

# Hand Hygiene Australia Online Learning Package Instructions for Organisations to Manage Departments and Staff/Students

## 1) Introduction

The learning package is located at <http://www.hha.org.au>

Clicking the Online Learning Package (OLP) tab at the top right hand side of the screen will take you to the Online Learning Package.



Anyone can complete the OLP and print a certificate showing their name and the date they successfully completed it.

The OLP also has two options for tracking staff/student completion.

### Option One:

Allows for reporting on the % of staff/students within the organisation or department that have completed the learning package and which staff/students **have** or **have not** completed the learning package. You will first need to add departments or student groups (section 3) to your organisation and then the names and ID numbers of the individuals who belong to those departments (section 4) within the organisation.

### Option Two:

Allows for only reporting staff/students who **have** completed the package. To enable this reporting, organisations only need to add their departments (section 3). Staff/students after successfully completing the package can then select their organisation and department and after allowing the OLP to try to unsuccessfully "find" them, enter their first name and last name

To access this feature an organisation will need to register with the State/Territory Hand Hygiene Coordinator who will give create an Organisation Administration username. An Organisation Administrator can add departments to an organisation, add staff/students to a department and run the reports

## 2) Accessing the Online Learning Package Administration Page

### 2.1) Logging In

To access the administration page of the OLP you will first need to login using the username supplied by the State/Territory Hand Hygiene Coordinator:

>Click the login button located in the navigation menu on the left hand side of any page of the HHA website



>Enter your username and password

Username  
Password  
 Remember login  
[Login](#) [Forgot password?](#)

>Click Login



>Click the link to the online learning package administration page which appears once successfully logged in.

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

Click [Here for the Online Learning Package Administration Page](#)

Click [Here for the Online Learning Package Reports Page](#)

This will take you to the administration page

### Manage Sections



### 2.2 Updating Profile

The first time that you log in as an Organisation Administrator you will need to check or change the personal details and change the password that was given to you by your State/Territory coordinator.

You can do this by clicking the Update profile button.



Check that your personal details are correct.

First name	<input type="text" value="Ignaz"/>
Last name	<input type="text" value="Semmelweis"/>
E-mail	<input type="text" value="ignaz.semmelweis@hha.org.au"/>
<input type="button" value="Save profile"/>	

If at some stage the Login password is forgotten, an email with the password will be sent to the email address supplied.

>Click save profile if any details are changed.

## Update profile

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Your profile was successfully updated.

>Click Login to return to the login page

## 2.3 Changing the Password

If not already logged in, login as per section 2.1

>Click Update profile



To change the password you need to enter your current password and then type in your new password and then click change password.

Current password	<input type="password"/>
New password	<input type="password"/>
New password (confirmation)	<input type="password"/>
<input type="button" value="Change password"/>	

When the password has been successfully updated a message will appear to confirm this.

## Update profile

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Your password was successfully updated.

>Click Login to return to the login page

### 3) Managing Departments

An Organisation Administrator can manage both the departments and staff/students for their organisation.

#### 3.1) Adding Departments to an Organisation Organisation Administrator only

To add a department and staff/student details to the OLP you need to access the administration page.

Login as Organisation Administrator and access the online learning package administration page as previously shown in section 2.1.

#### Manage Sections



**Manage Departments** Takes you to the screen to add departments to your organisation or to edit the details of departments already added

**Manage Staff** Takes you to the screen to add staff/students to departments or edit the details of staff/students already added

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

#### Manage Departments



#### Manage Departments



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

#### Add New Department

Organisation:

Department/Ward name:

Ward type:

Department Head/NUM:  [Create new Department Head/NUM](#)



>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. The departments created in the OLP are shared with the HHA Hand Hygiene Compliance Application (HHCAApp) and Department Heads are able to create their own Hand Hygiene Compliance Reports. There is

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.

>Click Create New Department Head/NUM

**Add New Department Head/NUM**

Username:

Password(minimum 5 characters):

Confirm Password:

Email:

>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 HHA website (not just your hospital) you will get the below message.

[A user with this username already exists. Please choose a different username](#)

>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.

## Add New Department

Organisation:

Department/Ward name:

Ward type:

Department Head/NUM:  [Create new Department Head/NUM](#)

>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 New Department

Organisation:

Department/Ward name:

Ward type:

Department Head/NUM:  [Create new Department Head/NUM](#)

Department Testward was successfully created.

Add another department, or

>Click Back to return to the Manage Departments page

## Manage Departments/Wards

Name	Organisation	Ward Type	Department Head/NUM		
TEST DEPARTMENT	TEST HOSPITAL	Critical Care Unit	None	<a href="#">Edit</a>	<a href="#">Delete</a>
TEST DEPARTMENT 3	TEST HOSPITAL	Ambulatory Care	None	<a href="#">Edit</a>	<a href="#">Delete</a>
1 West	TEST HOSPITAL	Medical	testnum	<a href="#">Edit</a>	<a href="#">Delete</a>
TEST WARD	TEST HOSPITAL	Other	wardnum	<a href="#">Edit</a>	<a href="#">Delete</a>
Test Department 4	TEST HOSPITAL	Critical Care Unit	wardnum	<a href="#">Edit</a>	<a href="#">Delete</a>
Test Department 5	TEST HOSPITAL	Mental Health	testynum	<a href="#">Update</a> <a href="#">Cancel</a>	<a href="#">Delete</a>

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.



## 4) Managing Staff/Students

### 4.1) Adding Staff or Students to a Department

To add staff/student details to the OLP you need to access the administration module.

Staff/student details can only be added to a department that has already been added to the OLP by the Organisation Administrator (see section 3.1).

Login as Organisation Administrator and access the online learning package administration page as previously shown in section 2.1.

This will take you to the online learning package administration page.

### Manage Sections



>Click Manage Staff

This will take you to the Manage staff page

### Manage Staff



There are two options for adding staff/students:



Enables you to add staff/students one-by-one.



Enables you to add multiple staff/students by uploading a list of names and ID numbers using a format created in MS Excel and saved as a CSV file.

### 4.2) Adding staff/students one-by-one

>Click Add New Member to move to the Add Staff Member page

## Add Staff Member

Please enter staff member's details:

Department:

Employee ID:

Firstname:

Last name:

>Choose the Department to add the staff/student to. If the department is not there it will need to be added by the Organisation Administrator.

>Type the Employee ID or Student ID number.

>Type the First name

>Type the Last name

Nb. All fields are must be completed.

>Click Save

**Staff member successfully created.**

Add another staff member, or

>Click Back to return to the Manage Sections page, or

>Click the [Return to site](#) link in the top right corner of the page.



### 4.3) Adding multiple staff/students using a CSV file.

#### 4.3.1) CSV

CSV stands for Comma Separated Values, sometimes also called Comma Delimited. CSV files are used as a simple way to transfer a large volume of spreadsheet or database information between programs, without worrying about special file types.

You will first need to create a correctly formatted CSV file using Microsoft Excel or a similar spreadsheet program. A template for the correctly formatted CSV file can also be downloaded from the link on the Upload staff list page of the HHA website.

#### 4.3.1) Downloading CSV File Template

Open the Manage Staff page as shown in section 4.1

## Manage Staff

Upload CSV File

>Click Upload CSV File to move to the Upload staff list page:

### Upload staff list:

#### Instructions

1. Select a department from the drop down list
2. Browse to the file you want to upload and press the **Upload** button

None of the details for a staff member can be blank in the CSV file. Please provide first name, last name and employee id for all staff members. A template for the CSV file is available [here](#). For detailed instructions, please read [How to upload staff list](#).

Browse:

Department:

Upload

Back

>Click the link to the CSV template in the Instructions:

A template for the CSV file is available [here](#).

Staff/student details can now be added to the template.

### 4.3.3) Creating and Saving a CSV File for a Department

Each department within your organisation will need a separate CSV file. It is envisaged that department heads will be responsible for managing the uploading of staff/student names for their own department.

The information in the CSV file **must** be presented in a standard format with 3 column headings; Firstname, Lastname and EmployeeID.

	A	B	C
1	Firstname	Lastname	EmployeeID
2			
3			
4			

You can then add the first name, last name and ID number of staff/students below the column headings. All 3 columns must contain information. If there are any blank fields, that person's details will not be uploaded.

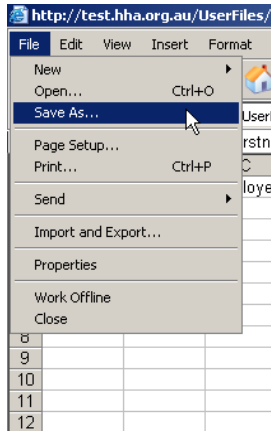
	A	B	C
1	Firstname	Lastname	EmployeeID
2	Fred	Jones	100001
3	Mary	Smith	212121
4			

When complete the CSV file needs to be saved.

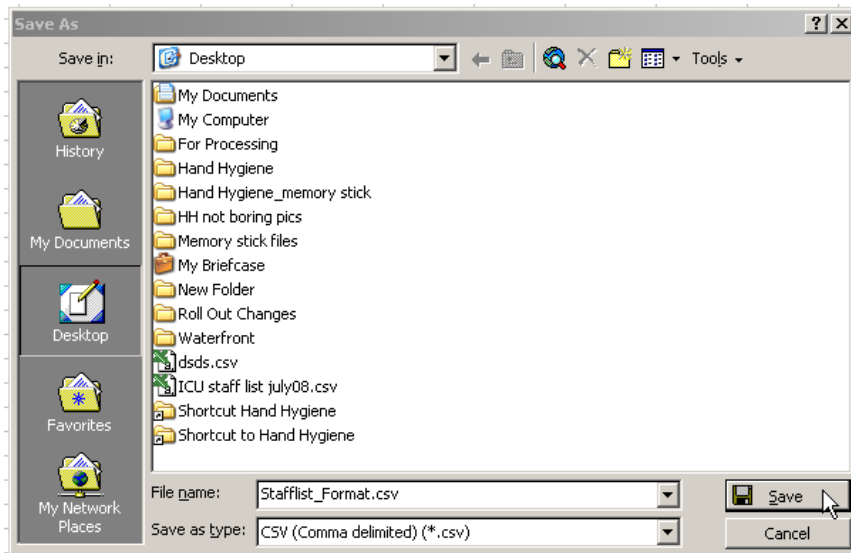
On the Menu bar

>Click File

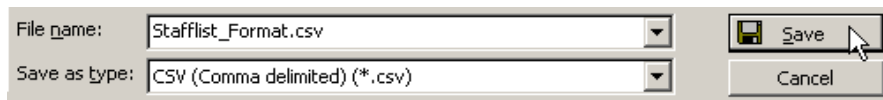
>Click Save As



The Save As window will open:

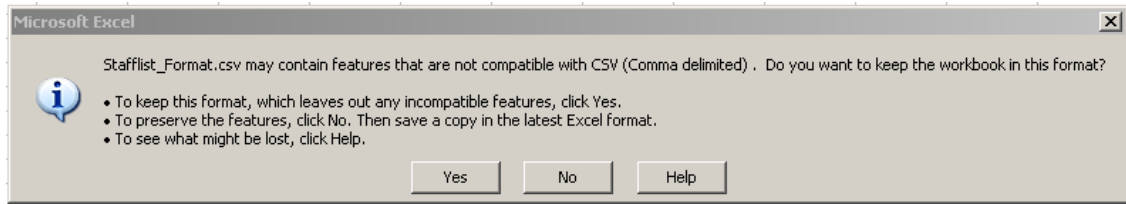


Make sure that the Save as type field has CSV selected:



>Click Save

The following message will appear:



>Click Yes

The CSV file is now ready to be uploaded to the Online Learning Package.

#### 4.3.2) Uploading a CSV File

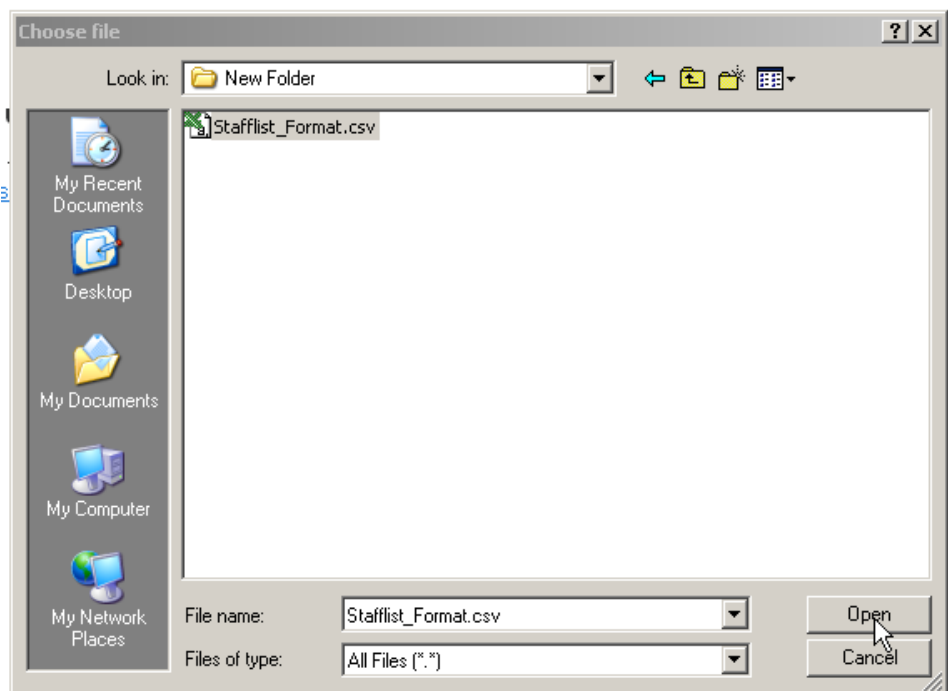
Access the Upload staff list page as per Section 4.3.1

>Click Browse to locate the CSV file that you have previously created (see section 4.3.1)



The Choose file window will open for you to locate the previously saved CSV file.

>Click the CSV file you want to upload to select it:



>Click Open

The CSV file is automatically added to the Browse... field.

>Select the Department from the drop down list. If the department is not in the list it will need to be added by the Organisation Administrator (see section 3.1):

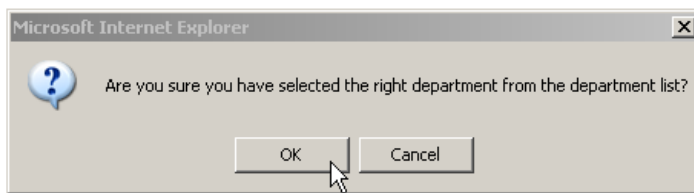
Browse:  Browse...

Department:



>Click Upload

A message will appear to confirm that you have chosen the correct Department to upload the staff/students to:



>Click OK if it is or Cancel to return to the Upload staff list page to choose the correct department.

When you click OK you will get a message on the Upload staff list page telling you how many records (names) you have just added to that department.

**2 records successfully processed.**



>Click Back to return you to the Manage Staff page.

## Manage Staff



Employee ID	First name	Last name	Department		
100001	Fred	Jones	Aged Care	<a href="#">Edit</a>	<a href="#">Delete</a>
101010	Holly	Day	Acute	<a href="#">Edit</a>	<a href="#">Delete</a>
202020	Catherine	Ng	Aged Care	<a href="#">Edit</a>	<a href="#">Delete</a>
212121	Mary	Smith	Aged Care	<a href="#">Edit</a>	<a href="#">Delete</a>

Clicking [Edit](#) next to a name allows you to change the First name, Last name and Department details for that person

Clicking [Delete](#) allows you to delete that person from the your organisation only if they have not completed the learning package. If they have successfully completed the learning package then they cannot be deleted from the system.

>Click the [Return to site](#) link in the top right corner of the page to return to the start page of the OLP



Staff/students will now be able to have their successful completion of the learning package recorded for reporting purposes.

## 5) REPORTS

There are 4 reports available for Organisations that have added staff/student details to the Online Learning Package (see Section 4).

**Completion Details (all staff):** To view details of **all** staff that have completed the credentialing package for a given time period

**Completion Summary:** To view a summary of the number of uploaded staff only that have completed the learning package for a given time period.

**Completion Details:** To view details of uploaded staff only that have completed the credentialing package for a given time period.

**Awaiting Completion:** To view details of uploaded staff only that have yet to complete the credentialing package for a given time period.

### 5.1) Accessing Reports

Reports can only be accessed when logged in as either an Organisation or Department Administrator (see section 2.1)

Login as Organisation Administrator and access the online learning package administration page as previously shown in section 2.1.

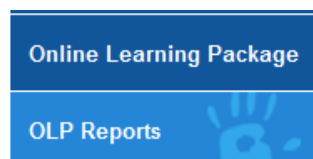
To access the page to generate reports

>Click the link to the online learning package reports page

[Click Here for the Online Learning Package Reports Page](#)

OR

>Click the OLP Reports button which will appear in the navigation menu on the left side of the screen when you are logged in:



## Online Learning Package Reports

[Edit] [...]

Reports are only available to registered organisations who have allocated departments to their organisation.

### [Completion Details \(all staff\)](#)

View details of all staff who have completed the Online Learning Package, across departments.

### [Completion Summary \(uploaded staff only\)](#)

View summary of uploaded staff only who have completed the Online Learning Package, across departments.

### [Completion Details \(uploaded staff only\)](#)

View details of uploaded staff only who have completed the Online Learning Package, across departments.

### [Awaiting Completion \(uploaded staff only\)](#)

View details of uploaded staff only who have yet to complete the Online Learning Package, across departments.

>Click the Name of the report you wish to view to move to that page

## Completion Full Details Report

**Search**

Organisation:

Department:

From:  To:

[Search \(Show Emp ID\)](#)

>Click (Show Emp ID) if you want the report to contain the Employee ID number which may have been entered by the at time of completion

>Complete the fields with the details as required for the report.

**Search**

Organisation:

Department:

From:  To:

[Search \(Show Emp ID\)](#)

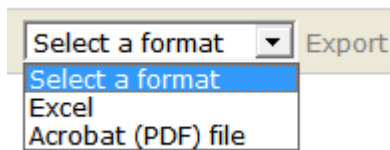
> Click Search to open the report in the browser window:

Completion Details for all completed Packages

Organisation	State	Department	First Name	Last Name	Package Type	Co
TEST HOSPITAL	ACT	1 East	Ignaz	Semmelweis	Medical	29/04/201

The report can also be exported as a printer friendly PDF file or MS Excel file using the Export function:

>Select the file format you wish to export to using the dropdown list and click Export:



The report will then be exported using the chosen program.