



Hand Hygiene Compliance System Instructions for Use

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1) Introduction

Hand Hygiene Australia's (HHA) Hand Hygiene Compliance Application (HHCApp) is located at <http://www.hha.org.au>.

The HHCApp facilitates:

1.1) Data Entry

This allows an organisation to record Hand Hygiene Compliance (HHC) data through either direct keyboard entry or via a bulk upload of data collected using the HHA mobile data collection application (available from HHA for HP iPAQ 212 mobile devices with Windows OS).

1.2) Data Analysis

Organisations can then create HHC reports using the entered data.

1.3) Data Submission

The system also allows organisations to easily submit their required HHC data to regional or state coordinators.

To use the HHCApp, an organisation will need to register with the Jurisdictional (State/Territory) Hand Hygiene Coordinator who will create an Organisation Administration username.

2) Manage Sessions / Auditors Data Entry Instructions

To access the HHCApp, you will first need to logon to the HHA website using the username supplied to you by HHA, your Jurisdiction Hand Hygiene Coordinator or your hospital HH co-ordinator.

>You can either click the login link in the menu on the left side of the screen

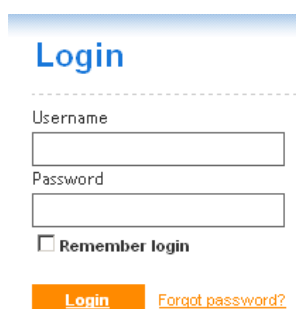


>Click the login link at the bottom right of the screen of all the HHA website pages.



>Enter your username and password

>Click Login



Once logged in you can follow the link to the Hand Hygiene Compliance Application administration page on the Login page -

[Click Here for the HHCApp Administration Page](#)

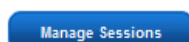
Or

>Click on the button for this is on the menu on the left side of the HHA home page.



When you are logged in you will see an orange Edit link in the top right hand corner of the Compliance Application page.  Click this to access the Admin page of the HHCApp.

Manage Audits and Workflows



The **Manage Sessions** page is where you manage the sessions that have been added to audits for your organisation. It is also from here that you add new sessions to currently active audits. A session is each individual Hand Hygiene Compliance data collection on a ward.

If you are logged in as an auditor the Manage Sessions button is the only button available to you on the Administration page.

Manage Audits and Workflows

Manage Sessions

2.1) Manual Data Entry

2.1.1) Add New Session

>Click Manage Sessions

Manage Sessions

This will take you to the Manage Session page

Manage Session

Upload Session Add New Session Back

Criteria

% can be used to shorten search input. For example %audit two will return sessions for NHHI Audit Two 2010.

Session: Enter session ID number to display an individual session

Audit Name: Enter name of audit to display sessions for that audit.

Organisation:

Department: Enter name of department to display sessions for that department.

Auditor First name: Enter first name of an auditor to display sessions for that auditor.

Auditor Last name: Enter last name of an auditor to display sessions for that auditor.

Get Sessions

Total Number of Moments for search results: 0

To manually enter Hand Hygiene observations into a new session -

>Click Add New Session

Add New Session

Add New Session

Observer: TEST AUDITOR

Audit Name: NHHI Audit One 2011

Organisation: TEST HOSPITAL

Department: TEST DEPARTMENT

Date:

Session No (optional):

Start Time
(Enter in 24 hr format eg 14:00.)

Finish Time
(Enter in 24 hr format eg 14:00.)

Duration of Session (minutes):

Save Back

>Enter the session details as per the HHA Hand Hygiene Data collection form.

Use the select date icon at the end of the date field to enter the date

If the Observer, Audit Name, or Department fields do not contain the required information you will need to contact your Hand Hygiene Coordinator to have these added to the application.

Make sure you choose the correct Audit Name that the data is to be entered for.

>Click Save

The page then changes to the Edit Session and Manage Moments page as below

Edit Session And Manage Moments

Observer: TEST AUDITOR
Audit Name: NHHI Audit One 2011
Organisation: TEST HOSPITAL
Department: TEST DEPARTMENT
Date: 12/1/2011
Session No (optional):
Start Time (Enter in 24 hr format eg 14:00.): 13:00
Finish Time (Enter in 24 hr format eg 14:00.): 14:00
Duration of Session (minutes): 60

Save Back

| HCW type | Moment | Action | Gloves |
|----------|--------|--------|--------|
| N | 1 | rub | N/A |

Total Correct HH Actions: 0
Total Moments: 1

The data entry screen for this session becomes visible below the session details.

2.1.2) Adding Hand Hygiene Data to a Session

The active field is highlighted on the screen in blue

HCW type
N

To change the value in the field you can either:

i) Use the mouse to click and open the dropdown list and then click on the required value, or;

ii) Use the keyboard to type the first letter or the Moment number. For example, in the HCW field, typing P will select PC. For values that share the same first letter you can just type the letter again to change the selection to the next value with that letter, eg typing S will select SDR, typing S again will select SN, typing S again will select SAH and typing S again will select SPC, and typing S again will return the selection to SDR.

To make the next field active you can either use the mouse to select the field or use the Tab key on the keyboard. To move back to the previous field press the Shift + Tab keys simultaneously.

HCW type Moment
N 1

Nb. Do not use the Backspace key on the keyboard as this will return you to the previous webpage.

HCW type
N
DR
PC
AH
AC
BL
D
SDR
SN
SAH
SPC
O

- N/A - if gloves were not used (this is the default setting and will become blank once the data line is completed and you have moved to the next Moment to be entered)
- On - if the previous Moment entered was 1 or 2.
- Off - if the previous Moment entered was 3, 4 or 5.
- Continued - if the previous Action entered was Missed

An error message will appear to let you know you need to change the glove field based on the Moment or Action that you entered.

Once all fields have been entered either click on the add button with the mouse, or use the Tab key to highlight the Add button then press enter on the keyboard to start the next line. By clicking Add at the end of each row the data is saved against the session information above it.

Continue adding all HH observation data until that session has been completed. The data is saved automatically. Ensure that you press add after the last HHC entry for it to be saved as part of the audit. There is no need to click the Save button unless you change any of the session information, eg change the department or date, above it.

>Click Back to return to the Manage Session page.

Manage Session

Upload Session
Add New Session
Back

Criteria

% can be used to shorten search input. For example %audit two will return sessions for NHHI Audit Two 2010.

Session: Enter session ID number to display an individual session

Audit Name: Enter name of audit to display sessions for that audit.

Organisation:

Department: Enter name of department to display sessions for that department.

Auditor First name: Enter first name of an auditor to display sessions for that auditor.

Auditor Last name: Enter last name of an auditor to display sessions for that auditor.

Total Number of Moments for search results: 0

2.1.3) Searching for Previously Entered Sessions

You can use the search criteria to find previously entered sessions.

This will also total the number of moments that have been collected based on your search results.

For instance, if you would like to know how many moments you have collected for your organisation for an audit period you would type in the name of the audit period in that field. Using the % symbol can save you having to type the entire name of the audit eg typing %Two would return all audit periods that contained the word two in them, saving you having to type NHHI Audit Two 2010. Of course if you had a local audit period with the two in it you would find this as well.

You can use any of the criteria fields to narrow your search down. If you want to see how many moments have been collected by an auditor for a particular department for a particular audit period, you would fill in the Audit Name field, the Department field, and then either just the First name field and if needed, the Last name field as well.

Criteria

% can be used to shorten search input. For example %audit two will return sessions for NHHI Audit Two 2010.

Session: Enter session ID number to display an individual session

Audit Name: Enter name of audit to display sessions for that audit.

Organisation:

Department: Enter name of department to display sessions for that department.

Auditor First name: Enter first name of an auditor to display sessions for that auditor.

Auditor Last name: Enter last name of an auditor to display sessions for that auditor.

The example above would return all the sessions for Ignaz that he collected on the Acute ward for all Audit periods with National in the name.

Total Number of Moments for search results: 14

| SessionId | Audit Name | Org | Dept | Date | Auditor | Session No | Start | No of Moments |
|-----------|--------------------|-----------------|-------|-----------|------------------|------------|---------|---------------|
| 35 | Reporting National | TEST HOSPITAL 2 | Acute | 18/5/2010 | Ignaz Semmelweis | 2 | 7:00 AM | 10 |
| 39 | Reporting National | TEST HOSPITAL 2 | Acute | 25/5/2010 | Ignaz Semmelweis | 1 | 7:00 AM | 2 |
| 40 | Reporting National | TEST HOSPITAL 2 | Acute | 25/5/2010 | Ignaz Semmelweis | 2 | 7:00 AM | 2 |

If the audit is still active you can then edit or delete a session in the list.

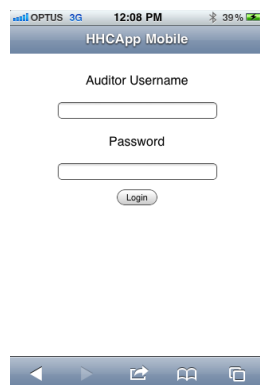
>Click Back to return to the Admin page of the HHCApp.

2.2) Data Entry via a Mobile Device

You can access the mobile data entry application using the internet browser on your mobile device. The application has been designed to work with all internet browsers that are HTML 5 compliant, such as Safari on the iPhone/iPad/iPod Touch. Most of the latest smart phones also have a compatible browser. You can also use devices that have Microsoft's Internet Explorer 8 or above, however the browser on Windows Phone 7 devices **is not** compatible at this stage

2.2.1) Accessing and Logging into HHCApp Mobile

To access the HHCApp mobile application, browse to <http://www.hha.org.au/hhmobile/> on your mobile device



The first time you login to the mobile application you will need to be connected to the internet either via a local wireless network or if your device is 3G enabled, via your

carrier's 3G network. Your departments and currently active audits will automatically be uploaded and stored to your device.

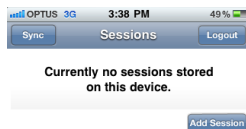
Subsequent logins **do not** require you to be connected to the internet, unless the Audit Name or Department information has been updated by your organisation administrator.

>Enter your **AUDITOR** username and password. You cannot use an Organisation Administrator username to enter data.

2.2.2) Entering Session Information

Once logged in you will see the Sessions screen. If you cannot login, check that you are entering the correct username and password.

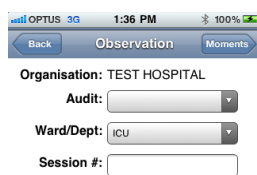
On the Sessions screen you will see the sessions that are stored on your device waiting to be "Synced" to HHCApp. It is advisable to "Sync" your sessions regularly.



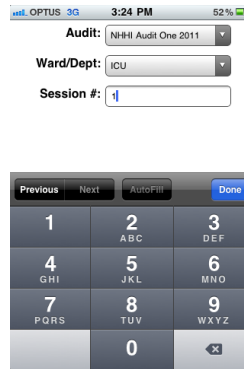
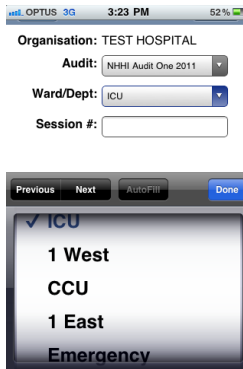
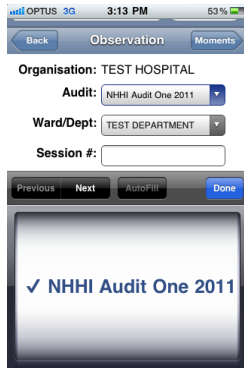
To start entering data for a new session:

>Click Add Session

On the Observation screen



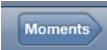
>Select the appropriate Audit Name, Ward/Dept name and Session # if required (optional)



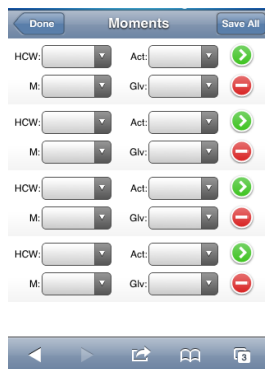
>Click Done 

The date and time are automatically added to the session information. Make sure that these settings are correct on your device.

Once you have selected the correct session information

>Select the Moments button  to move to the Moments screen

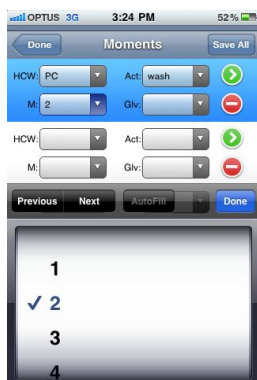
2.2.3) Entering Moment Data



To enter data into the HCW, Action (Act), Moment type (M) or Glove fields (Glv):

>Select the required field and then select the appropriate value

You can select another field by either selecting the Next button or by selecting the required field itself.



There is no need to select done unless you want to close the list box.

Scroll the screen to move to another Moment box to enter data for a different HCW.

2.2.4) Deleting an Active Moment

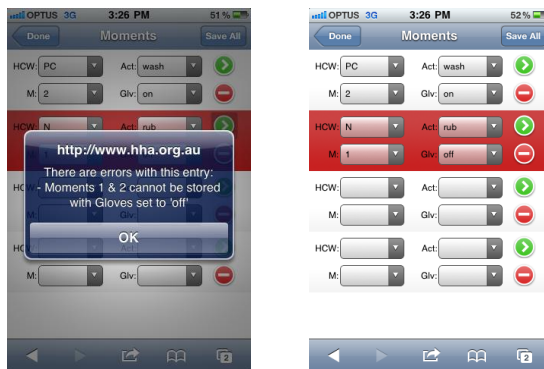
>Select the red circle next to the moment you wish to delete

2.2.5) Saving Moments

There are two methods to clear and save a completed Moment

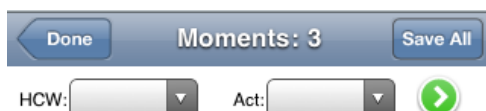
- 1) Select the green arrow to save an individual moment; or
- 2) Select Save All to save multiple moments

You will see an error message highlighting what needs fixing If there is an error with the moment(s) you are trying to save Select OK and make the required change to the moment field highlighted in red.



Once a moment has been saved you cannot edit it on your device. To make any changes you will need to “sync” the session (see 2.2.7), login to the HHA website and access HHCApp, find the session that needs editing and make the required changes there. Refer to section 2 of this document for instructions on logging in to HHCApp and to sub section 2.1.3 for instructions on finding previously entered data.

A running tally of saved moments can be seen at the top of the page



2.2.6) Ending a Session

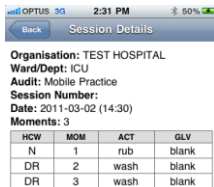
When you have completed a session

>Select Done

You will be returned to the Sessions page where you will see a summary of the session data.



Selecting the session summary will take you to a page displaying the session details and individual moments collected for that session.



>Select back to return to the Sessions page

2.2.7) Syncing a Session with HHCApp

You will need to be connected to the internet either via a local wireless network or if your device is 3G enabled, via your carrier's 3G network. Syncing a session sends the data directly to HHCApp and clears the session data from your device.

To Sync the all the sessions stored on your device

>Select Sync.

To Sync an individual session

>Select the green arrow next to the session you want to Sync

To delete a session without syncing

>Select the red symbol next to the session you wish to delete. Any session deleted will be permanently deleted and **cannot** be recovered.

2.2.8) Logging Out

When you have finished collecting data you should logout

>Select Logout on the Sessions screen.

2.2.9) Data Usage

Logging into HHCApp mobile whilst connected to a 3G network will use approx. 2048 bytes of your data plan. Syncing a session that contains 100 moments will use approx. 650 bytes of your data plan. Considering that a gigabyte is made up of 1,073,741,824 bytes, HHCApp mobile has a relatively low data load.

2.3) Data Entry via a HP iPAQ 212 PDA

HHA have available an application to collect Hand Hygiene Compliance data electronically using a HP iPAQ 212 PDA. Other types of PDAs are not compatible with this application

To submit data electronically using the HP iPAQ 212 PDA application you need to access the administration screen.

Log in and proceed to the administration page of the HHCApp as shown in section 2.1 and section 5.

2.3.1) Upload Session

>Click Manage Sessions



This will take you to the Manage Session Screen

>Click Upload Session



From here you will need to speak with HHA for further details.