



Auditor Training and Annual Validation Pathway (including lapsed Auditors Pathway)

Background

Following attendance at a Hand Hygiene Australia (HHA) workshop or an in-house organised workshop or training program and successfully achieving a 90% pass rate on the required assessments, participants are considered as either a Gold Standard Auditor (GSA) or a General Auditor (GA).

Successful GSA are auditors who have attended a HHA conducted workshop, covering elements of auditor training strategies and online data-base management are deemed competent to both audit the 5 Moments for hand hygiene and train further auditors.

GAs who have attended an in-house training program conducted by a GSA can perform 5 Moment audits but may **not** train further auditors.

These in-house sessions **must include** all the mandatory components of the HHA training program as outlined below as a minimum. When planning your in-house training allow time to complete all mandatory sessions.

Table of mandatory sessions

<u>Title</u>	<u>Objectives</u>	<u>Mode</u>	<u>Duration</u>
The 5 moments for HH	Introduce the concept of micro-organism transmission Identify the 5 moments Define the 5 moments and terms	Power point	45 minutes
Identifying a moment in detail	Visual demonstration of 5 moments	DVD	40 minutes
How to audit	Demonstrate recording of Moments using HHA audit tool	Power point	25 minutes
Practical wards session/s	Demonstrate use of HHA audit tool in practical setting	Observational (Small groups. each has 1 GS auditor and maximum of 4 trainees)	Minimum 60 minutes(varies depending on workshop numbers/wards available/number of GSA /workload of ward area)
Written demonstration of Knowledge	Assess participant understanding	Written Quiz	30 minutes
Quiz answers	Mark written quiz and highlight common errors	Power point/discussion	15 minutes
Visual demonstration of knowledge	Assess accuracy observing and recording HHC using HHA audit tool	DVD	60 minutes
Where to from here	Reinforce expectations following workshop/How to train auditors/Highlight HHA resources/ How they will work in your work place	Power point	10 Minutes



Annual Auditor Validation Pathway

It has been recognised that there is potential for skill fade over a period of time if 5 Moments auditing is not regularly conducted. This skill fade may potentially jeopardize the validity of hand hygiene compliance data supplied to HHA. There is also the potential that slight changes may be made to auditing processes or collection procedures.

To maintain the validity of data collected all auditors will be required to undertake an annual validation process.

This validation is standard for both auditor classifications once GSA or General Auditor status is achieved and will require the following:

- ✎ The annual collection of a minimum of 100 moments (can be collected either in the clinical settings or via the HHA training DVD self assessment)
- ✎ The annual completion of the auditor validation online learning package (OLP)
<http://www.hha.org.au/LearningPackage/auditor-annual-validation.aspx>

Attendance at an annual Gold Standard forum is encouraged for all auditors but is not a requirement for re-validation.

It is the responsibility of each GSA to ensure that auditors they have trained are registered on the HHA website and that they undertaken their annual validation OLP.
(<http://www.hha.org.au/ForHealthcareWorkers/workshops/hha-auditor-register.aspx>)

For each facility the HH project manager will need to ensure the data that they submit to HHA each audit is true and correct. Data is checked each audit period and anomalies with the data may be questioned. Failure to complete this process may result in hand hygiene compliance data not forming part of the HHA national data set.

Lapsed Auditor Pathway

If a period of 12 months or more has elapsed between auditing periods for any auditor then prior to submitting data they are required to

- ✎ Contact their facility GSA/HH program manager. If you are the only auditor in your facility, contact your HHA jurisdictional co-ordinator
- ✎ Undertake a HHA training DVD quiz
- ✎ Forward completed Quiz to their HH program manager or HHA jurisdictional co-ordinator
- ✎ Undertake local auditing in the clinical setting (where possible alongside a GSA following Inter-rater and Intra-rater Reliability recommendations in the HHA manual/7.3.2.5)
- ✎ Complete the Annual Auditor Validation OLP

Don't hesitate to contact your HHA jurisdictional co-ordinator or HHA head office via the website (www.hha.org.au) if you have any further questions

Regards
HHA team