



# NHHI

National Hand Hygiene Initiative

## How to Create New Audits – National and Local

**Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators**

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### 1.1 Screen overview

The screenshot shows the 'Users' management page. Annotations include:

- 1) TOP LEVEL MENU:** Points to the navigation bar with links: Home, Exports, Sessions, Audits, Organisations, Contacts, Users.
- 2) ADD NEW BUTTON:** Points to the 'Add User +' button.
- 3) SEARCH FILTERS:** Points to the search criteria fields: Username, First Name, Last Name, Keyword, Organisation, Department, Role, and an 'Include deleted' checkbox.
- 4) RESULTS:** Points to the table of users.

Username	Name	Email	Role
1 Hchang	Chang, Heather	heather.chang@hospitala.org.au	Auditor
2 Dbourke	Bourke, Diane	diane.bourke@hospitala.org.au	Auditor
3 Lsmith	Smith, Leanne	leanne.smith@hospitala.org.au	Auditor

### Audits and Audit Periods

An **Audit Period** is simply a defined date range that can contain one or more **Audits**. The moments collected are attached to an **Audit**. Reports, however are only available for the **Audit Period**.

The National Audit Periods are defined and automatically generated by HHCApp. They only contain one audit with the same name.

Organisations can also define their own Local Audit Periods which they can create audits for. Moments collected against a local audit **are not** included as part of the national program.



## 1.2 Accessing the Audits Page

>Login to HHCApp

There are 2 ways to access the Audits Page

- 1) To view and access all audits for the organisation(s) that you are an administrator for.

>Click the Audits button in the top level menu



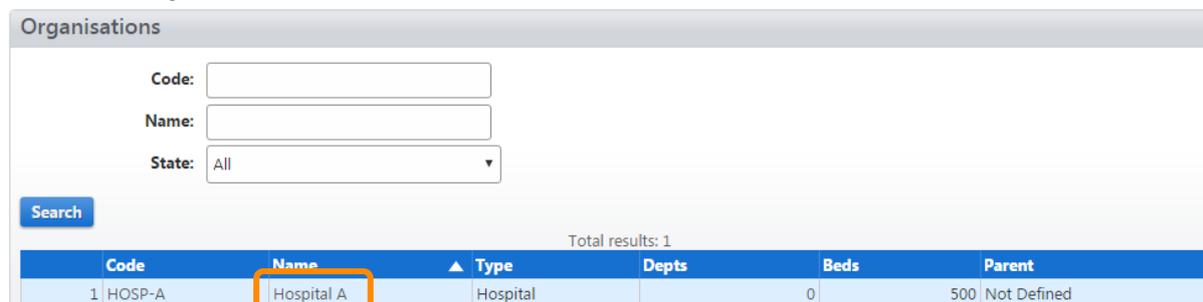
OR

- 2) To view and access audits for a single organisation only

>Click the Organisations button in the top level menu

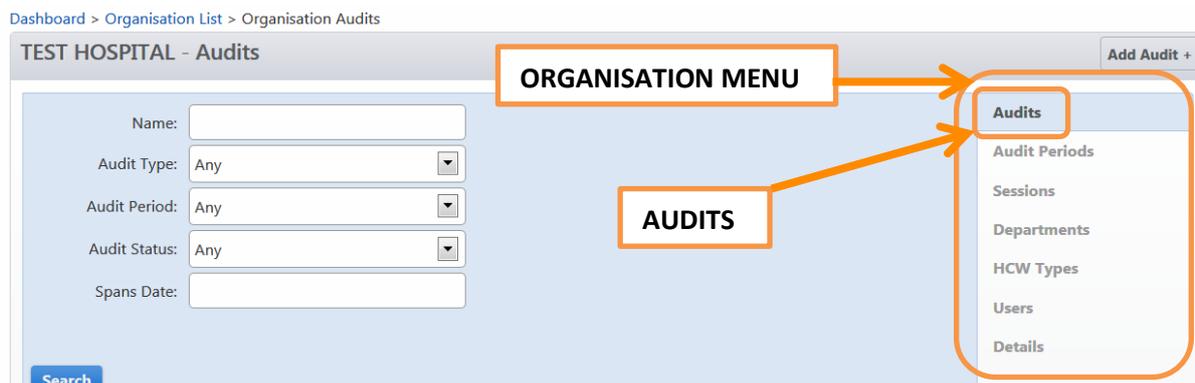


>Click an organisation's name to select it.



This will take you to the Organisation Administration screen

>Click Audits from the Organisation Menu if not already selected.



Both methods will take you to the Audits page where you will see a list of Audits for the selected organisation(s).

Nb. You can use the search filters to narrow down the list of audits if you are searching for an audit that has already been created for an organisation.

**Audits**
Add Audit +

Name:

Audit Type:

Audit Period:

Audit Status:

Spans Date:

Organisation:

Search

Showing  results, 1-10 of 12

< Previous
1
2
Next >

	Name	Start Date	End Date	Status	Sessions	Organisation
1	NHHI Audit One 2013	01/11/2012	31/03/2013	Active	2/11	TEST HOSPITAL
2	Spot Audits 2012	01/07/2012	31/12/2012	Pending Approval	1/1	TEST HOSPITAL

### 1.3 Adding a new National Audit Period

HHCApp automatically adds a new national audit period for all organisations that entered data in the previous national audit.

Organisations that missed an audit period will need to add the national audit period manually.

>Click Add Audit +

**Audits**
Add Audit +

>Select the Audit Type, Organisation and Audit Period

The Name, Start Date and End Date fields will be automatically completed.

**Add Audit**

<b>Audit Type:</b>	National
<b>Organisation:*</b>	Hospital A
<b>Audit Period:*</b>	NHHI Audit One 2018
<b>Name:*</b>	NHHI Audit One 2018
<b>Start Date:*</b>	01/11/2017
<b>End Date:*</b>	31/03/2018

**Save** **Cancel**

**\*Warning\*** - Whilst it is possible to make the audit name different to the National Audit Period name, this may cause confusion for your auditors looking for the standard national audit period name. All communication from the national office will refer to the Audit Period name as defined by the national office. Any changes to the audit period name will need to be communicated at a local level.

>Click Save

You will be returned to the Audits page where you will see that the new audit has been added to the results display.

The Audit is now available to have sessions added to it.

## 1.4 Adding a Local Audit

This is a 2 step process. The Audit Period must be defined before adding the audit.

Organisations can create Local Audit Periods for audits that an organisation does not want included as part of a national program.

### Step 1. Defining a Local Audit Period

>Click the Organisations button in the top level menu



>Click an organisation's name to select it.

Organisations

Code:

Name:

State: All

Total results: 1

Code	Name	Type	Depts	Beds	Parent
1 HOSP-A	Hospital A	Hospital		0	500 Not Defined

>Click Audit Periods in the Organisation Menu.

Hospital B - Audit Periods

Name:

Spans Date:

Showing 10 results, 1-10 of 35

< Previous 1 2 3 4 Next >

Name	Start Date	End Date	Type	Audits
1 Emergency Department March 2015	12/03/2015	20/03/2015	Local	1
2 Local audit 2/2015	01/04/2015	05/07/2015	Local	1
3 Local Audit 3 2017	03/07/2017	10/11/2017	Local	2
4 Local audit 2 2017	01/04/2017	10/07/2017	Local	6
5 Local Audit 1 2017	01/11/2016	15/04/2017	Local	2

**ORGANISATION MENU**

**AUDIT PERIODS**

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

>Click Add Audit Period +

Hospital B - Audit Periods

Add Audit Period to Hospital B

Name:\*

Start Date:\*

End Date:\*

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

>Enter a Name, Start Date and End Date

>Click Save



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The new audit period will be added to the list of Audit Periods for the organisation.

N.b the end date cannot be in the past. You can however amend the end date after creating the local audit.

## Step 2. Adding a Local Audit

>Click Audits in the Organisation Menu.

	Name	Start Date	End Date	Status	Sessions
<input type="checkbox"/>	1 NHHI Audit Three 2018	01/07/2018	31/10/2018	Active	37/510
<input type="checkbox"/>	2 Anaesthetics Pilot Audit	01/07/2018	31/10/2018	Active	0/0
<input type="checkbox"/>	3 NHHI Audit Two 2018	01/04/2018	30/06/2018	Complete	17/411
<input type="checkbox"/>	4 Local Audit 2 2018	01/04/2018	30/06/2018	Complete	103/1379

>Click Add Audit+

>Audit Type 'Local'

>Select Audit Period created in step 1.

**Add Audit**

Audit Type: Local  
Organisation: Hospital B  
Audit Period: Local Audit 2018  
Name: Local Audit 2018  
Start Date: 01/01/2018  
End Date: 31/12/2018

Save Cancel

>Save

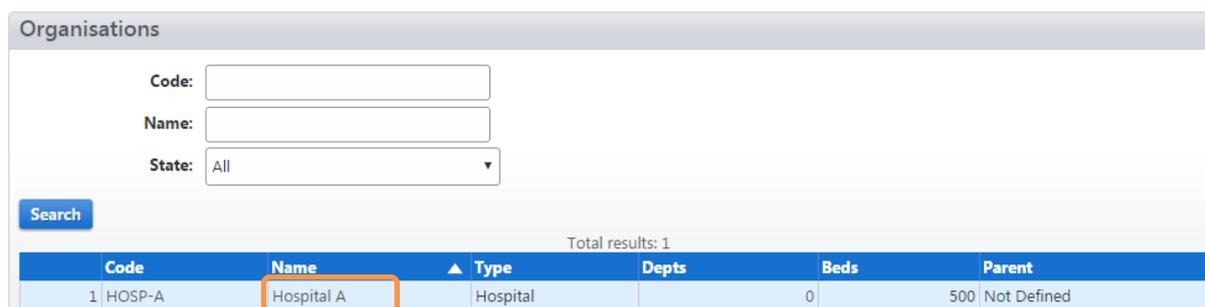
## 1.5 Changing the Dates of a Local Audit Period

There may be occasions when an organisation needs to change the dates of a Local Audit Period.

>Click the Organisations button in the top level menu

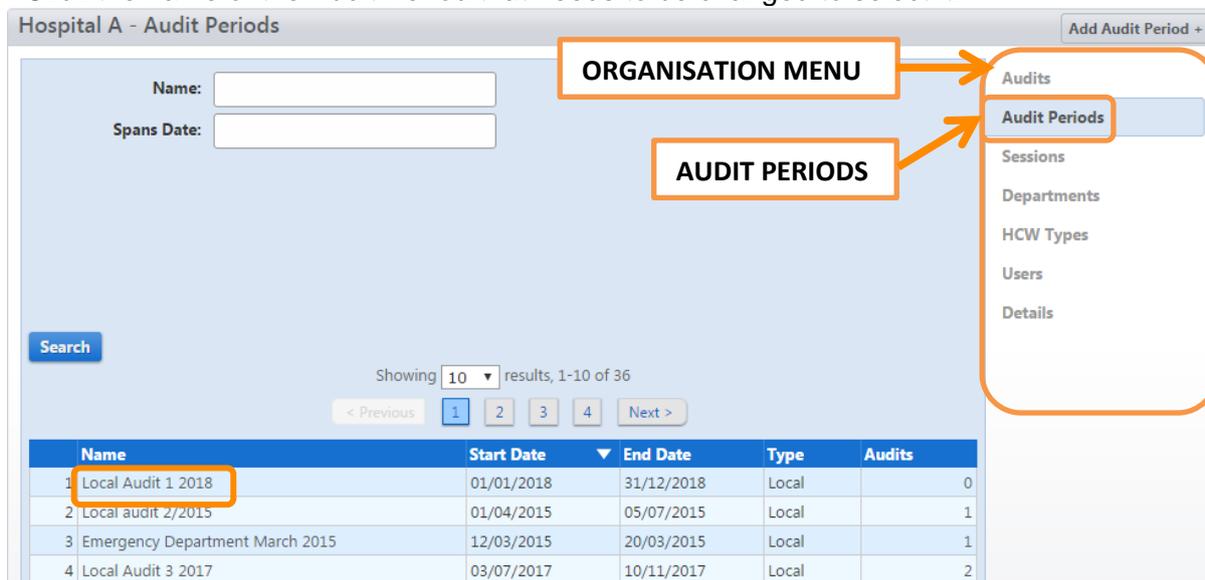


>Click the organisation's name to select it.



>Click Audit Periods in the Organisation Menu.

>Click the name of the Audit Period that needs to be changed to select it.



>Enter the new date

Edit Local Audit 1 2018 Audit Period of Hospital A

Name:	<input type="text" value="Local Audit 1 2018"/>
Start Date:	<input type="text" value="01/11/2017"/>
End Date:	<input type="text" value="31/03/2018"/>

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

>Click Save

Remember, this has just changed the Audit Period dates. Any audits that have been created for the Audit Period will still have the previous date.

You will therefore need to either:

- 1) Change the end date of the audit via the Organisations Audit page; or
- 2) Add a new audit to the audit period. This will not affect reporting as the reports use the Audit Period not the Audit to group moments.

## 1.6 Temporary Audits

Any Hand Hygiene Compliance data collected on a mobile device that has not been synced before the audit changes to 'Complete' will now go automatically into a 'local audit' when the device is next synced. This prevents changes to the national reports after the reports have been finalised.

This local audit is generated by the database and will be named with the auditors 'username' and the date/ time of the sync.

**Example:** 'IgnazS\_temp\_audit\_20160713\_1156'

To change the Temporary Audit to either a National or Local Audit Period,

>Click Audits in the Organisation Menu (1.2)

>Click on the Temporary Audit name to open the Audit

>Select the Details tab

>Choose another Active Audit from the Audits tab

>Save

bloggsj\_temp\_audit\_20180328\_1134 - Edit Session

**Moments (4/5)**

HCW Type	Moment #	Action	Gloves	Source
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="save"/>
Medical Practitioner	1. Before Touching A Patient	Rub		<input type="button" value="edit"/> Mobile
Nurse/Midwife	1. Before Touching A Patient	Rub		<input type="button" value="edit"/> Mobile
Medical Practitioner	4. After Touching a Patient	Rub		<input type="button" value="edit"/> Mobile
Nurse/Midwife	1. Before Touching A Patient	Rub		<input type="button" value="edit"/> Mobile
Nurse/Midwife	5. After Touching A Patient's Surroundings	Missed		<input type="button" value="edit"/> Mobile

**Session Details**

**Organisation:** Hospital C

**Audit:**

**Auditor:**

**Department:**

**Session Number:**

**Start Date:**

**Start Time:**

**End Date:**

**End Time:**

**Created By:** Joe Bloggs

**Create Date:** 29/03/2018, 9:00:49 AM

**Last Modified By:** Joe Bloggs

**Last Modified Date:** 29/03/2018, 9:00:49 AM

Sessions

To prevent temporary audits from occurring, all mobile devices should be synchronised after each session. Devices should be logged out by using the Logout button at the end of each audit period.