Hand Hygiene Australia
www.hha.org.au

Hand Hygiene Compliance System
Instructions for Use

Contents

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.

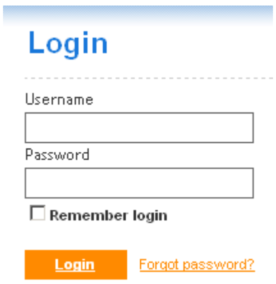
To use the HHCApp, an organisation will need to register with the Jurisdictional (State/Territory) Hand Hygiene Coordinator who will create an Organisation Administration username.

2) Accessing the Hand Hygiene Compliance System

2.1) Logging In

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

>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 -

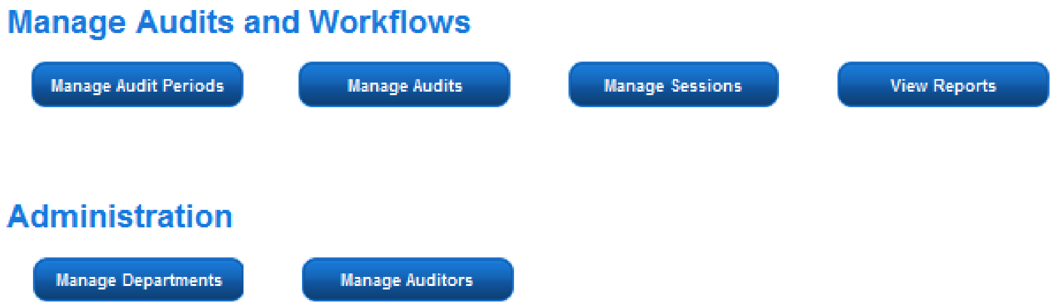
Click Here for the HHCApp Administration Page

or alternatively you can 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 HH Compliance Application page.

>Click this to access the Admin page of the HHCApp.

3) The HHC Administration Page



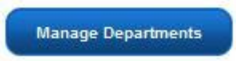
Icon definitions:

View and create audit periods for local reporting only.

Allocate audits to your organisation, view sessions for an audit and submit audits for your organisation.

Review the auditing sessions for your organisation and add new sessions.

Run reports on total compliance, compliance by moment, compliance by healthcare worker and glove compliance.



Add departments to your organisation or to edit the details of departments already added.

Add auditors to your organisation or to edit the details of auditors already added.

Period	The date range of an audit
Session	A single episode of HHC monitoring

3.1) Managing Departments

Before being able to enter HHC data on the website you need to set up the departments within your organisation, and the auditors who conduct the audits.

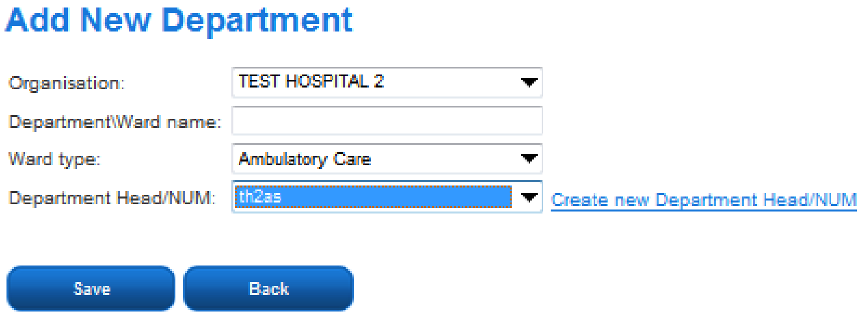
If you have previously used the HHA online learning package for your organisation, your departments will be available automatically. If these departments do not match your auditing areas you will need to create further departments.

3.1.1) Adding Departments to an Organisation

To add a department to your organisation in the HHCApp you need to access the administration screen as shown in section 2.1.

>Click the Manage Departments button to move to the Manage Departments page

>Click Add New Department to move to the Add New Department Page



>Enter the name of the department you wish to add to your organisation.
This name will be visible on the reports, therefore ensure you enter it as you would like to see it on the report eg. Capitalised and spaced correctly.

>Select the Ward Type from the dropdown list – for wards that don't immediately fit the categories see further definitions below:

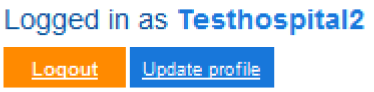
Dropdown List	**Further Definitions**
Ambulatory Care	Out-patient clinic/treatment
Critical Care Unit	Including Coronary Care, Adult and Paediatric Intensive Care Units, High Dependency Unit
Emergency Department	
Maternity	Delivery suite, maternity ward
Medical	Including dermatology, neurology, respiratory etc
Mental Health	
Mixed	
Neonatal Intensive Care Unit	
Oncology/Haematology Unit	Including Day Oncology
Other	If not defined within the other categories
Paediatrics	Children's Wards of Non-paediatric hospitals
Renal	Including dialysis
Sub Acute	Including rehab, geriatric evaluation and management
Surgical	Including neurosurgery, urology, ENT, ophthalmology, theatre, recovery etc
Transplantation Unit	

>Select the Department Head/NUM

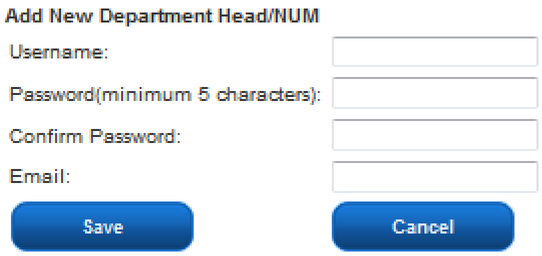
When creating a department/ward you will need to create a new Department Head username. Department Heads will be able to login to the HHCApp with this username and view the hand hygiene report for their ward only. This function is included in the HCCApp to encourage local ownership of Hand Hygiene compliance results by individual wards. HHA recognises that organisations may not utilise this function as they have existing processes for distributing audit results to department heads.

When creating a new Department Head/NUM you must enter an email address (used to recover a forgotten password). This is a mandatory field. If you do not know the Department Head's Email address, then type in x@x.x.

If your organisation elects to forward access to the department head/NUM they can update their email address anytime once logged in by pressing the update profile button as below.

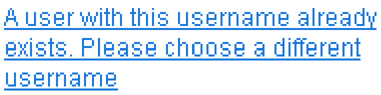


>Click Create New Department Head/NUM



>Enter a **unique** Username for the Department Head. The username can be in any format you choose. Using the initials of the hospital and the ward name may assist in creating a unique username. For example, the acute ward at the Test Hospital 2 could have a username th2acute.

If you enter a username that is not unique to the HHCApp (not just your hospital) you will get the below message.



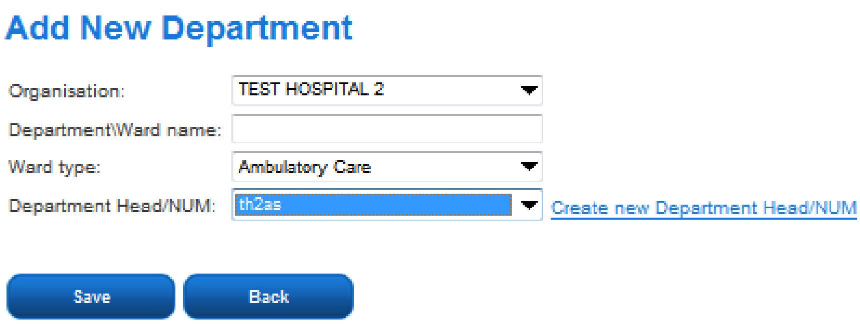
>Enter a Password of your choice.

>Confirm the Password by re-entering it. This password can be changed anytime from the login screen by pressing the update profile button as above.

>Enter the department Head's email address or x@x.x.

>Click Save to create the Department Head/NUM

Once one Department Head is created their details are available to be used for multiple wards by selecting their name from the Department Head/NUM dropdown box. Therefore if your organisation is not sure if your Department Heads will use their reporting capabilities when you first set up the wards; enter a generic Department Head and use it for all wards/departments.

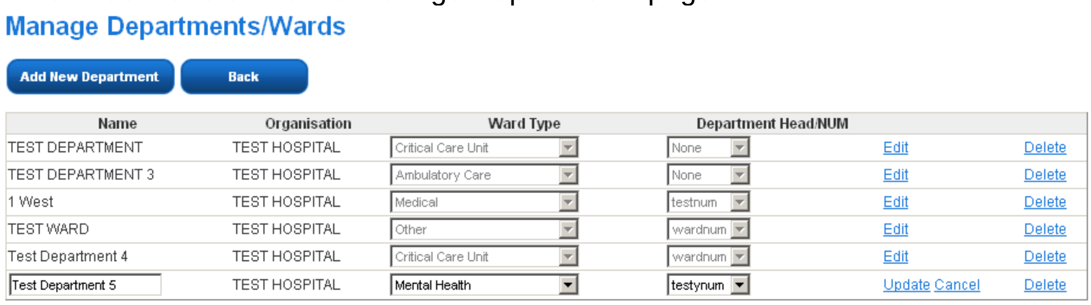


>Select the Department Head/NUM you have just created from the dropdown box at the top of the page

> Click Save
You will get a message to say that the department has been successfully created.

Add another department, or

>Click Back to return to the Manage Departments page



This will take you to the Manage Departments page where you will see a list of Departments for your organisation that have been added. From here you can update or delete your departments by clicking on edit, which allows you to change the name, ward type or department head. Clicking on Update saves the changes made.

If you entered a generic department head initially and need to change this as the Department Head wants access to their reports:

>Click Add New Department
>Click Create New Department Head and fill in their details (as above)
>Click Back to return to the Manage Departments page
>Click Edit on the ward you need to change the department head
>Select the new Department Head name from the Department Head dropdown box
>Click Update

>Click Back to return to the Admin page.

>Click the Return to site link in the top right corner of the page to return to the HHA website. This link is available on all HHCApp pages.

To return to the HHCApp you will need to click the Hand Hygiene Compliance Application button in the navigation menu.

3.2) Manage Auditors

To manage your organisations Auditors for the HHCApp you need to access the administration screen.

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

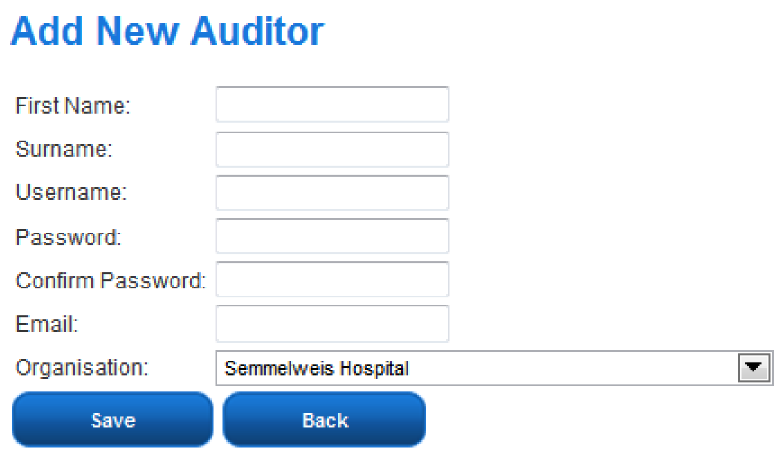
>Click Manage Auditors 

This will take you to the Manage Auditors page where you will see a list of Auditors for your organisation if previously added. From here you can update your auditors by adding a new auditor or deleting an existing one that has no data recorded against their name.

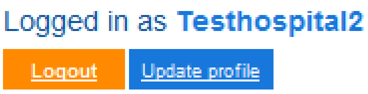
3.2.1) Adding Auditors to an Organisation

To add a new Auditor to your Organisation

>Click Add New Auditor 



>Enter the auditor's First Name.
>Enter the auditor's Surname
>Enter a **unique** Username for the Auditor to use when logging in to the HHCApp. The username can be in any format you choose, eg. FirstNameSurname.
>Enter a Password of your choice.
>Confirm the Password by re-entering it. This password can be changed anytime from the login screen by pressing the update profile button as below.



>Enter the Auditor's email address. This address is used to recover a forgotten password. This is a mandatory field. If you do not know the Auditor's Email address, then type in x@x.x. The Auditor can update this anytime they login by pressing the update profile button as above.

>Click Save to add the Auditor to your organisation.

>Click Back to return to the Manage Auditors screen

>Click Back to return to the Admin page.

Once the departments and auditors for your organisation are setup you are ready to proceed with HHC data entry.

4) Managing Audits and Workflows

There are two Audit Types in the HHCApp, **National** and **Local**.

HHA is responsible for the creation of the **National** Audit periods.

Hand Hygiene data that is entered against a **National** Audit Period will be used by HHA to report Hand Hygiene Compliance rates as part of the National Hand Hygiene Initiative.

Hand Hygiene data that is entered against a **Local** Audit Period is for local reporting only and <u>**will not**</u> be used by HHA. Local audits may be used for audits conducted outside of the HHA audit periods, and for wards not associated with HHA HHC reports eg. Spot audits after updated education. It is a tool to enable HHC reporting for an individual organisation only.

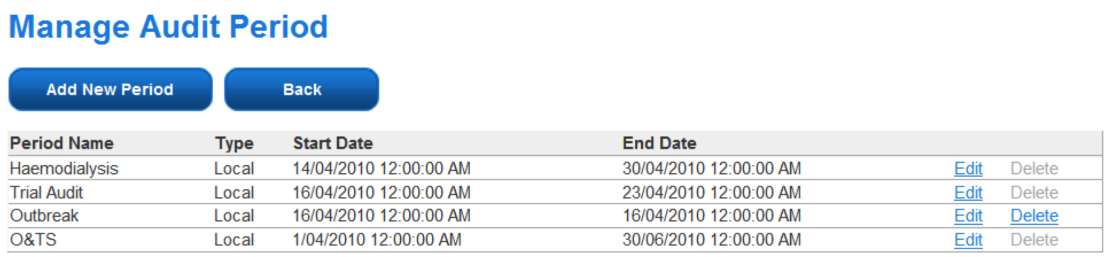
4.1) Manage Audit Periods

To Manage **Local** Audit Periods for your organisation you need to access the administration screen.

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

>Click Manage Audit Periods 

The Manage Audit Period screen lists all the Local Audit periods that have been created for your organisation.



Period Name	Type	Start Date	End Date		
Haemodialysis	Local	14/04/2010 12:00:00 AM	30/04/2010 12:00:00 AM	Edit	Delete
Trial Audit	Local	16/04/2010 12:00:00 AM	23/04/2010 12:00:00 AM	Edit	Delete
Outbreak	Local	16/04/2010 12:00:00 AM	16/04/2010 12:00:00 AM	Edit	Delete
O&TS	Local	1/04/2010 12:00:00 AM	30/06/2010 12:00:00 AM	Edit	Delete

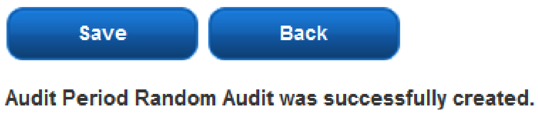
4.1.1 Create a new Local Audit Period

>Click Add New Period

>Enter a Description\Audit Number of your choice. The description should be clear to the people entering data which audit they should select to enter the data against.

>Enter the Start Date and End Date for the Audit. Keep in mind that you will be unable to enter data against the Audit after the End date. You should therefore ensure that the End date also allows time for data entry.

>Click Save.



This just creates the Audit Period. You will need to add this audit period to your organisation via the Manage Audits page before you can enter data against it.

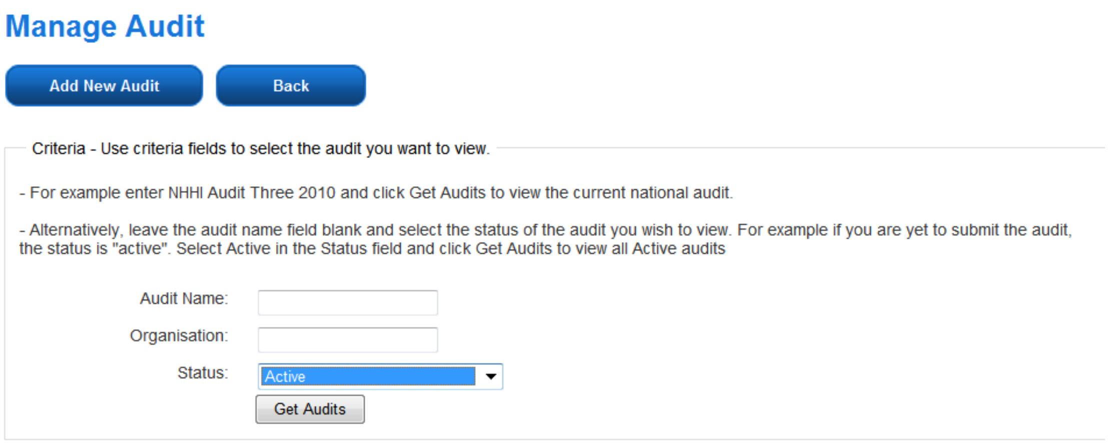
>Click Back to return to the Administration page.

4.2) Manage Audits

To Manage Audits for your organisation you need to access the administration screen.

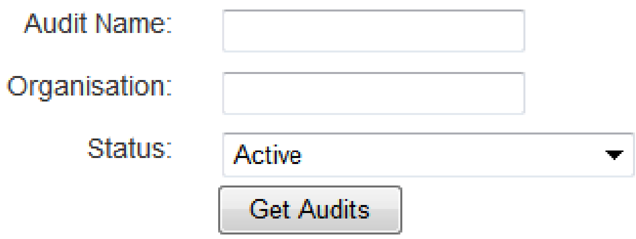
Log in and proceed to the administration page of the HHCApp as shown in section 2.1.

>Click Manage Audits



The Manage Audit page displays the past and present Audit Periods for your Organisation based on the search criteria you select.

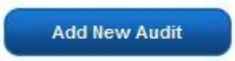
For example, If you wish to view all audits for your organisation where the status is "Active", select active in the Status field and click "Get Audits"

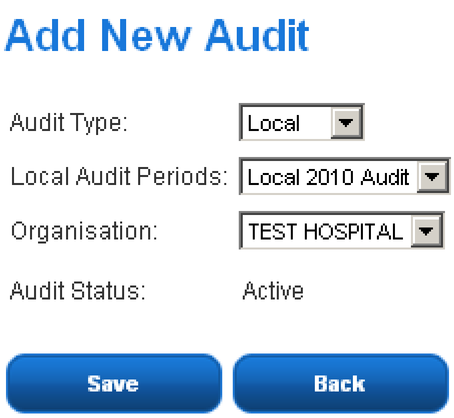


Once the Audit(s) are displayed you are able to view the sessions entered against an audit, submit a HHA Audit for approval or submit a local audit as complete.

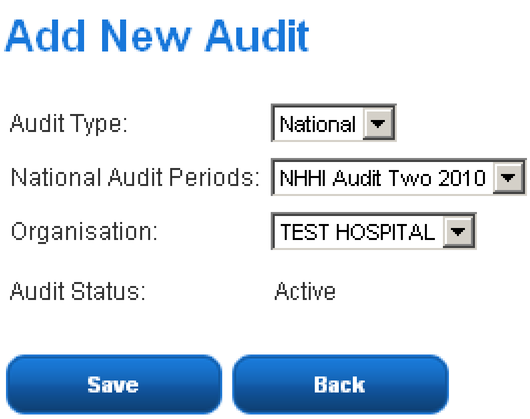
4.2.1) Add an Audit to an organisation

For an Audit Period to appear in this list it needs to be added to your organisation first.

>Click Add New Audit 



. or



To add a **National** Audit to an organisation's list of audit periods:

>Select **National** in the Audit Type dropdown list
>Select the National Audit Period you wish to add from the dropdown list.
If the data period you want is not there you will need to wait for HHA to enter it.

To add a **Local** audit to an organisation's list of audit periods:

>Select **Local** in the Audit Type dropdown list
>Select the Local Audit Period you wish to add from the dropdown list.

Nb. Only current audit periods will appear in either list
>Click Save and wait for the confirmation message

Save Back

Audit Period Random Audit was successfully created.

Only click Save **once** as it is possible to add the audit again (and again) if you do.

>Click Back and check that the audit has been added to the end of your organisation's list of audits.

Manage Audit

Add New Audit Back

Audit	Period	Organisation	Status				
Random Audit	25/4/2010 - 30/4/2010	Semmelweis Hospital	Active	Edit	Delete	View Sessions	Submit

4.2.2) Delete an Audit from an Organisation

If you have accidently added an audit period to your organisation:

Manage Audit

Add New Audit Back

Audit	Period	Organisation	Status				
Random Audit	25/4/2010 - 30/4/2010	Semmelweis Hospital	Active	Edit	Delete	View Sessions	Submit
Random Audit	25/4/2010 - 30/4/2010	Semmelweis Hospital	Active	Edit	Delete	View Sessions	Submit
Random Audit	25/4/2010 - 30/4/2010	Semmelweis Hospital	Active	Edit	Delete	View Sessions	Submit
Random Audit	25/4/2010 - 30/4/2010	Semmelweis Hospital	Active	Edit	Delete	View Sessions	Submit

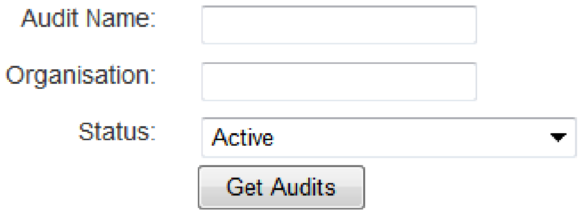
>Click Delete to remove the unwanted audit(s) from the list.
Nb. You can only delete audits that have not had any sessions entered against them.

4.2.3) Submitting a National Audit

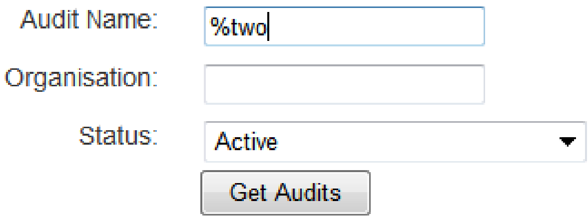
Once you are certain that you have entered the required number of Moments for an Audit you are then ready to submit the completed audit to the necessary body. This may either be to the Regional Coordinator, the Jurisdictional Coordinator or directly to HHA.

Either, select "Active" in the Status field or type the name of the Audit, e.g. NHHI Audit Two 2010. To save having to type the entire name, **%** can be used as a wildcard symbol. By typing **%two** you would return all Audits that had the word 'two' in their name.

The organisation field is automatically set to your organisation.

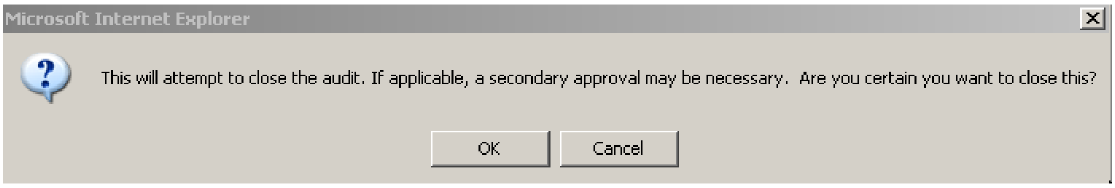


OR



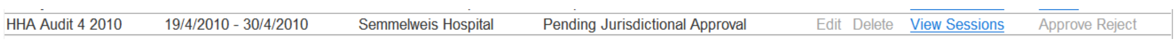
>Click the Submit link

You will then receive a message asking you to confirm that you are about to close the audit.



>Click ok only if you have completed data entry for this audit

The Status changes from Active to either: Pending Regional Approval, Pending Jurisdictional Approval or Complete depending on the reporting workflow for your organisation



The Edit link is now disabled on the Manage Session page and sessions can no longer be entered against this audit for your organisation. If you need to alter any data you will need to contact your Regional Coordinator if the Status is Pending Regional Approval, or your Jurisdictional Coordinator if the Status is Pending Jurisdictional Approval or Complete to ask them to Reject the audit, which re-activates the Edit link.

>Click Back to return to the Administration page.

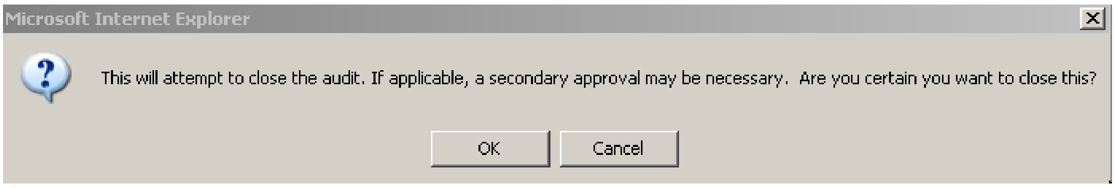
4.2.4) Submitting a Local Audit

Once you are certain that you have entered all of your Moments for a Local Audit you are then ready to submit the completed audit so that no further data can be entered against it.

O&TS	1/4/2010 - 30/6/2010	Semmelweis Hospital	Active	Edit	Delete	View Sessions	Submit

> Click Submit

You will then receive a message asking you to confirm that you are about to close the audit.



>Click ok only if you have completed data entry for this audit

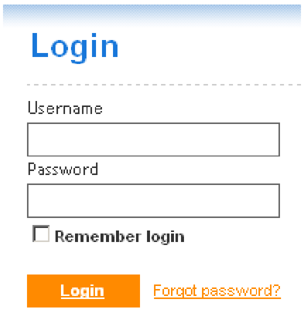
This changes the status from Active to Complete. No more sessions can be added to the audit and sessions for that audit cannot be edited.

O&TS	1/4/2010 - 30/6/2010	Semmelweis Hospital	Complete	Edit	Delete	View Sessions	Reject

5) 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.

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



>Enter your username and password

>Click Login

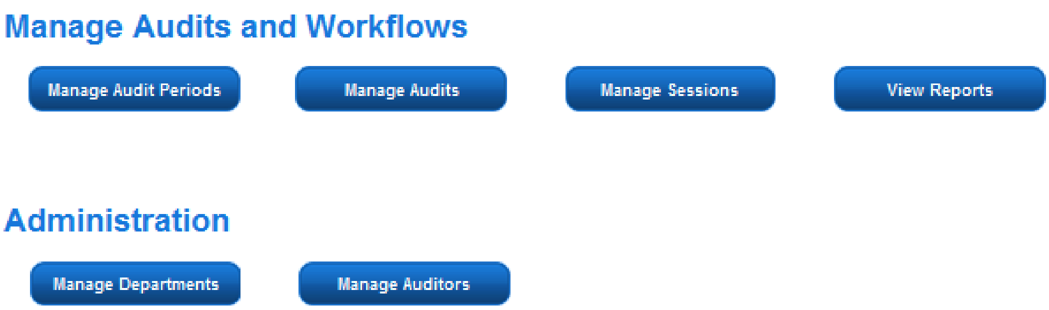
Once logged in you can follow the link to the Hand Hygiene Compliance Application administration page on the Login page -

Click Here for the HHCApp Administration Page

or alternatively you can click on the button for this is on the menu on the left side of the HHA home page.

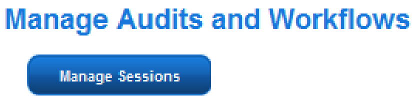
>Click on this button.

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.



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 HHC data collection period on a ward.

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

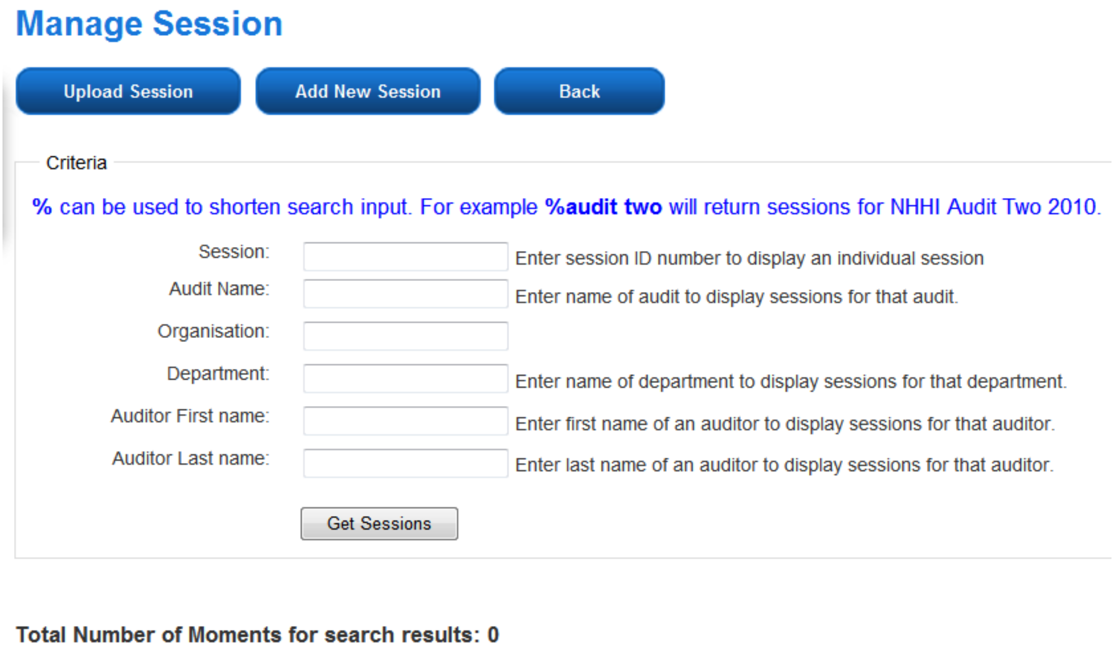


5.1) Manual Data Entry

5.1.1) Add New Session

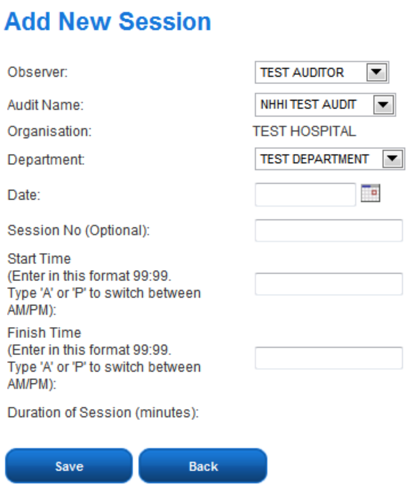
>Click Manage Sessions

This will take you to the Manage Sessions Screen



To manually enter Hand Hygiene observations into a new session -

>Click Add New Session



>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 or manually enter it in the format of dd/mm/yyyy. Failure to use this format may trigger a time error message when the session is saved.

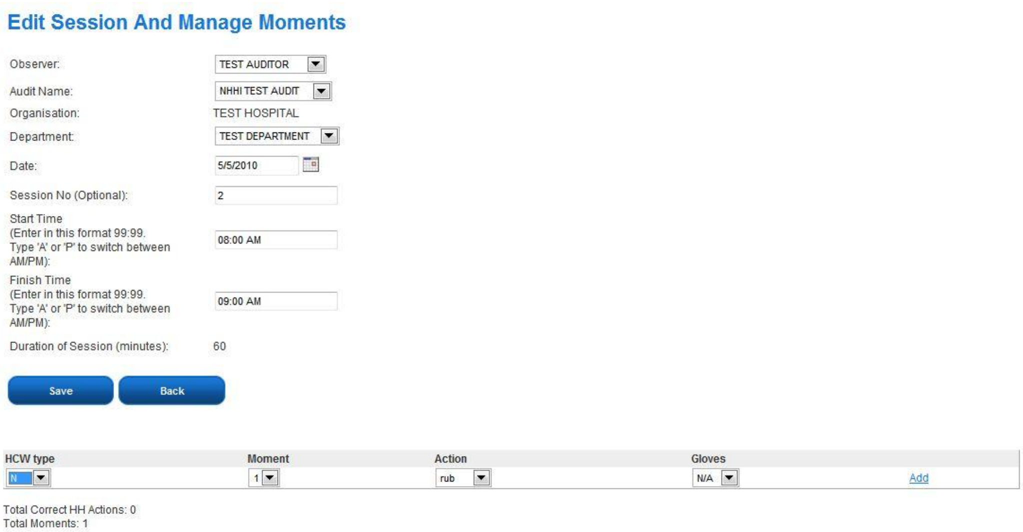
If the Observer, Audit Name, or Department fields on the website do not contain the required information you will need to return to the HHCApp Administration Screen to add the required information (refer to Sections 3 & 4 above).

For auditors you will need to talk with your organisation administration person to ask them to complete this.

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



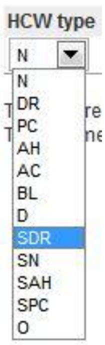
The data entry screen for this session becomes visible below the session details.

5.1.2) Adding Hand Hygiene Data to a Session

The active field is highlighted on the screen in blue

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

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

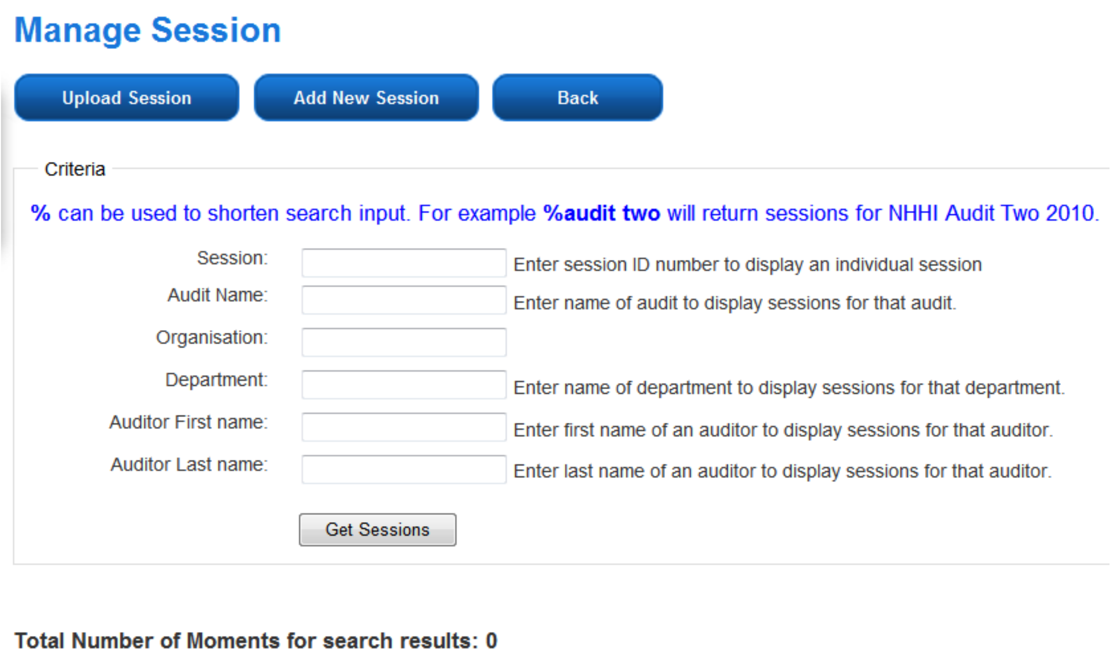
In the glove field you can only select:

- 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.

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.

>Click Back to return to the Manage Session page.



5.1.3) 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:	% National	Enter name of audit to display sessions for that audit.
Organisation:		
Department:	acute	Enter name of department to display sessions for that department.
Auditor First name:	Ignaz	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

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.

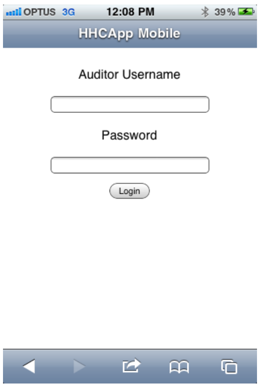
>Click Back to return to the Admin page of the HHCApp.

5.2) 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
.

5.2.1) 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.

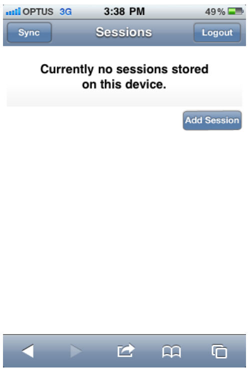
Subsequent logins **do not** require you to be connected to the internet, unless the Audit Name or Department information has been updated y your organisation administrator.

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

5.2.2) 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.

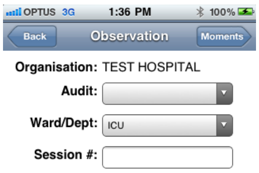
On the Sessions screen you will see the sessions that are stored on your device waiting to be "Synced" to HHCApp. It is advisable to "Sync" your sessions regularly.



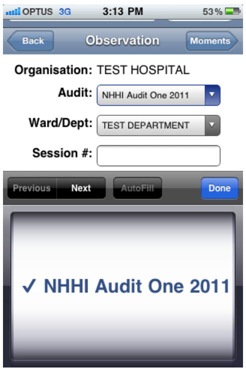
To start entering data for a new session:

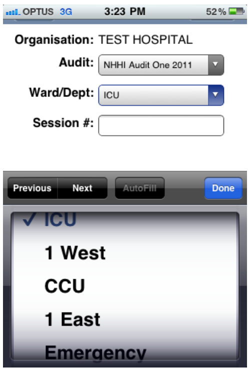
>Click Add Session

On the Observation screen



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





>Click Done 

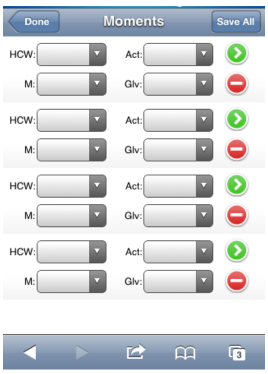
The date and time are automatically added to the session information. Make sure that these settings are correct on your device.

Once you have selected the correct session information

>Select the Moments button 

to move to the Moments screen

5.2.3) 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 Moment entry screen above the list box to move to another Moment box.

5.2.4) Deleting an Active Moment

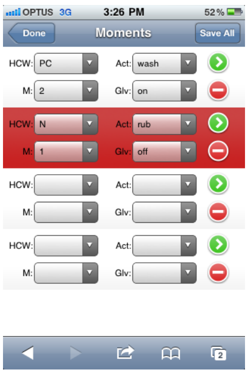
>Select the red circle next to the moment you wish to delete

5.2.5) 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

If there is an error with the moment(s) you are trying to save you will see an error message highlighting what needs fixing. 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 login to 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 5.1.3 for instructions on finding previously entered data.

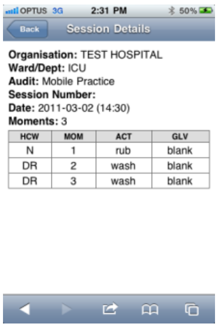
5.2.6) Ending a Session

When you have completed a session

>Select Done

You will be returned to the sessions screen where 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

5.2.7) 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 circle next to the session you wish to delete. Any session(s) deleted will be permanently deleted and cannot be recovered.

5.2.8) 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.

5.2.9) Logging Out

>Select Logout on the Sessions screen.

5.3) 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.

5.3.1) Upload Session

>Click Manage Sessions

This will take you to the Manage Session Screen

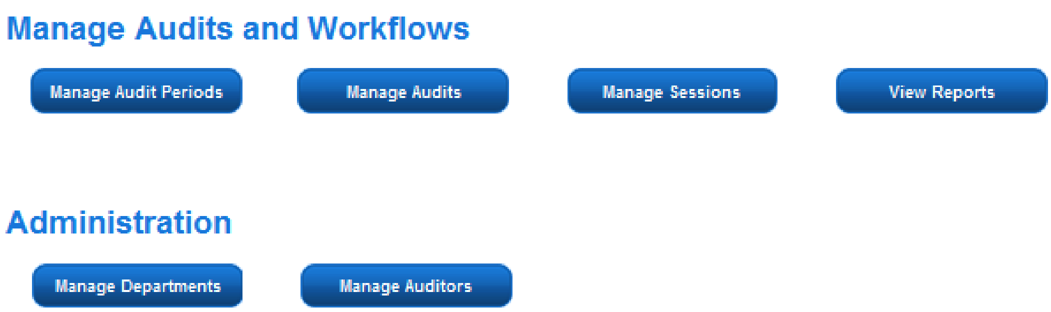
>Click Upload Session

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

6) Reports

To View Reports for your organisation you need to access the administration screen.

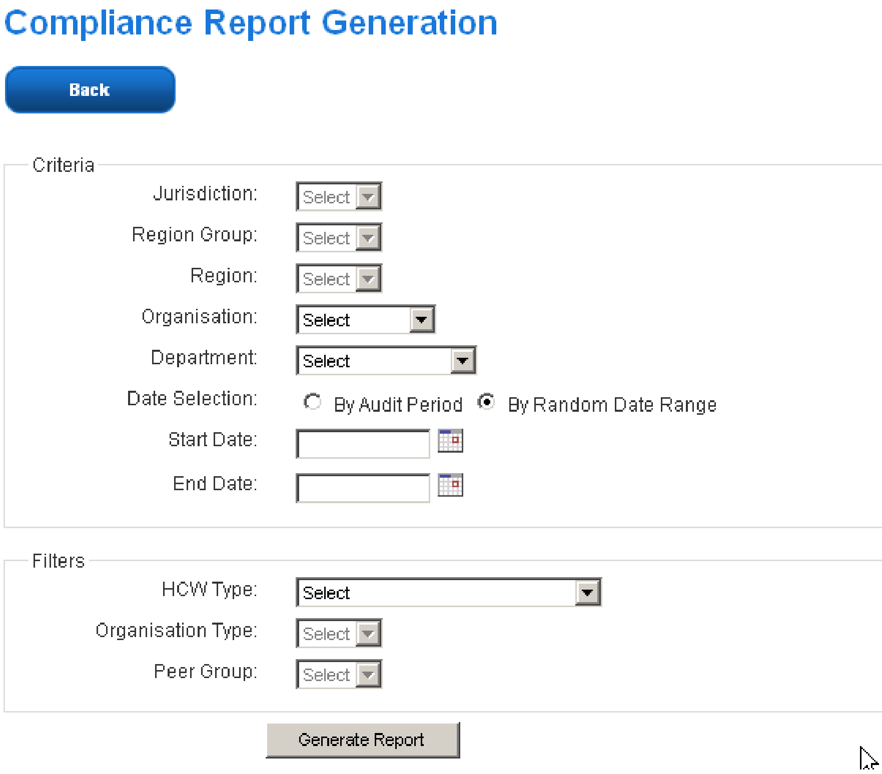
Log in and proceed to the administration page of the HHCApp as shown in section 2.1 and section 5.



6.1) View Reports

The View Reports page is where both Local and National Hand Hygiene Compliance Reports can be generated and viewed.

>Click on View Reports



>Select your organisation from the drop down box

For an **organisation wide** report DO NOT select a department

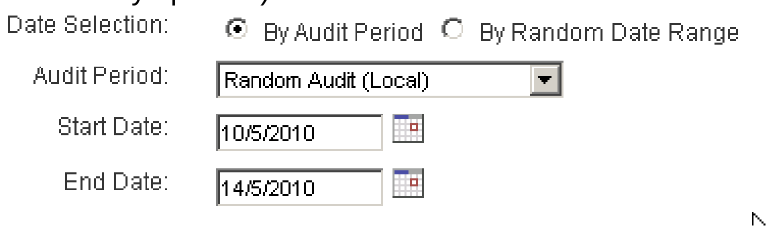
For Individual Department Reports
>Select the department

>Select either By Audit Period or By Random Date Range

6.1.1) Compliance Report Generation By Audit Period
This generates your report for your organisation or selected department by a specified audit period. The audit periods linked to your organisation are added to this box on selection of By Audit Period.

Both Local and National audit periods for your organisation are available to choose from.

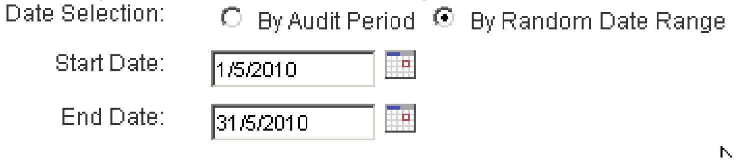
>Select your audit period from the drop down box (the Date Range will be automatically updated)



6.1.2) Compliance Report Generation By Random Date Range

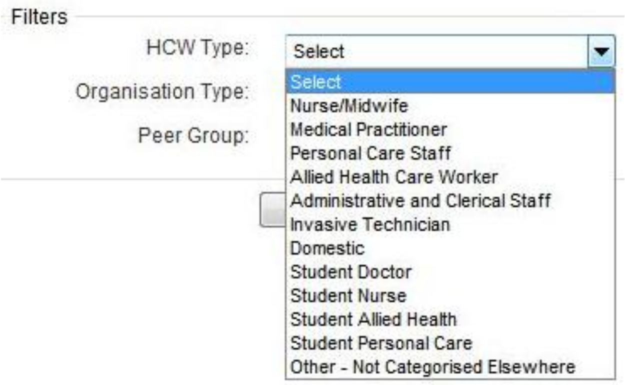
This generates your report for your organisation or selected department by a specified date range. This will combine both local and national data that has been entered within this date range.

>Select your start and end date. (Data is inclusive of these dates)



6.1.3) Filters

It is also possible to filter the report by Health Care Worker (HCW) type by selecting from the HCW type drop down menu.



Using the filter is optional. For a report inclusive of all HCW types leave Select in the HCW Type window.

6.1.4) Generate Report

Once your organisation, department, audit period/date range, and filters have been selected you are ready to generate your report.

>Click Generate Report

6.2) HHC Reports

When your report is generated it spans across 2 pages, which can be accessed by the tool bar above the report.

6.2.1) HHC Report Page 1

Page 1 details the Overall Compliance Rate, and the Compliance Rate By Moment

1 of 2 100% Find | Next Select a format Export

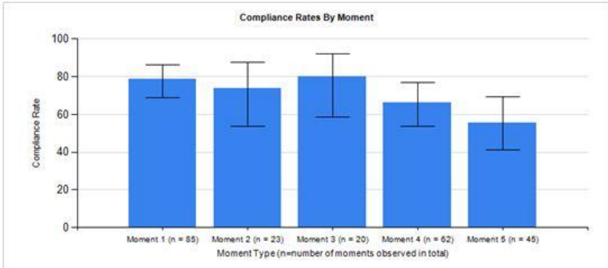
Hand Hygiene Compliance Report
TEST HOSPITAL

Overall Compliance Rate
2/2/2010 - 12/5/2010

Correct Hand Hygiene Actions	Total Moments	Compliance Rate	Lower 95% Confidence Interval	Upper 95% Confidence Interval
166	235	70.6%	64.5%	76.1%

Compliance Rate By Moment
2/2/2010 - 12/5/2010

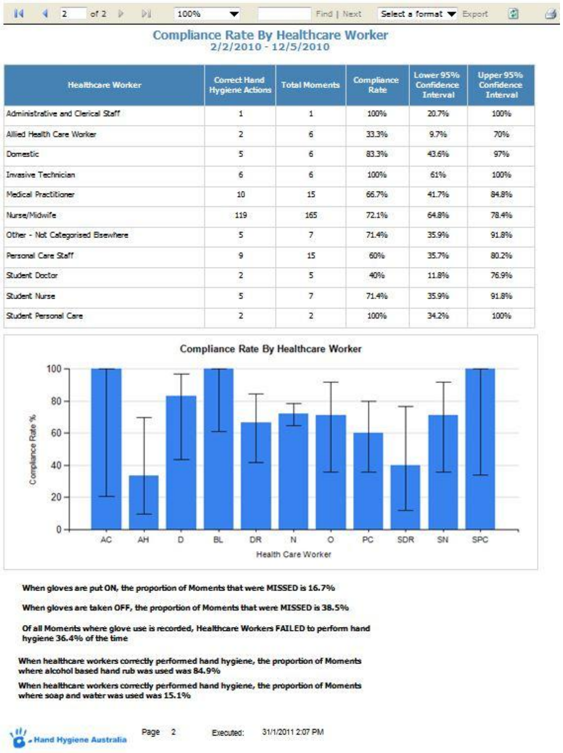
Moment	Correct Hand Hygiene Actions	Total Moments	Compliance Rate	Lower 95% Confidence Interval	Upper 95% Confidence Interval
1 - Before Touching A Patient	67	85	78.8%	69%	86.2%
2 - Before Procedure	17	23	73.9%	53.5%	87.5%
3 - After a Procedure or Body Fluid Exposure Risk	16	20	80%	58.4%	91.9%
4 - After Touching a Patient	41	62	66.1%	53.7%	76.7%
5 - After Touching A Patient's Surroundings	25	45	55.6%	41.2%	69.1%



Hand Hygiene Australia Page 1 Executed: 31/1/2011 2:08 PM

6.2.2) HHC Report Page 2

Page 2 details the Compliance Rate By HCW and Glove and Product Usage



Compliance Rate By Healthcare Worker
2/2/2010 - 12/5/2010

Healthcare Worker	Correct Hand Hygiene Actions	Total Moments	Compliance Rate	Lower 95% Confidence Interval	Upper 95% Confidence Interval
Administrative and Clerical Staff	1	1	100%	20.7%	100%
Allied Health Care Worker	2	6	33.3%	9.7%	70%
Domestic	5	6	83.3%	43.6%	97%
Invasive Technician	6	6	100%	61%	100%
Medical Practitioner	10	15	66.7%	41.7%	84.8%
Nurse/Midwife	119	165	72.1%	64.8%	78.4%
Other - Not Categorised Elsewhere	5	7	71.4%	35.9%	91.8%
Personal Care Staff	9	15	60%	35.7%	80.2%
Student Doctor	2	5	40%	11.8%	76.9%
Student Nurse	5	7	71.4%	35.9%	91.8%
Student Personal Care	2	2	100%	34.2%	100%

When gloves are put ON, the proportion of Moments that were MISSED is 16.7%

When gloves are taken OFF, the proportion of Moments that were MISSED is 38.5%

Of all Moments where glove use is recorded, Healthcare Workers FAILED to perform hand hygiene 36.4% of the time

When healthcare workers correctly performed hand hygiene, the proportion of Moments where alcohol based hand rub was used was 84.9%

When healthcare workers correctly performed hand hygiene, the proportion of Moments where soap and water was used was 15.1%

Hand Hygiene Australia Page 2 Executed: 31/1/2011 2:07 PM

6.3) Exporting Reports

All HHC reports are able to be exported into PDF, Excel and Word.
Simply select the format required, and click on the Export button.

6.3.1) Exporting to PDF

Displays the same data as shown above in pages 1-3, however a formatting glitch in our system adds extra blank pages. This is unable to be rectified at the present time.

6.3.2) Exporting to Excel

Displays the same data as shown above in pages 1-3, however it is spanned over different Sheets, which can be tabbed through at the bottom of the page.

6.3.3) Exporting to Word

Displays the same data as shown above in pages 1-3.