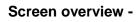


Adding a Healthcare Worker Type (HCW) to an Organisation

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators



	1) TOP LEVEL					
Ľ.	HA	н	ome Session	ns Audits	English (Australia) Organisations	Test Hospital Admin Contacts
shboard > Users Jsers			2) AD	D NEW		Add U
			,			
Username:		Organisation:	Any			
First Name:		Department:	Any			
Last Name:		Role:	Any		•	
Keyword:		j				
Include deleted: Search				3) S	EARCH	
		Snowing 10 results, 1	-10 OT 305			
PAGE	1 2	2 3 4 5 6 7	8 9	31	Next >	
-	Nam	e 🔺	Email			Role
1 testhospital	Admin, Test Hospital	ignaz@	testhospital.com		Organisation	Administrator
2 testauditor	AUDITOR, TEST	Test.Au	ditor@testhospit	al.com	Auditor	
3 jbloggs	Bloggs, Joe	Joe.Blog	ggs@testhospital	.com	Auditor	

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

English (Australia) Test Hospital Admin Logout						
Home	Sessions	Audits	Organisations	Contacts	Users	
				_		

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

Organisa	tions					
Search	Code: Name:					
			To	otal results: 1		
	Code	Name	Туре	Depts	Beds	Parent
1 TES	T-HOSP	TEST HOSPITAL	Public	12	100	Australian Capital Territory



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 > Organisatio	n List > Organisation Audits				
TEST HOSPITAL	- Audits	ORGANIS			Add Audit +
Name: Audit Type: Audit Period:	Any Any		HCW TYPES	Audits Audit Periods Sessions	
Audit Status: Spans Date: Search	Any			Departments HCW Types Users Details	נ

>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.

est Hos	spital - HCW	Types				Add HCW Type		
Available HCW Types Audits								
Move	Sequence	Code	Name	Parent Type	Status	Audit Periods		
\odot	1	N	Nurse/Midwife	Nurse/Midwife	Active	Sessions		
\odot	2	DR	Medical Practitioner	Medical Practitioner	Active			
\odot	3	D	Domestic	Domestic	Active	Departments		
\odot	4	PC	Personal Care Staff	Personal Care Staff	Active	HCW Types		
\odot	5	АН	Allied Health	Allied Health	Active	Users		
\odot	б	AC	Administrative & Clerical	Administrative & Clerical	Active	Details		
\odot	7	BL	Invasive Technician	Invasive Technician	Active			
\odot	8	AN	Anaesthetist	Medical Practitioner	Active			

1.2 – Editing an existing HCW type

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

Available HCW Types							
Move	Sequence	Code	Name	Parent Type	Status		
\odot	1	N	Nurse/Midwife	Nurse/Midwife	Active		

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:	V
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						
Par	ent HCW Type:* Allied Health						
	Active:						
	Created ву: Paul Rodger						
	Create Date: 10/12/2012 2:16:31 AM						
Las	st Modified By: Paul Rodger						
Last I	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



Test Hospi	al - Allied Health - Details	
	Code:* AH	Audits
	Name:* Allied Health	Audit Periods
Parent HC	V Type:* Allied Health	Sessions
	Active: 🔽	Departments
Cre	ted By: Paul Rodger	HCW Types
Crea	e Date: 10/12/2012 2:16:31 AM	Users
Last Mod	fied By: Paul Rodger	Details
Last Modifie	d Date: 10/12/2012 2:16:31 AM	
Le	jacy ID:	
Save Canc		Delete

>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 +

Test Hospital - HCW Types

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

Add HCW Type						
Code:*	AC					
Name:*	Administrative & Clerical					
Parent HCW Type:*	Administrative & Clerical					
Save Cancel						