Hand Hygiene Australia
www.hha.org.au

Managing Departments for an Organisation

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

Contents
1.1 Screen Overview
1.2 Viewing an Organisation's Departments
1.3 Editing an existing department
1.4 Inactivating or deleting an existing department
1.5 Adding a New Department
1.6 Parent Departments

1.1 Screen overview
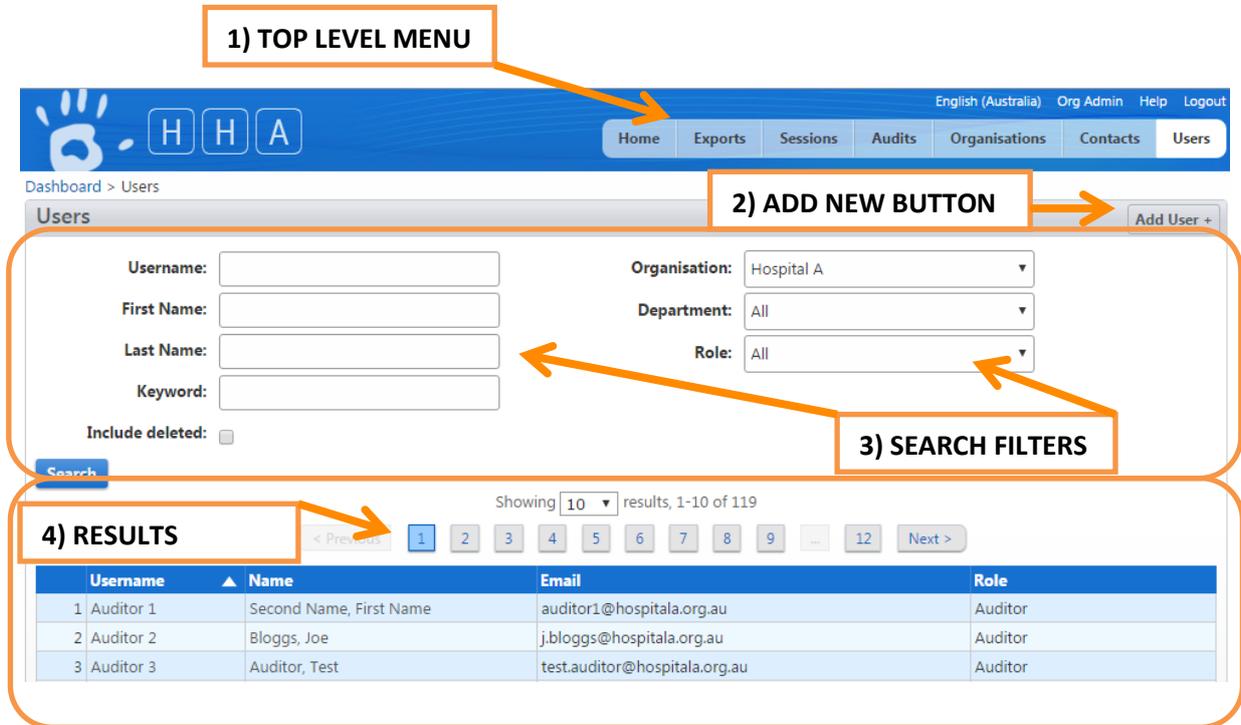
1.2 Viewing an Organisation's Departments

>Login to HHCApp

>Click the Organisations button in the top level menu

>Click the organisation's name to select it under the blue line

N.B. If you are responsible for multiple organisations you can use the search filters to narrow down the list of organisations displayed and then select the required organisation.

>Select Departments from the Organisation Menu on the right hand side

This will take you to the Organisation Departments page where you will see a list of departments for the selected organisation. From here you can manage the organisation's departments by adding a new department or editing and removing an existing one.

The list of departments can also be re-ordered by clicking the arrows to the left of the department list.

This order will be reflected in the drop down list for data entry.

1.3 Editing an existing department

>Click the code or name of the department you want to edit

Move	Sequence	Code	Name	Parent	Type	Status
⌄	1	MEDI-WARD	Medical Ward	Not Defined	Medical	Active

This will take you to that department's details screen where you are able to change the department name and department type.

>Click Save or Cancel to return to the department list.

1.4 Inactivating or deleting an existing department

Select the department to be inactivated or deleted as per section 1.2 above

>To inactivate an existing department, uncheck the 'Active' box and Save.
The status will change to 'Inactive' in the department list. If a department is inactive, no further data can be entered into the department and the department will not appear in the drop down list for data entry. All data collected for that department will still be available in reports.

> To delete a department, select 'Delete' and then 'OK' in the pop-up box.
Only departments without associated hand hygiene auditing sessions can be deleted. Departments associated with hand hygiene auditing sessions will have the message "Cannot be deleted – Has Sessions" replacing the delete button.

1.5 Adding a New Department

View the 'Departments' page for the organisation you wish to add a department to as per section 1.1 above

>Select Add Department +

Dashboard > Organisation List > Organisation > Organisation Departments

Test Hospital - Departments   Add Department +

>Enter a unique code for the department
>Enter the name of the department as you want it to appear on the reports
>If applicable select a parent department (see section 2.2)
>Select the ward type
>Click Save

Add Department

Code:*	RADI
Name:*	Radiology
Is this a Parent:	☐
Department Type:	Radiology ▼
Parent:	No Parent ▼

Save Cancel

1.6 Parent Departments

A parent department can be created to group a number of departments together for reporting purposes. For example, you could create a parent department called Medical Wards and then allocate each of an organisation's medical wards to this parent department. You would then be able to generate compliance rates for each ward along with an overall rate for all the medical wards combined in the parent department.
A parent department cannot have data attached to it.

To create a parent department,
>check the box 'Is this a Parent'
>Save

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Add Department

Code:*	MEDI-WARD
Name:*	Medical Wards
Is this a Parent:	☑

Save   Cancel

>The parent will now appear in the dropdown list for non-parent departments
>Select parent and Save

Add Department

Code:*	2-SOUT	
Name:*	2 South	
Is this a Parent:	☐	
Department Type:	Medical ▼	
Parent:	No Parent ▼	A parent department should only be used if you want to group several departments together for reporting purposes. You can't add data directly to a parent department.
	No Parent	
	Emergency Department	
	Medical Ward	

Save   Cancel

Audits
Audit Periods
Sessions
Departments
HCW Types
Users
Details