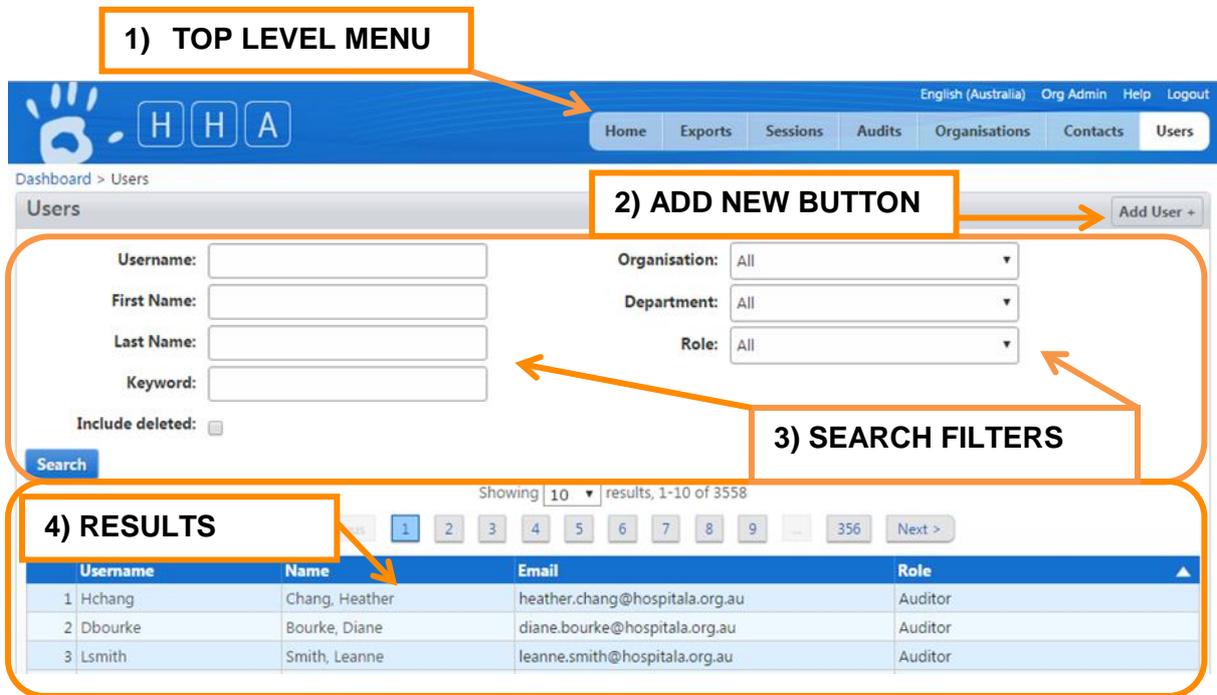# How to Create New Audits – National and Local

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

Contents

1.1 Screen overview

Audits and Audit Periods

An **Audit Period** is simply a defined date range that can contain one or more **Audits**. The moments collected are attached to an **Audit**. Reports, however are only available or the **Audit Period**.

The National Audit Periods are defined and automatically generated by HHCApp. They only contain one audit with the same name.

Organisations can also define their own Local Audit Periods which they can create audits for. Moments collected against a local audit **are not** included as part of the national program.

(1)

1.2 Accessing the Audits Page

>Login to HHCApp

There are 2 ways to access the Audits Page

    1) To view and access all audits for the organisation(s) that you are an administrator for.
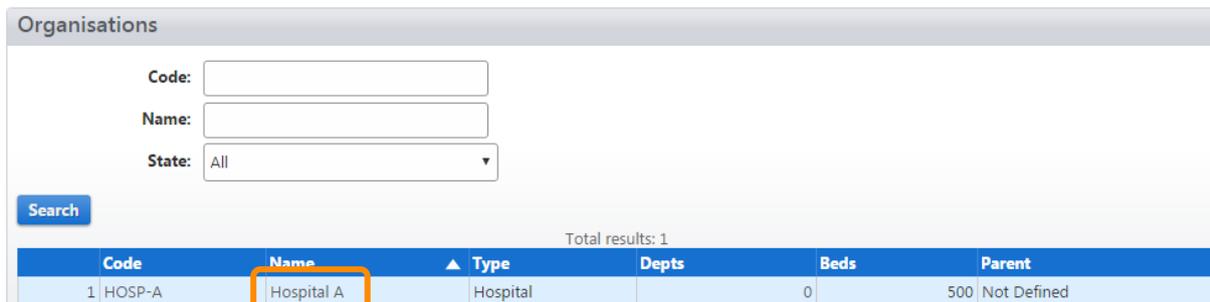
>Click the Audits button in the top level menu

OR

    2) To view and access audits for a single organisation only

>Click the Organisations button in the top level menu

>Click an organisation's name to select it.

This will take you to the Organisation Administration screen

>Click Audits from the Organisation Menu if not already selected.

Both methods will take you to the Audits page where you will see a list of Audits for the selected organisation(s).

Nb. You can use the search filters to narrow down the list of audits if you are searching for an audit that has already been created for an organisation.

1.3 Adding a new National Audit Period

HHCApp automatically adds a new national audit period for all organisations that entered data in the previous national audit.
Organisations that missed an audit period will need to add the national audit period manually.

>Click Add Audit +

>Select the Audit Type, Organisation and Audit Period

The Name, Start Date and End Date fields will be automatically completed.

Warning - Whilst it is possible to make the audit name different to the National Audit Period name, this may cause confusion for your auditors looking for the standard national audit period name. All communication from the national office will refer to the Audit Period name as defined by the national office. Any changes to the audit period name will need to be communicated at a local level.

>Click Save

You will be returned to the Audits page where you will see that the new audit has been added to the results display.

The Audit is now available to have sessions added to it.

1.4 Adding a Local Audit

This is a 2 step process. The Audit Period must be defined before adding the audit.

Organisations can create Local Audit Periods for audits that an organisation does not want included as part of a national program.

Step 1. Defining a Local Audit Period

>Click the Organisations button in the top level menu

>Click an organisation's name to select it.

Organisations

	Code	Name ▲	Type	Depts	Beds	Parent
1	HOSP-A	Hospital A	Hospital	0	500	Not Defined

Total results: 1

>Click Audit Periods in the Organisation Menu.

Hospital B - Audit Periods

ORGANISATION MENU

AUDIT PERIODS

	Name	Start Date ▼	End Date	Type	Audits
1	Emergency Department March 2015	12/03/2015	20/03/2015	Local	1
2	Local audit 2/2015	01/04/2015	05/07/2015	Local	1
3	Local Audit 3 2017	03/07/2017	10/11/2017	Local	2
4	Local audit 2 2017	01/04/2017	10/07/2017	Local	6
5	Local Audit 1 2017	01/11/2016	15/04/2017	Local	2

Showing 10 results, 1-10 of 35

Audits · Audit Periods · Sessions · Departments · HCW Types · Users · Details

>Click Add Audit Period +

Hospital B - Audit Periods   Add Audit Period +

Add Audit Period to Hospital B

Name:* Local Audit 2018
Start Date:* 01/01/2018
End Date:* 31/12/2018

Audits · Audit Periods · Sessions · Departments · HCW Types · Users · Details
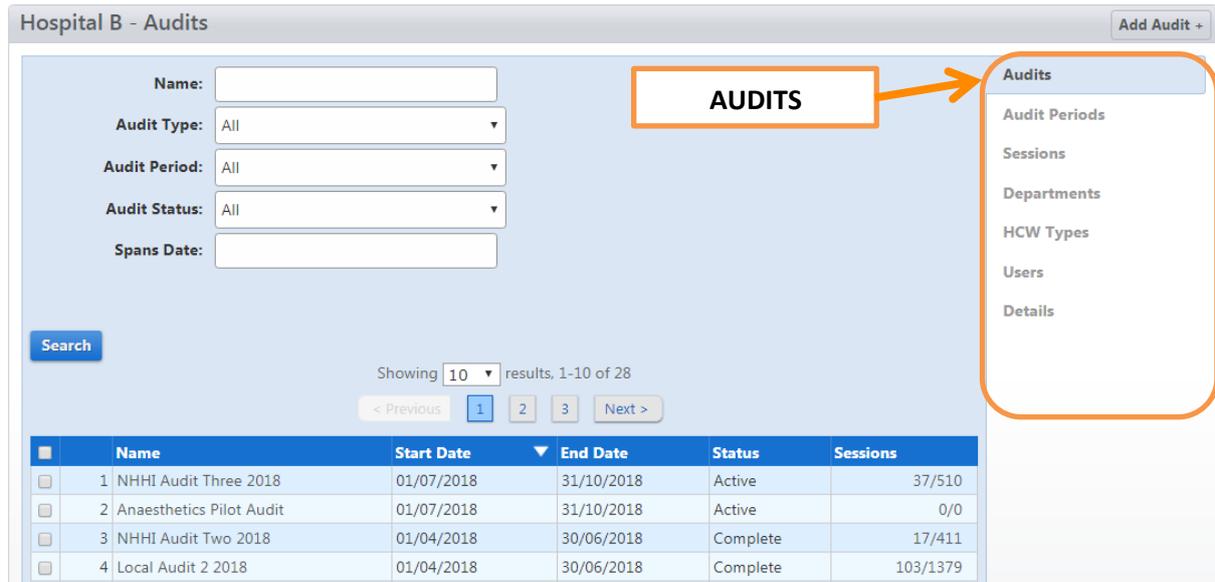
Save   Cancel

>Enter a Name, Start Date and End Date

>Click Save

The new audit period will be added to the list of Audit Periods for the organisation.

N.b the end date cannot be in the past. You can however amend the end date after creating the local audit.
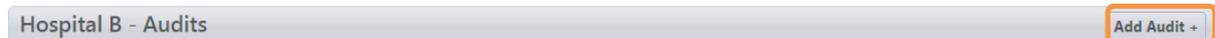
Step 2. Adding a Local Audit

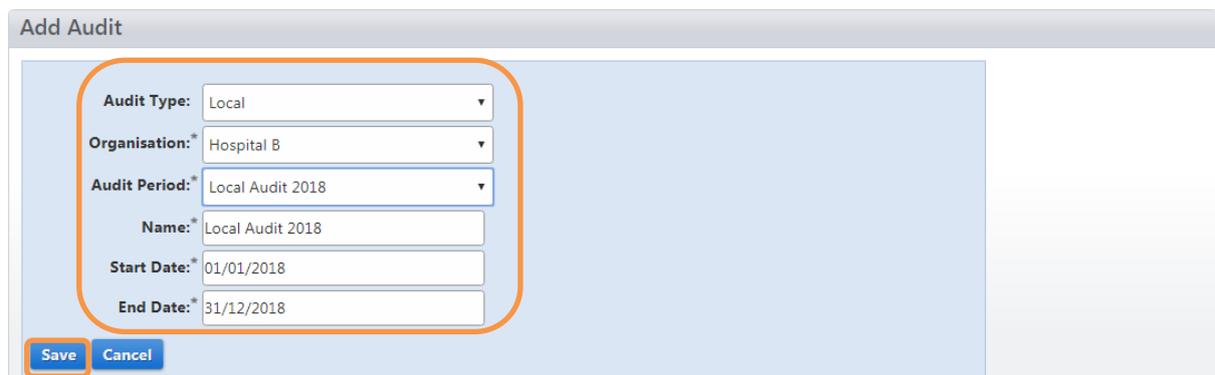>Click Audits in the Organisation Menu.

>Click Add Audit+

>Audit Type 'Local'
>Select Audit Period created in step 1.

>Save

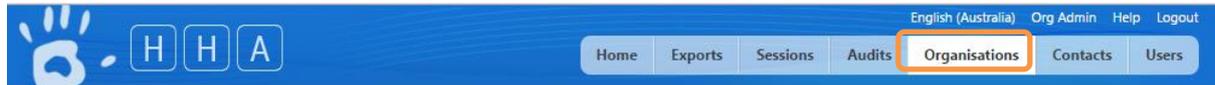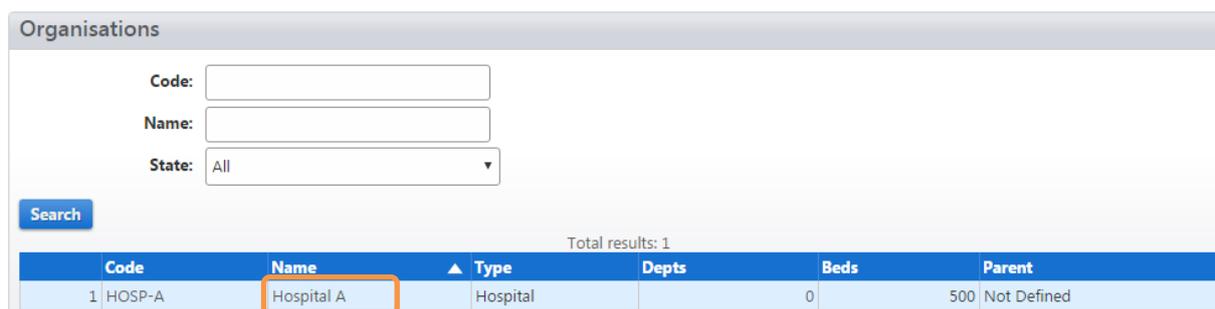## 1.5 Changing the Dates of a Local Audit Period

There may be occasions when an organisation needs to change the dates of a Local Audit Period.

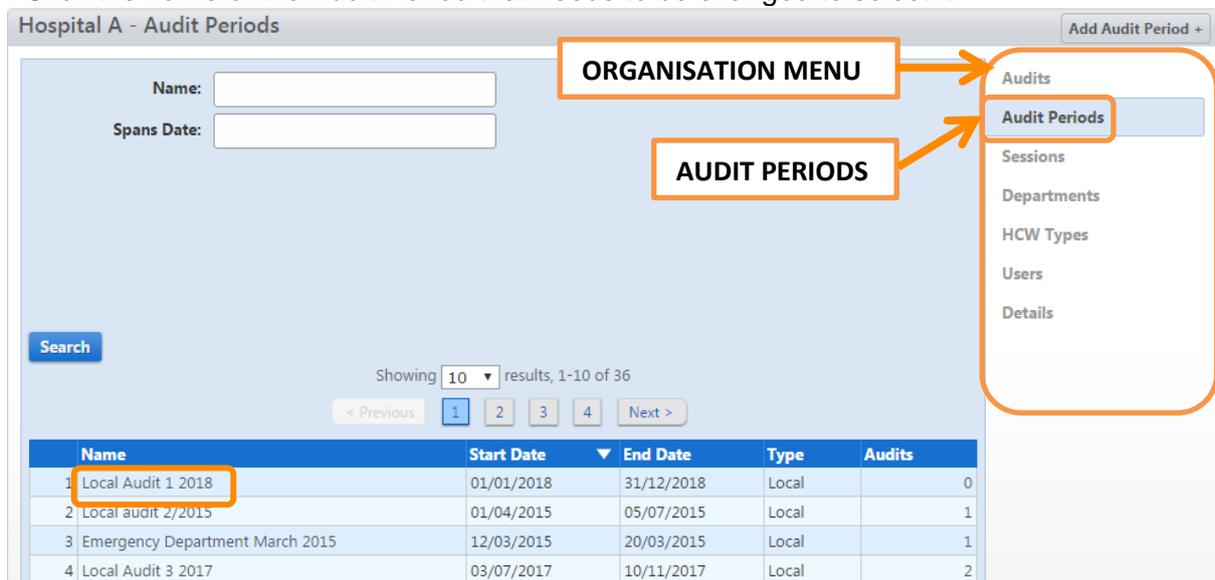>Click the Organisations button in the top level menu

>Click the organisation's name to select it.

>Click Audit Periods in the Organisation Menu.

>Click the name of the Audit Period that needs to be changed to select it.

>Enter the new date

Edit Local Audit 1 2018 Audit Period of Hospital A

Name:*	Local Audit 1 2018
Start Date:	01/11/2017
End Date:	31/03/2018

Audits
Audit Periods
Sessions
Departments
HCW Types
Users
Details

Save Cancel   Delete

>Click Save

Remember, this has just changed the Audit Period dates. Any audits that have been created for the Audit Period will still have the previous date.

You will therefore need to either:

1) Change the end date of the audit via the Organisations Audit page; or

2) Add a new audit to the audit period. This will not affect reporting as the reports use the Audit Period not the Audit to group moments.

1.7 Temporary Audits

Any Hand Hygiene Compliance data collected on a mobile device that has not been synced before the audit changes to 'Complete' will now go automatically into a 'local audit' when the device is next synced. This prevents changes to the national reports after the reports have been finalised.

This local audit is generated by the database and will be named with the auditors 'username' and the date/ time of the sync.

Example: 'IgnazS_temp_audit_20160713_1156'

To change the Temporary Audit to either a National or Local Audit Period,

>Click Audits in the Organisation Menu (1.2)

>Click on the Temporary Audit name to open the Audit

>Select the Details tab

>Choose another Active Audit from the Audits tab

>Save

bloggsj_temp_audit_20180328_1134 - Edit Session

Moments (4/5)

HCW Type	Moment #	Action	Gloves		Source
▼	▼	▼	▼	save	
Medical Practitioner	1. Before Touching A Patient	Rub		edit	Mobile
Nurse/Midwife	1. Before Touching A Patient	Rub		edit	Mobile
Medical Practitioner	4. After Touching a Patient	Rub		edit	Mobile
Nurse/Midwife	1. Before Touching A Patient	Rub		edit	Mobile
Nurse/Midwife	5. After Touching A Patient's Surroundings	Missed		edit	Mobile

Session Details

Organisation: *Hospital C*

Audit:* bloggsj_temp_audit_20180328_1134 ▼

Auditor:* Bloggs, Joe ▼

Department:* SED ▼

Session Number: 1

Start Date:* 28/03/2018

Start Time:* 11:34

End Date:* 28/03/2018

End Time:* 11:47

Created By: *Joe Bloggs*

Create Date: *29/03/2018, 9:00:49 AM*

Last Modified By: *Joe Bloggs*

Last Modified Date: *29/03/2018, 9:00:49 AM*

Save   Cancel   Cannot delete Session - Has Moments

To prevent temporary audits from occurring, all mobile devices should be synchronised after each session. Devices should be logged out by using the Logout button at the end of each audit period.