Adding a Healthcare Worker Type (HCW) to an Organisation

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

Screen overview -

Section 1. - Adding a Adding a HCW Type to an Organisation

1.1 Viewing an Organisation's HCW Types

>Login to HHCApp

>Click the Organisations button in the top level menu

>Click the name of the organisation's name to select it.

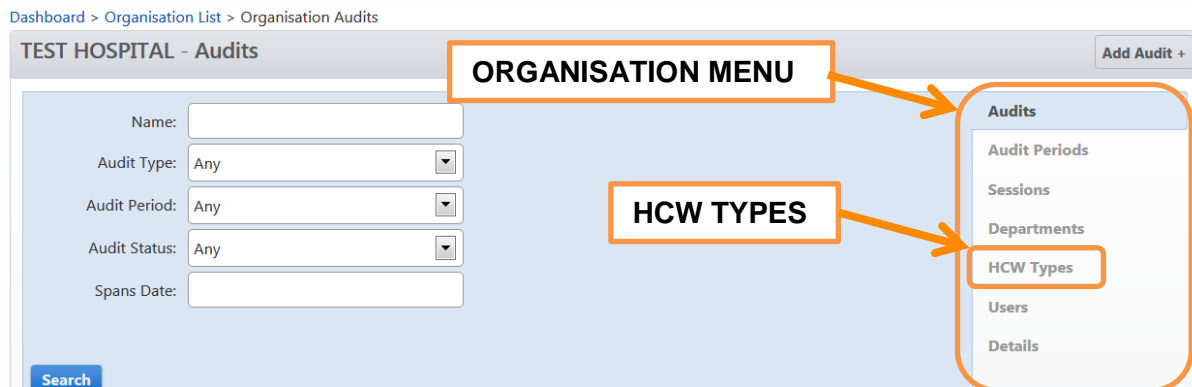N.b. If you are responsible for multiple organisations you can use the search filters to narrow down the list of organisations displayed and then select the required organisation.

>Select HCW Types from the Organisation Menu on the right hand side

This will take you to the Organisation's HCW Types page where you will see a list of HCW types for the selected organisation. From here you can manage the organisation's HCW types by adding a new HCW Type, or editing an existing one, or marking an existing HCW type "inactive" to hide it from during data entry and reporting.
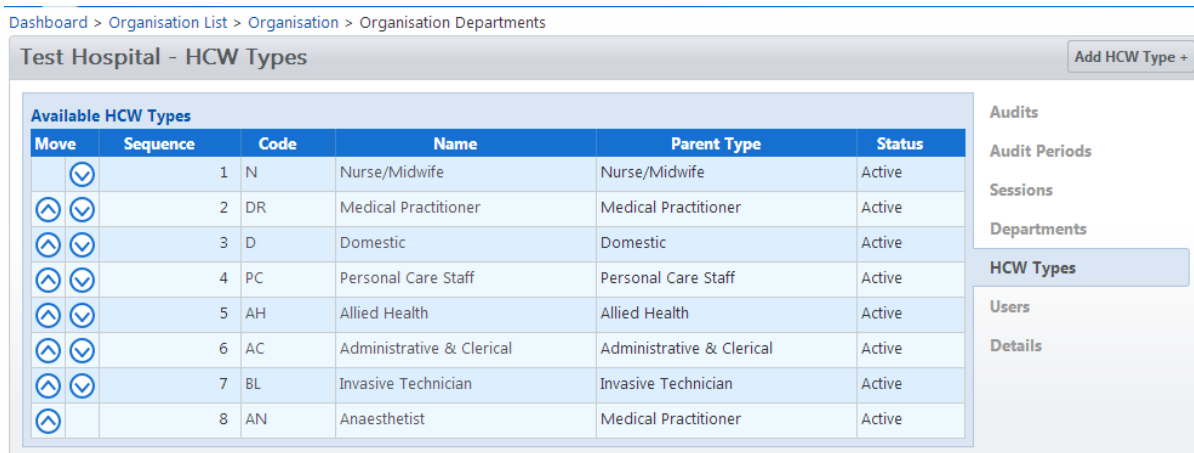
1.2 – Editing an existing HCW type

>Click the code or name of the HCW type you want to edit

This will take you to that HCW Type's details screen where you are able to change the code, name and parent HCW Type.

Test Hospital - Nurse/Midwife - Details

Code:* N

Name:* Nurse/Midwife

Parent HCW Type:* Nurse/Midwife

Active: ☑

Created By: *Paul Rodger*

Create Date: *10/12/2012 2:16:15 AM*

Last Modified By: *Paul Rodger*

Last Modified Date: *17/12/2012 12:23:58 PM*

Legacy ID:

Save **Cancel**

>Click Save or Cancel to return to the HCW Type list.

1.3 Hiding an existing HCW Type

A HCW Type can be hidden from the list of available HCW Types during data entry for both during manual data and for the mobile data entry web application.

Select the HCW Type to be hidden as per section 1.2 above

>Uncheck the Active checkbox

Test Hospital - Allied Health - Details

Code:* AH

Name:* Allied Health

Parent HCW Type:* Allied Health

Active: ☐

Created By: *Paul Rodger*

Create Date: *10/12/2012 2:16:31 AM*

Last Modified By: *Paul Rodger*

Last Modified Date: *10/12/2012 2:16:31 AM*

Legacy ID:

Save **Cancel**

>Click Save

1.4 – Deleting an existing HCW Type
Warning deleting a HCW Type will also remove all historical data that was associated with that HCW Type. If a HCW Type is accidently deleted, you will need to contact Hand Hygiene Australia to have it re-instated. This process may take several days to occur.

See Section 1.3 above if you want to hide a HCW Type during data entry without removing its historical data

Select the HCW Type to be deleted as per section 1.2 above

>Select Delete

Section 2 – Adding a New HCW Type

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

>Select Add HCW Type +

>Enter a unique code for the new HCW Type
>Enter the name of the HCW Type as you want it to appear on the reports
>Select the applicable Parent HCW Type
>Click Save