

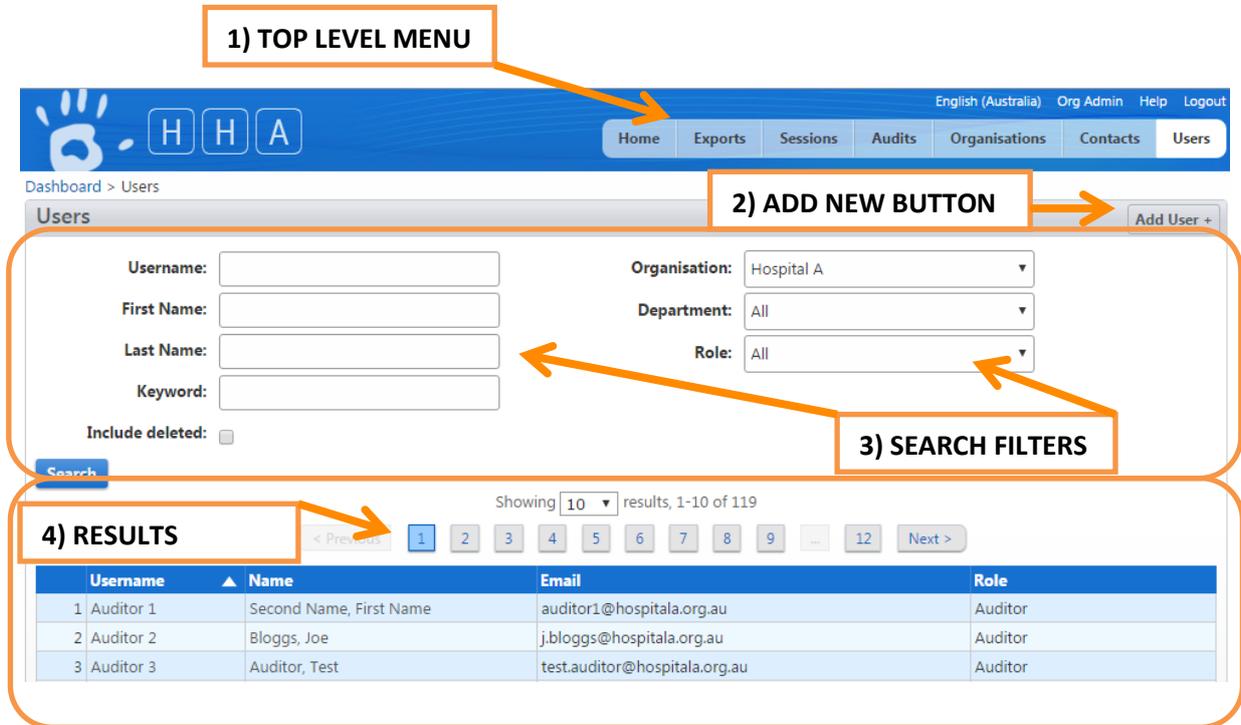
Managing Departments for an Organisation

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

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1.1 Screen overview



1) TOP LEVEL MENU

2) ADD NEW BUTTON

3) SEARCH FILTERS

4) RESULTS

Showing 10 results, 1-10 of 119

Username	Name	Email	Role
1 Auditor 1	Second Name, First Name	auditor1@hospitala.org.au	Auditor
2 Auditor 2	Bloggs, Joe	j.bloggs@hospitala.org.au	Auditor
3 Auditor 3	Auditor, Test	test.auditor@hospitala.org.au	Auditor

1.2 Viewing an Organisation's Departments

>Login to HHCApp

>Click the Organisations button in the top level menu



English (Australia) Org Admin Help Logout

Home Exports Sessions Audits **Organisations** Contacts Users

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

Organisations

Code:

Name:

State: All

Total results: 1

Code	Name	Type	Depts	Beds	Parent
1 HOSP-A	Hospital A	Hospital		34	565 Metropolitan

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.

Dashboard > Organisation List > Organisation > Organisation Departments

Hospital A - Departments

Move	Sequence	Code	Name	Parent	Type	Status
<input type="checkbox"/>	<input type="checkbox"/>	1	MEDI-WARD	Medical Ward	Not Defined	Medical
<input type="checkbox"/>	<input type="checkbox"/>	2	ACC	Ambulatory Care Centre	Department	Active
<input type="checkbox"/>	<input type="checkbox"/>	3	Emergency Department	Emergency Department	Department	Active
<input type="checkbox"/>	<input type="checkbox"/>	4	RECO	Recovery	Not Defined	Peri-operative
<input type="checkbox"/>	<input type="checkbox"/>	5	INTE-CARE-UNIT	Intensive Care Unit	Not Defined	Critical Care Unit
<input type="checkbox"/>	<input type="checkbox"/>	6	3-NORT	3 North	Not Defined	Medical

ORGANISATION MENU

- Audits
- Audit Periods
- Sessions
- Departments**
- HCW Types
- Users
- Details

DEPARTMENTS

>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
<input type="checkbox"/>	<input type="checkbox"/>	1	MEDI-WARD	Medical Ward	Not Defined	Medical

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

Code: *

Name: *

Is this a Parent:

Department Type:

Parent:

Active:

Created By: *Org Admin*

Create Date: *28/02/2018, 2:14:52 PM*

Last Modified By: *Org Admin*

Last Modified Date: *28/02/2018, 2:14:52 PM*

Legacy ID:

Audits

Audit Periods

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Details

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.

>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

Code: *

Name: *

Is this a Parent:

Department Type:

Parent:

Active:

Created By: *Org Admin*

Create Date: *28/02/2018, 2:14:52 PM*

Last Modified By: *Org Admin*

Last Modified Date: *28/02/2018, 2:14:52 PM*

Legacy ID:

Audits

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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.

>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:*	<input type="text" value="RADI"/>
Name:*	<input type="text" value="Radiology"/>
Is this a Parent:	<input type="checkbox"/>
Department Type:	<input type="text" value="Radiology"/>
Parent:	<input type="text" value="No Parent"/>

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

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
- No Parent
- Emergency Department
- Medical Ward

Save **Cancel**

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.

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