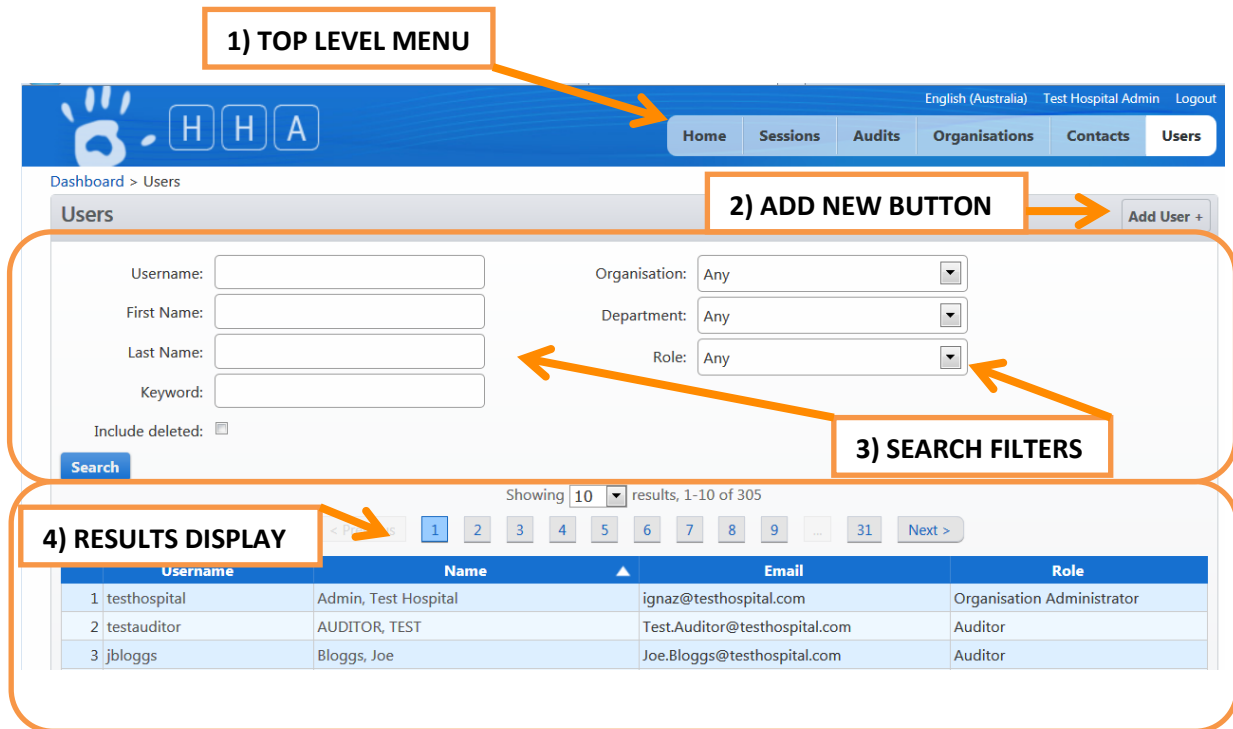


## Adding a Session to an Audit

**Scope: Department Administrators, Auditors, Organisation Administrators, Region Administrators, Organisation Group Administrators**

Screen overview -



**1) TOP LEVEL MENU**

**2) ADD NEW BUTTON**

**3) SEARCH FILTERS**

**4) RESULTS DISPLAY**

Showing 10 results, 1-10 of 305

	Username	Name	Email	Role
1	testhospital	Admin, Test Hospital	ignaz@testhospital.com	Organisation Administrator
2	testauditor	AUDITOR, TEST	Test.Auditor@testhospital.com	Auditor
3	jbloggs	Bloggs, Joe	Joe.Bloggs@testhospital.com	Auditor

## Accessing the Session Page

>Login to HHCApp

There are 3 ways to access the Session Page –

- 1) For Auditors and Department Administrators
  - The sessions page is their home page
- 2) For Organisation Administrators

>Click the Sessions button in the top level menu



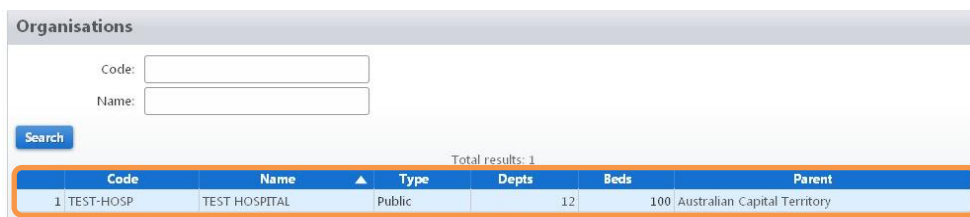
OR

- 3) For Organisation, Region or Organisation Group Administrators to view a single organisation's sessions

>Click the Organisations button in the top level menu

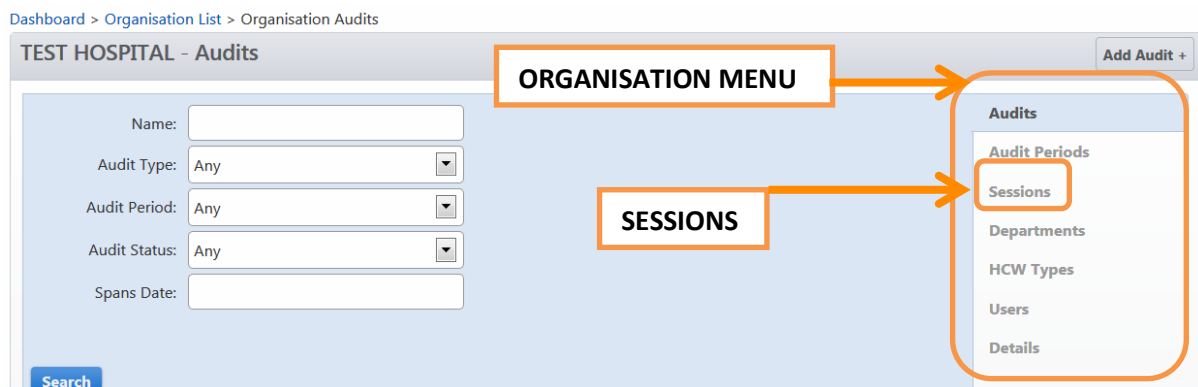


If you are responsible for several organisations you can use the Search criteria to find the organisation



This will take you to the Organisation Administration screen

>Click Sessions in the Organisation Menu if not already selected.



All methods will take you to the Sessions page where you will see a list of Sessions for the user or selected organisation(s).

**Audit Sessions** Add Session +

Audit Name:  State: Any

Audit Type: Any  Region Group: Any

Audit Period: Please Select Parent  Region: Any

Audit Status: Any  1st Level Group: Any

Date:  2nd Level Group: Any

3rd Level Group: Any

Organisation: Any

Showing 100 results, 1-100 of 304

< Previous 1 2 3 4 Next >

Total Sessions in this selection: 304		Total Moments in this selection: 979				
Audit	Organisation: Department	Start Date	End Date	Auditor	Moments	Session #
1	NHHI Audit One 2013 TEST HOSPITAL: 1 East	01/12/2012 12:10:00	01/12/2012 12:20:00	TEST AUDITOR	3	
2	NHHI Audit One 2013 TEST HOSPITAL: 1 East	15/11/2012 6:00:00	15/11/2012 6:15:00	Ignaz Semmelweis	6	1
3	Mobile Practice TEST HOSPITAL: 1 East	13/11/2012 6:45:00	13/11/2012 7:00:00	Joe Bloggs	0	

The Sessions page displays either all the sessions for any organisation that a user is linked to or just the sessions for the selected organisation.

Nb. You can use the search filters to narrow down the list of sessions if you are searching for a previously entered session.

### Adding a New Session

>Click Add Session +

**Audit Sessions** Add Session +

>Enter the required session details

**Add Session**

Organisation: \* TEST HOSPITAL

Audit: \* Spot Audits 2012

Auditor: \* Bloggs, Joe

Department: \* 1 East

Session Number: 1

Start Date: \* 01/12/2012

Start Time: \* 08:00

End Date: \* 01/12/2012

End Time: \* 08:30

>Click Save

The Moment entry section will appear above the session details

Edit Session				
Moments (0)				
HCW Type	Moment #	Action	Gloves	
--	--	--	--	save
Session Details				

There are 2 ways to enter data into the fields

1) Selecting the required value from the Dropdown Lists

HCW Type	Moment #	Action	Gloves
--	--	--	--
<ul style="list-style-type: none"> <li>N: Nurse/Midwife</li> <li>DR: Medical Practitioner</li> <li>PC: Personal Care Staff</li> <li>AH: Allied Health Care Worker</li> <li>AC: Administrative and Clerical Staff</li> <li>BL: Invasive Technician</li> <li>D: Domestic</li> <li>SDR: Student Doctor</li> <li>SN: Student Nurse/Midwife</li> <li>SAH: Student Allied Health</li> <li>SPC: Student Personal Care</li> <li>O: Other - Not Categorised Elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>1. Before Touching A Patient</li> <li>2. Before Procedure</li> <li>3. After a Procedure or Body Fluid Exposure Risk</li> <li>4. After Touching a Patient</li> <li>5. After Touching A Patient's Surroundings</li> </ul>	<ul style="list-style-type: none"> <li>1. Rub</li> <li>2. Wash</li> <li>3. Missed</li> </ul>	<ul style="list-style-type: none"> <li>1. On</li> <li>2. Off</li> <li>3. Cont.</li> <li>4. N/A</li> </ul>

2) Using the Keyboard

For example, when entering data into the HCW Type field, typing the first letter of the HCW Type, will select that HCW Type, e.g. typing N on the keyboard will select Nurse. Where a HCW Types share the same first letter, typing the letter again will toggle through the HCW Types for that letter, e.g. typing A will select Allied Health Care Worker and typing A again will select Administrative and Clerical Staff and typing A again will return the selection to Allied Health Care Worker

Pushing the Tab key on the keyboard will move the focus to the next field. Depending on the type of internet browser you are using, the active field will be indicated by being highlighted in blue and surrounded by dots,

Moment #
--

OR

Just surrounded by dots

Moment #
--

Values in the Moment, Action and Glove fields can be selected by typing the number that precedes them in the dropdown list, e.g. typing 1 in the gloves field will select ON, typing 4 will select N/A for when gloves were not used. This will enable data entry operators to leave their left hand positioned over the number key pad of a keyboard and make it easier to “touch type” during data entry.

Once a HCW Type, Moment, Action and Glove value is entered you can click save button at the end of the row.

HCW Type	Moment #	Action	Gloves	
AC: Administrative and	1. Before Touching A Patient	2. Rub	2. On	<input type="button" value="save"/>

The moment is then saved to the session detailed below and a new row is presented for a moment to be added.

Moments (1)				
HCW Type	Moment #	Action	Gloves	
--	--	--	--	<input type="button" value="save"/>
Administrative and Clerical Staff	1. Before Touching A Patient	Rub	On	<input type="button" value="edit"/>

At the conclusion of entering data for a session, simply navigate to the page you want by using the top level menu or organisation menu or close the browser to logout. There is no need to click the save button below the session details unless you change the session details

You can change the values in a previously saved moment by clicking the edit button at the end of the row.

Administrative and Clerical Staff	1. Before Touching A Patient	Rub	On	<input type="button" value="edit"/>
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### Editing an Existing Session

If the status of an Audit is still “Active” the details and Moments in a session can be edited. This allows for the correction of data entry errors or returning to a session where data entry was incomplete.

>Access the sessions page as described above.

>Click the Session on the Sessions page to select it

A page displaying the session details and moments will be opened.

To edit a previously entered Moment

>Click edit next to the Moment you want to change

HCW Type	Moment #	Action	Gloves	
--	--	--	--	<input type="button" value="save"/>
Nurse/Midwife	1. Before Touching A Patient	Wash	N/A	<input type="button" value="edit"/>

>Make the change to the field(s) you want to change.

Moments (1)				
HCW Type	Moment #	Action	Gloves	
--	--	--	--	save
N: Nurse/Midwife	2. Before Procedure	2. Wash	4. N/A	save edit

>Click the save button next to the moment that has been edited.

Nb. This saves the moment to the session details below. There is no need to click the save button below the session details.

HCW Type	Moment #	Action	Gloves	
--	--	--	--	save
N: Nurse/Midwife	Before Procedure	Wash	N/A	edit

### Editing a previously entered session's details

>Access the sessions page as described above.

>Click the Session on the Sessions page to select it

>Make the change to the required field(s) in the Session Details section

**Session Details**

Organisation: TEST HOSPITAL

Audit: Spot Audits 2012

Location: TEST AUDITION

Department: 1 East

Session Number:

Start Date: 01/11/2012

Start Time: 06:15

End Date: 01/11/2012

End Time: 06:30

Created By: Test Hospital Admin

Create Date: 23/11/2012 11:13:39 AM

Last Modified By: Test Hospital Admin

Last Modified Date: 23/11/2012 11:13:39 AM

Save Cancel

>Click Save to update the session details

You can then navigate to a different page or logout out of the HHCApp via the logout link above the Top Level Menu