub	No
RN	4 - After Patient Contact	Rub	No
AH	2 - Before a Procedure	Rub	On
AH	3 - After a Procedure or Body Fluid Exposure Risk	Rub	Off
DR	1 - Before Patient Contact	Wash	No
*			

Close Form

DATABASE RECORD NUMBER

rd: 114 of 114

th Care Worker

If you need to delete a row you will need to enter data into the entire row before you can delete it.

To delete:

Click on the grey box to the left of the HCW field on the row you want to delete. This will highlight the entire row.

.....(next page)

File Edit View Insert Format Records Tools Window Help Adobe PDF

v Arial 10 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.

Session Details

Date

Comments

Ward Name

Observer Name

HCW	Moment	HH Performed	Glove Use
RN	1 - Before Patient Contact	Rub	No
RN	4 - After Patient Contact	Rub	No
AH	2 - Before a Procedure	Rub	On
AH	3 - After a Procedure or Body Fluid Exposure Risk	Rub	Off
	Before Patient Contact	Wash	No

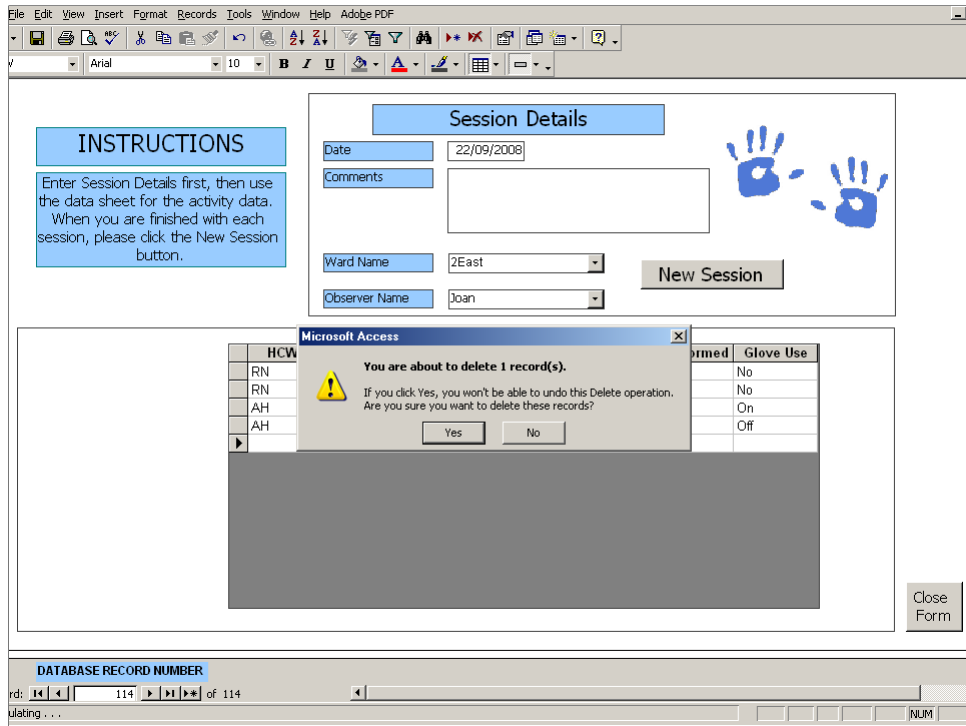
-
-
-
-
-
-

DATABASE RECORD NUMBER

rd: 114 of 114

th Care Worker

...then right click with the mouse and left click on Delete Record



You will then be asked to confirm if you really want to delete that record.

File Edit View Insert Format Records Tools Window Help Adobe PDF

v Arial 10 B I U

INSTRUCTIONS

Enter Session Details first, then use the data sheet for the activity data. When you are finished with each session, please click the New Session button.


Session Details

Date

Comments

Ward Name

Observer Name



New Session

HCW	Moment	HH Performed	Glove Use
RN	1 - Before Patient Contact	Rub	No
RN	4 - After Patient Contact	Rub	No
AH	2 - Before a Procedure	Rub	On
AH	3 - After a Procedure or Body Fluid Exposure Risk	Rub	Off
<div style="display: flex; justify-content: space-between; align-items: center; padding: 2px;"> ▶ ▼ </div>			

Close Form

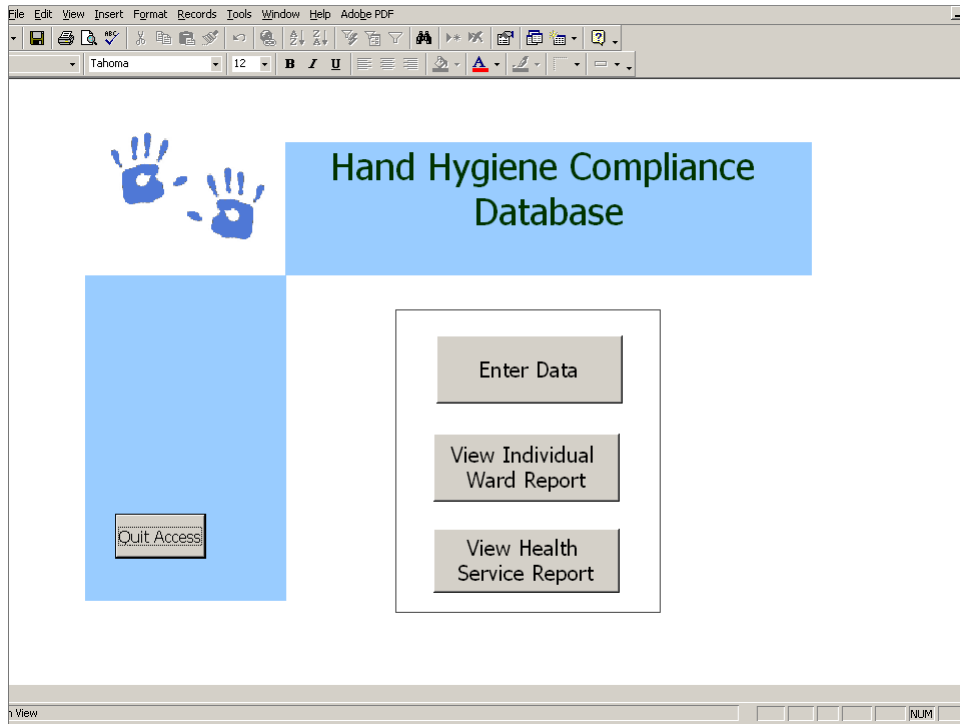
DATABASE RECORD NUMBER

rd: 114 of 114

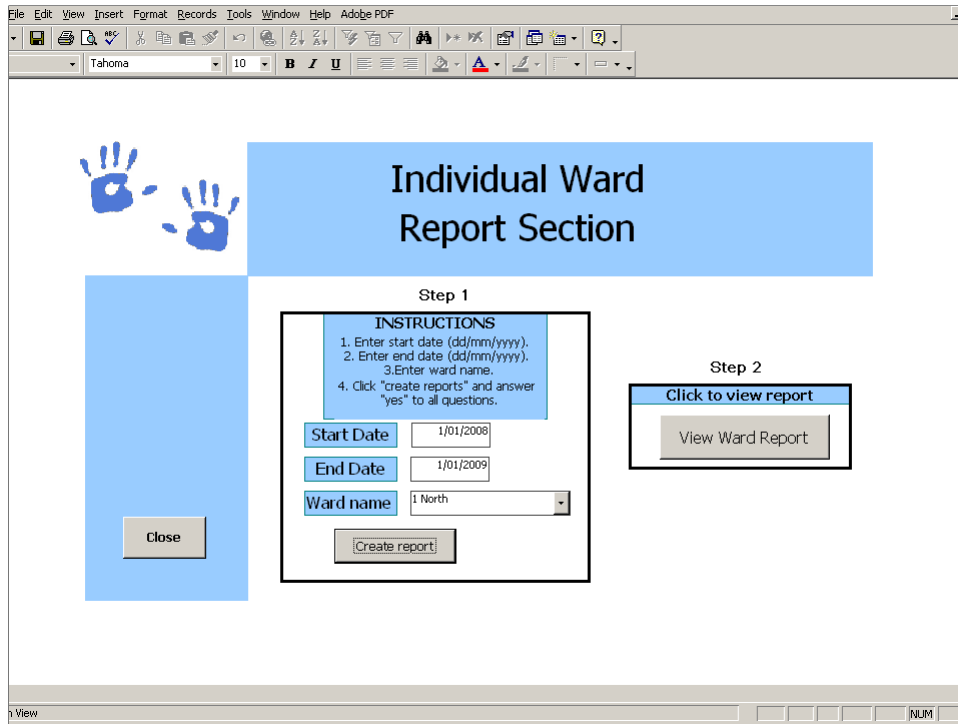
th Care Worker

The data in that row has now been permanently deleted.

Once you have finished a session you need to click on New Session to start entering data for another session or click on Close Form to stop entering data.

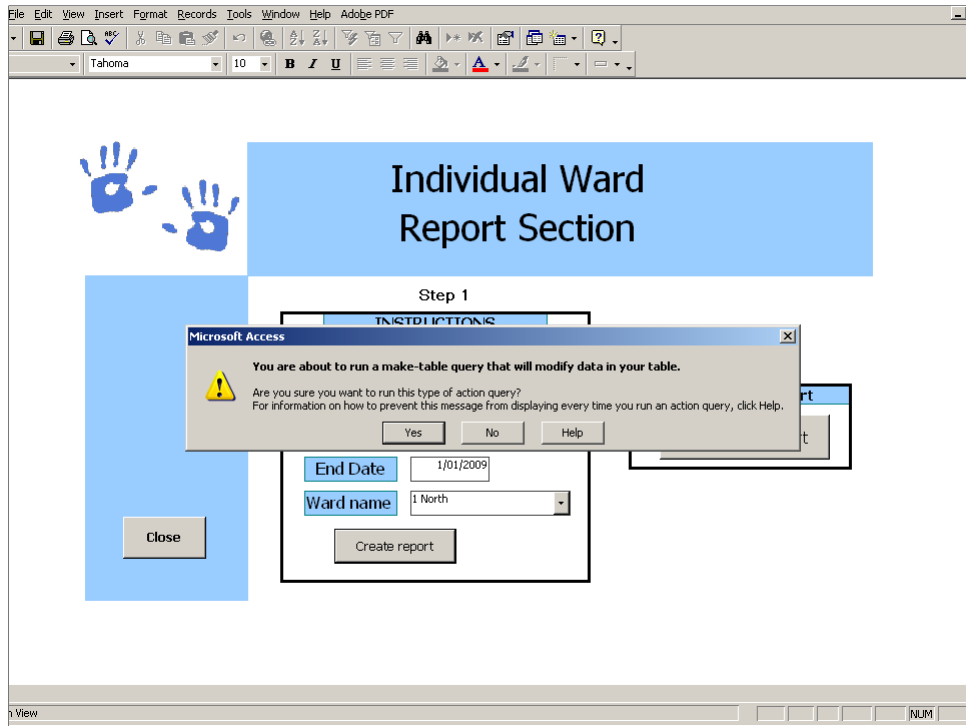


Click on View Individual Ward Report to view a report for a single ward or department

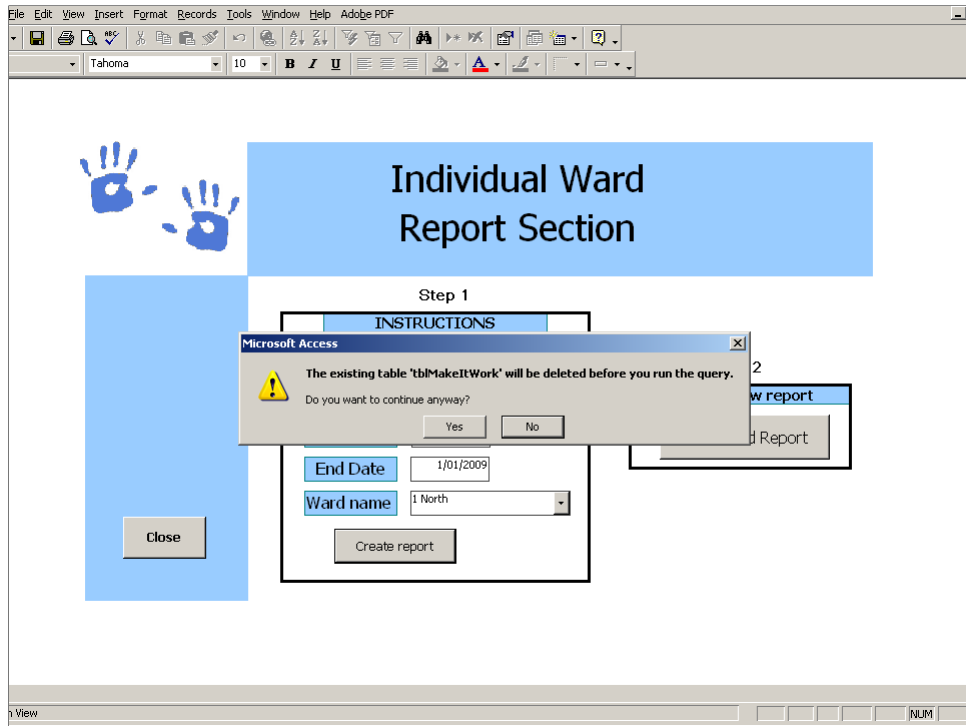


Complete all the instructions in Step 1 before Moving to Step 2 to view the report.

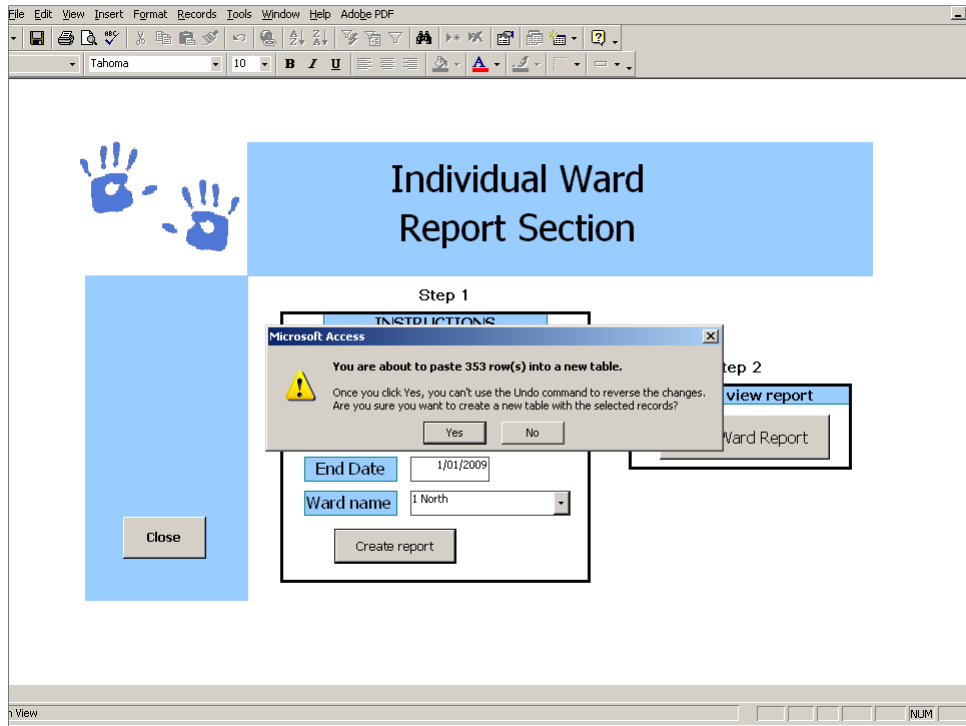
If you click on Step 2 first it will display the last report that you generated rather than one that you want.



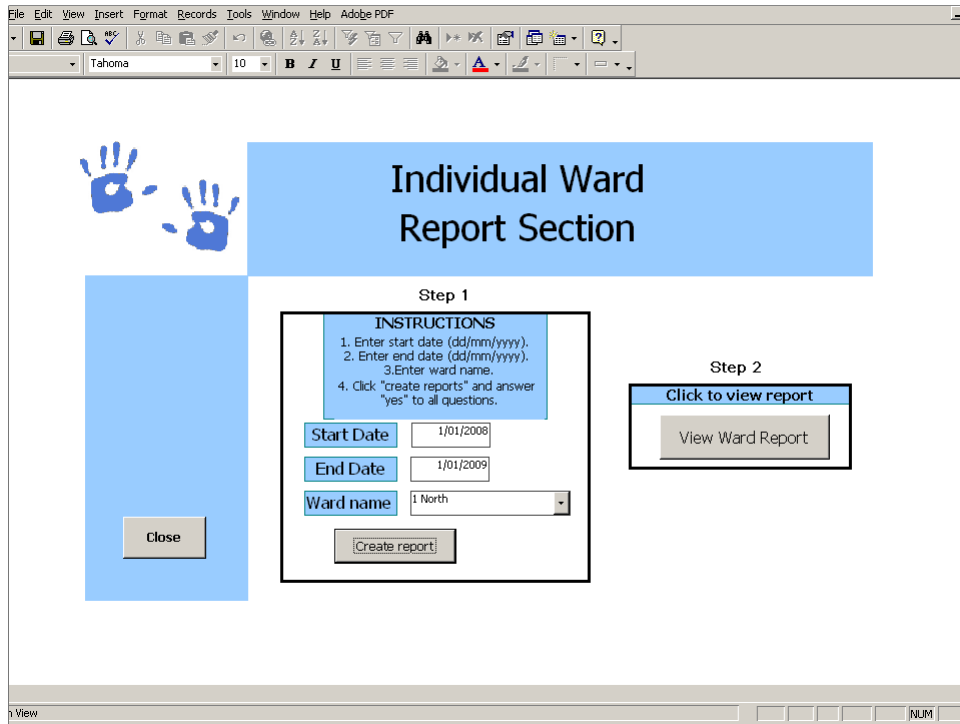
Click on Yes



Click on Yes



Click Yes again.



You have just created a table that contains all the data that is needed for your report. You then need to move to Step 2 and click on View Ward Report to be able to view this report

File Edit View Tools Window Help Adobe PDF

100% Close

Hand Hygiene Report 1 North

1/01/2008 - 1/01/2009

Total Compliance

Correct HH Actions 229	Total Moments 353	Compliance 64.87%
---------------------------	----------------------	----------------------

Total By Moment

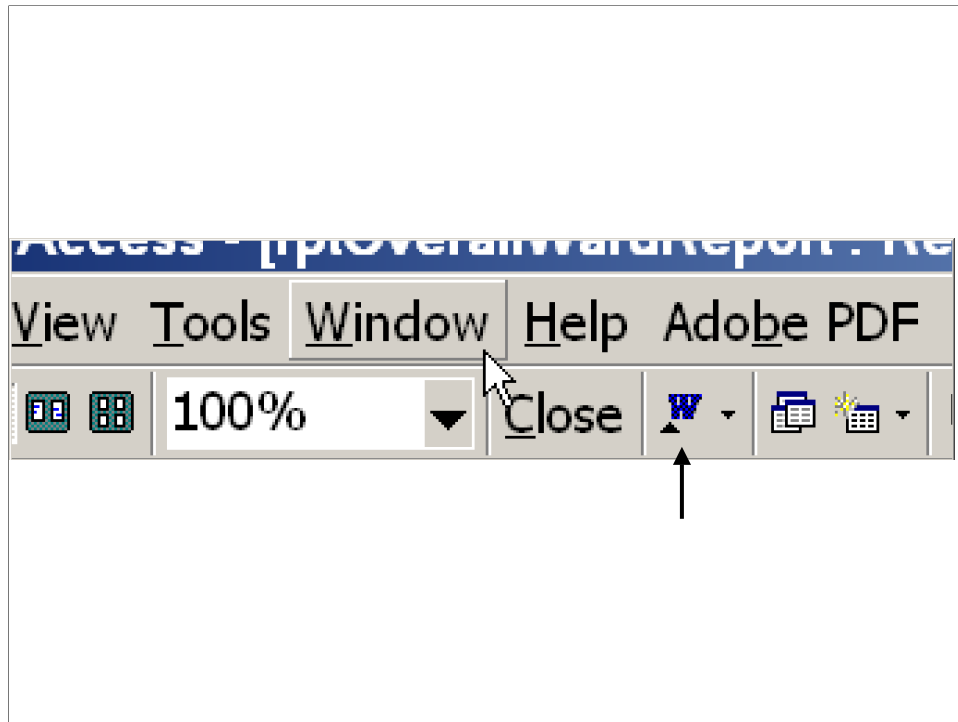
Moment	Correct HH Actions	Total Moments	Compliance
1 - Before Patient Contact	23	38	60.53%
2 - Before a Procedure	6	12	50.00%
3 - After a Procedure or Body Fluid Exposure	27	36	75.00%
4 - After Patient Contact	57	79	72.15%
5 - After Contact With Patient Surroundings	116	188	61.70%

Compliance By HCW

HCW	Correct HH Actions	Total Moments	HCW Compliance
AH	22	30	73.33%
DR	10	24	41.67%
O	0	1	0.00%
PSA	7	10	70.00%
RN	179	268	66.79%

1 NUM

The report



On the toolbar above the report there is an icon with a Blue W. By clicking this icon it will export the report to Microsoft Word.

Microsoft Access - [rptOverallWardReport : Report]

File Edit View Tools Window Help Adobe PDF

100% Close

Hand Hygiene Report

1 North

1/01/2008 - 1/01/2009

Total Compliance

Correct HH Actions	Total Moments	Compliance
229	353	64.87%

Total By Moment

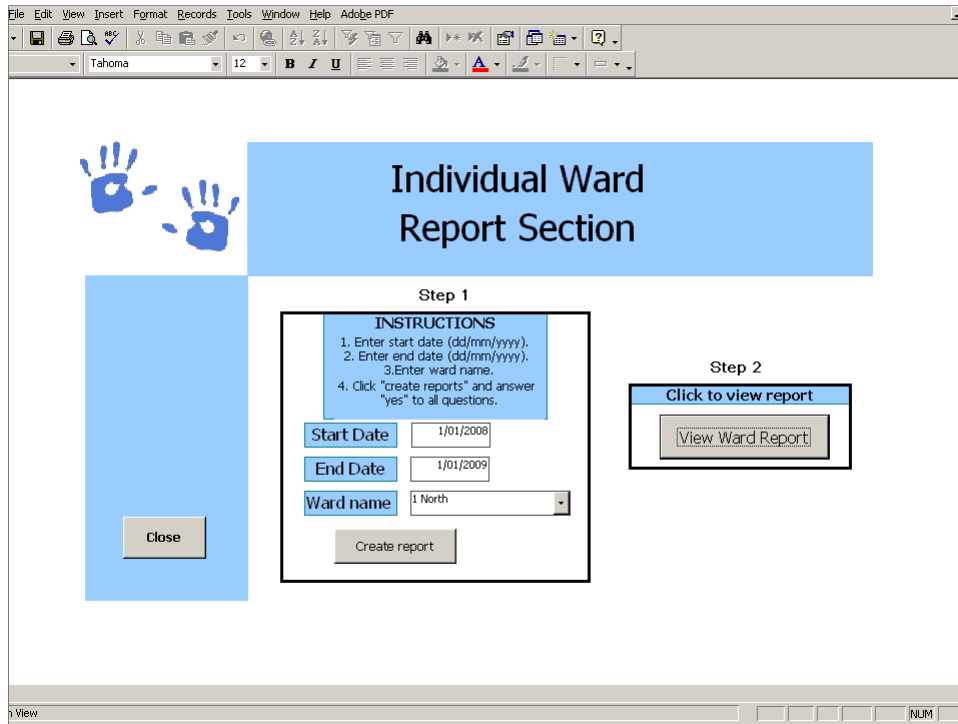
Moment	Correct HH Actions	Total Moments	Compliance
1 - Before Patient Contact	23	38	60.53%
2 - Before a Procedure	6	12	50.00%
3 - After a Procedure or Body Fluid Exposure	27	36	75.00%
4 - After Patient Contact	57	79	72.15%
5 - After Contact With Patient Surroundings	116	188	61.70%

Compliance By HCW

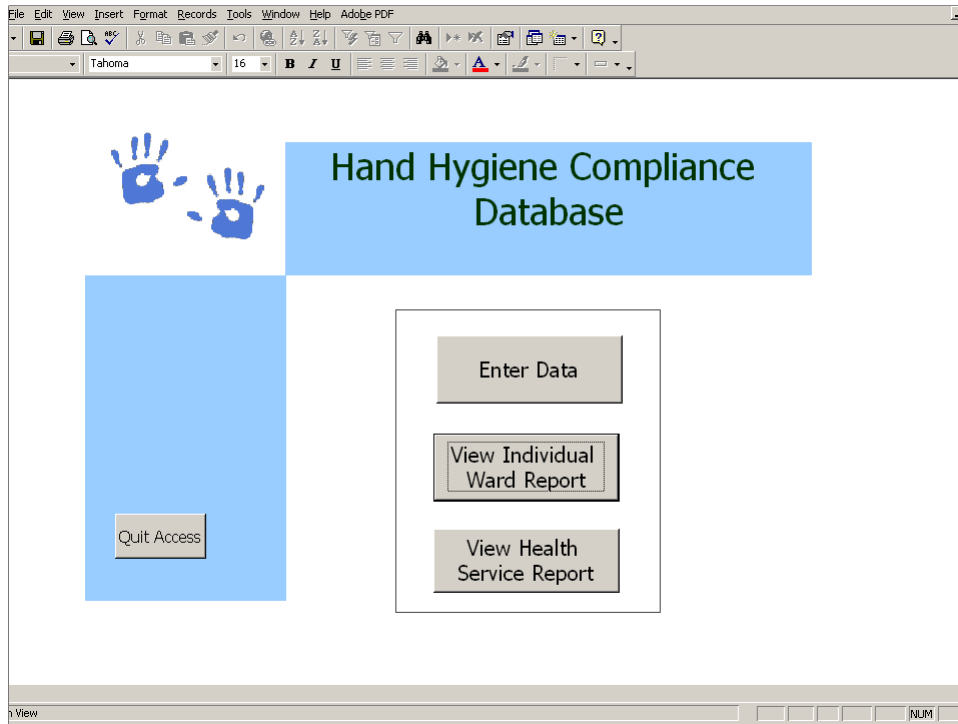
HCW	Correct HH Actions	Total Moments	HCW Compliance
AH	22	30	73.33%
DR	10	24	41.67%
O	0	1	0.00%
PSA	7	10	70.00%
RN	179	268	66.79%

Page: 14 4 1

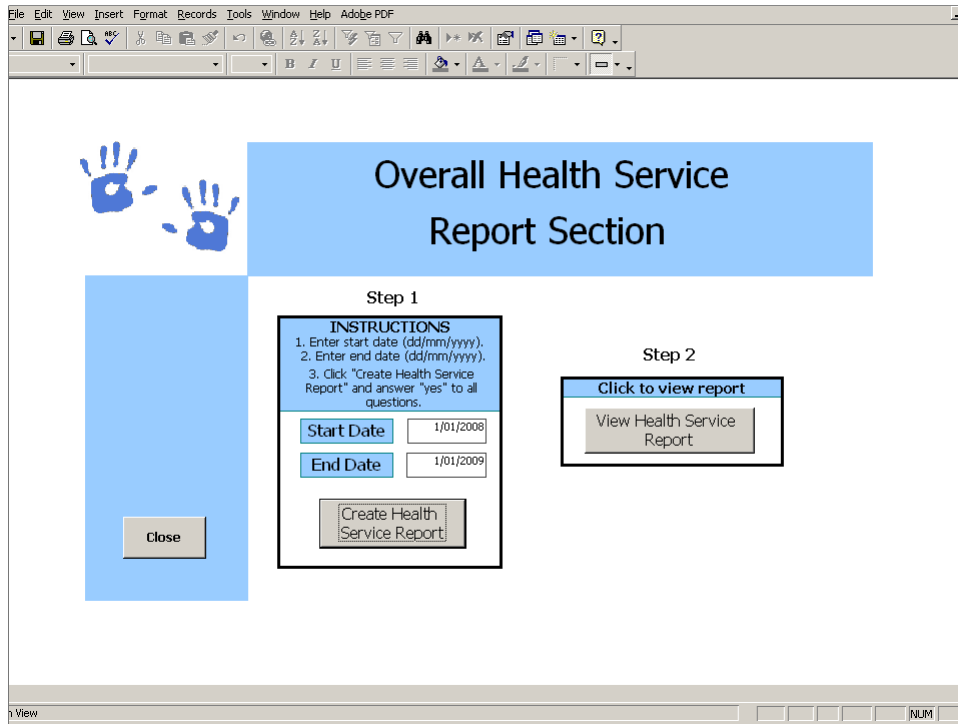
Click on the close button to take you back to the Individual Ward Report screen



You can then choose a new ward to run a report for but remember to follow all the steps again. By clicking the close button it will take you back to the main menu.

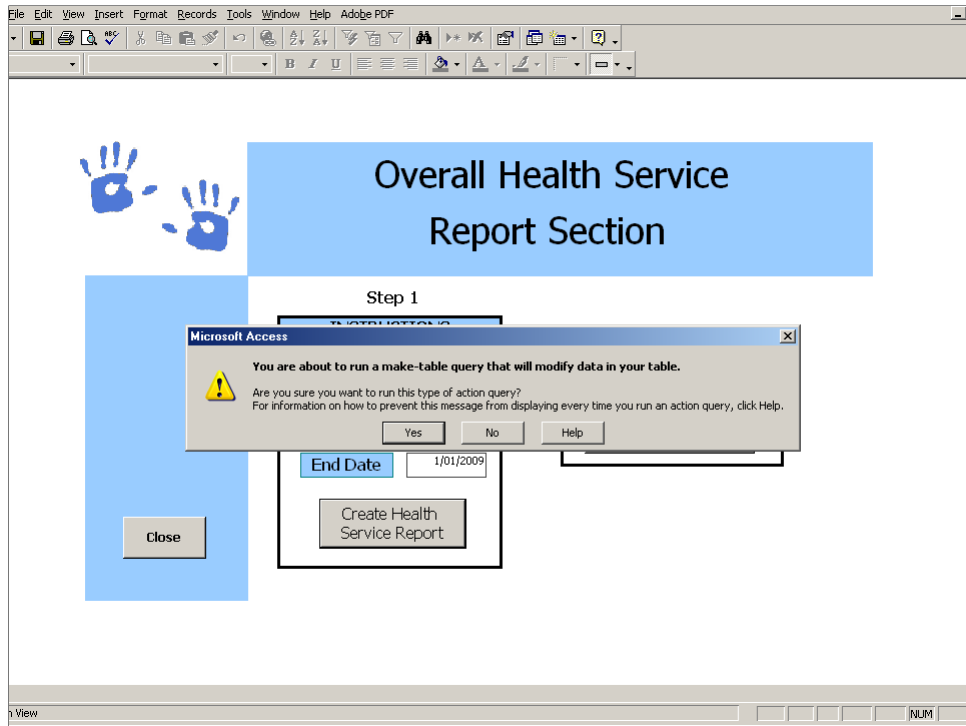


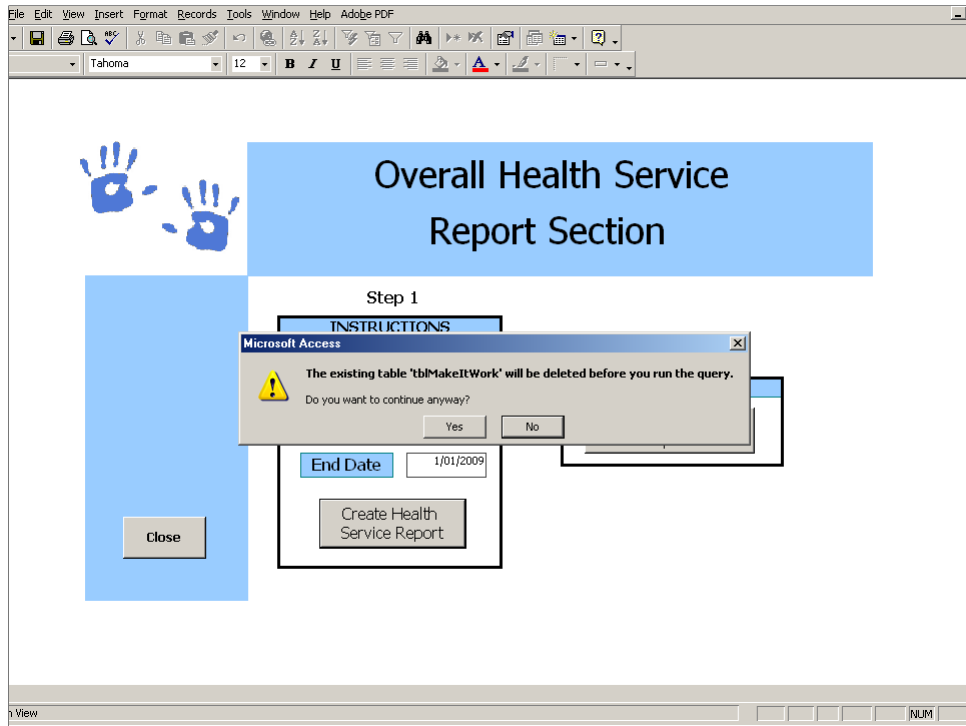
Click on View Health Service Report to view a report that combines all the data from every ward into an overall report.



Again you need to follow the instructions in Step 1 before moving to Step 2.

Click on Create Health Service Report and click on Yes 3 times.





File Edit View Insert Format Records Tools Window Help Adobe PDF

Tahoma 12 B I U

Overall Health Service Report Section

Step 1

Microsoft Access

You are about to paste 2176 row(s) into a new table.
Once you click Yes, you can't use the Undo command to reverse the changes.
Are you sure you want to create a new table with the selected records?

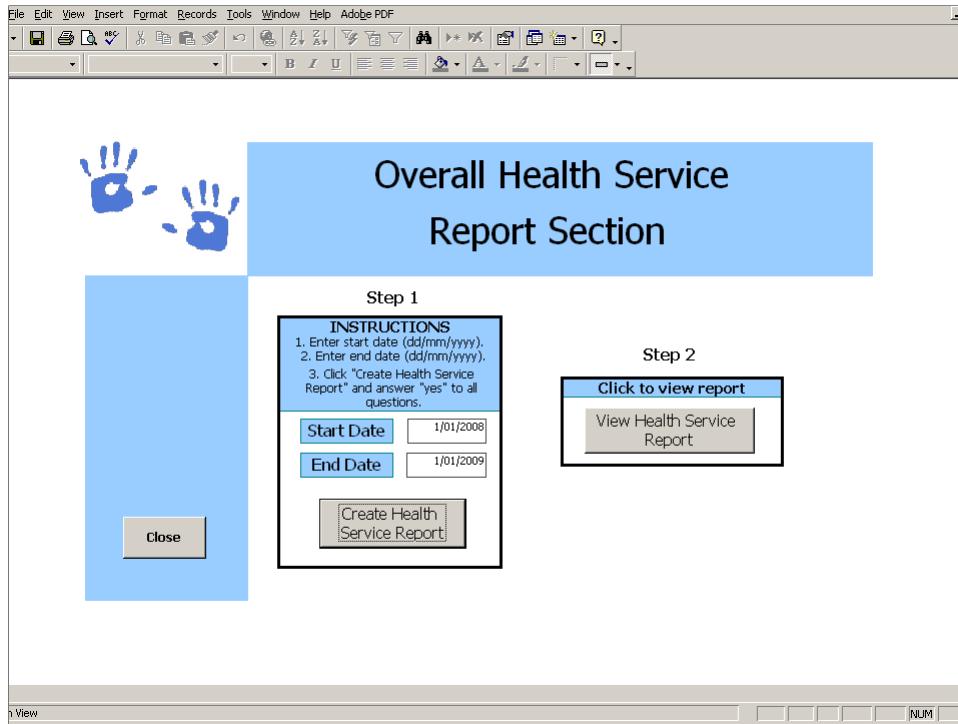
Yes No

End Date 1/01/2009

Create Health Service Report

Close

View



You have just created a table that contains all the data that is needed for your report. You then need to move to Step 2 and click on View Ward Report to be able to view this report

File Edit View Tools Window Help Adobe PDF

100% Close

Overall Health Service Hand Hygiene Report

1/01/2008 - 1/01/2009

Total Compliance

Correct HH Actions	Total Moments	Compliance
1470	2176	67.56%

Total By Moment

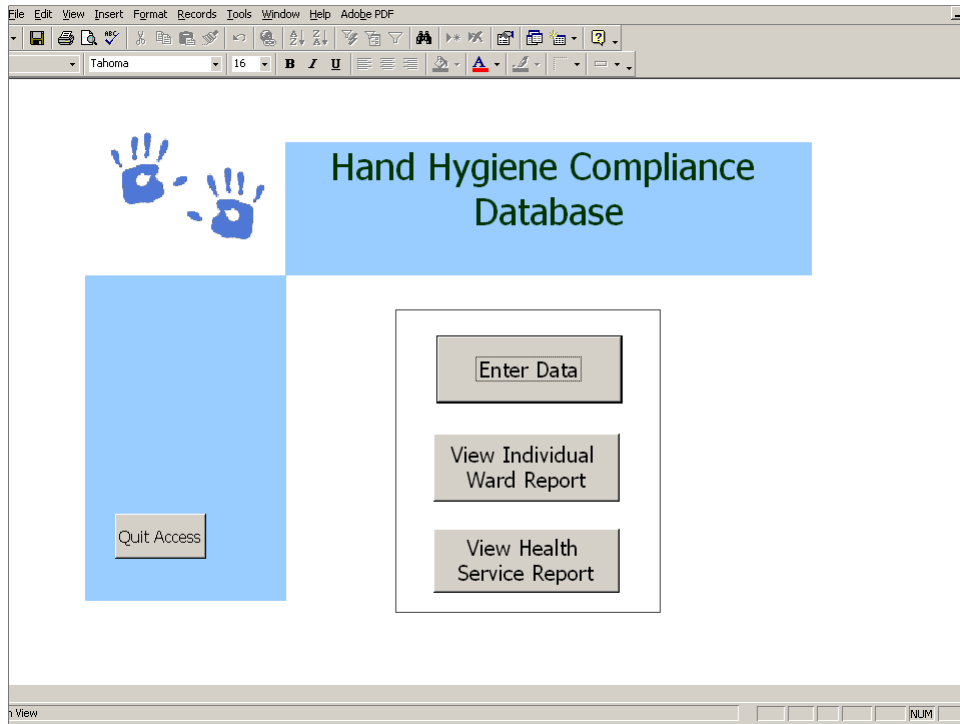
Moment	Correct HH Actions	Total Moments	Compliance
1 - Before Patient Contact	154	261	59.00%
2 - Before a Procedure	45	109	41.28%
3 - After a Procedure or Body Fluid Exposure	196	253	77.47%
4 - After Patient Contact	357	481	74.22%
5 - After Contact With Patient Surroundings	718	1072	66.98%

Compliance By HCW

HCW	Correct HH Actions	Total Moments	HCW Compliance
AH	108	165	65.45%
BL	20	37	54.05%
DR	102	207	49.28%
O	18	32	56.25%
PSA	46	69	66.67%

1 NUM

Click Close on the toolbar to close this page.



Use the Quit Access button to close the database.