

HHCApp Audit validation and submission

Guidance for Organisation Administrators, Organisation Group Administrators,
Region Administrators

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HELPFUL HINTS

- The automated data validation process is only for data that is being submitted to the national audit. It is not available for local audits.
- You can validate the audit submission at any time during the audit period if moments have been added for that period in the HHCApp.
- You can run multiple validation reports during an audit period. This is particularly useful for organisations that submit large amounts of data and would like to address data validation flags closer to real time rather than at the end of the audit period.
- **Remember to submit the audit data only when auditing and validation is complete and you are ready to submit to the national audit period.** Once submitted, no further moments or sessions can be added for that national audit period.

Validation rules explained

The validation rules enable administrators to check if the organisation's audit data is accurate. The current set of validation rules were developed based on trends observed in data collected over time from the National Hand Hygiene Initiative. If the audit data entered is not consistent with how we *expect* it to be, based on the national data model, the rule will be flagged for 'review'.

A 'review' flag does not necessarily mean that the data is incorrect. Administrators should however, review the flagged data to ensure it accurately reflects what auditors observed during their auditing sessions, and that it has been collected and entered into the HHCApp correctly.

If the data is incorrect or incomplete, amendments should be made to ensure that the organisation's data is accurate. If the data appears correct and true, there is no requirement to amend it.

Over time, the Commission will review and update the validation rules to ensure that the validation process remains up to the date with the trends observed in the national data set.

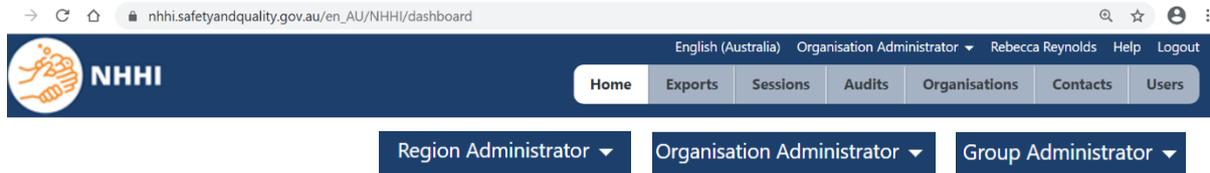
For ALL validation rules with result OK, there is no review/amendment action required.

How to validate the audit data

1. Login to HHCApp desktop <https://nhhi.safetyandquality.gov.au>

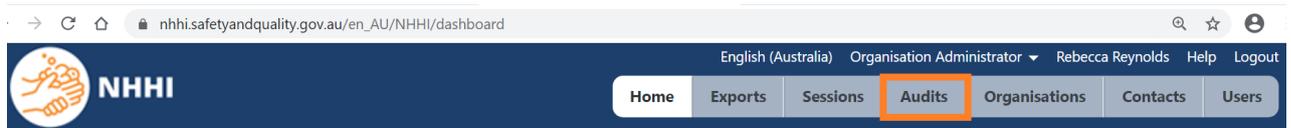
Validation cannot be undertaken using the mobile HHCApp site.

2. Ensure you are logged into an Administrator profile (three options listed below).



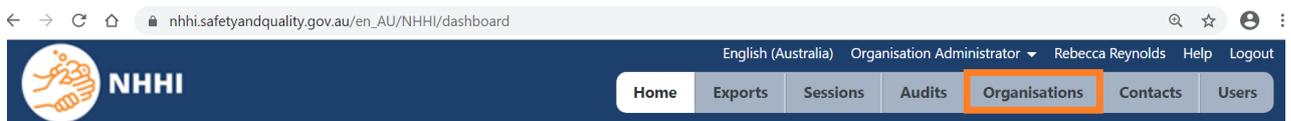
There are two ways to access an audit

- i. To view and access all audits for the organisation(s) that you are an administrator. Select the Audits tab. Select the audit you wish to validate (which should show status as 'Active')



OR

- ii. To view and access audits per single organisation only. Select the Organisations tab



3. From the list that appears, click on the relevant organisation name to select it.

Dashboard > Organisations

Organisations

Code: Organisation Type:

Name:

State:

Total results: 1

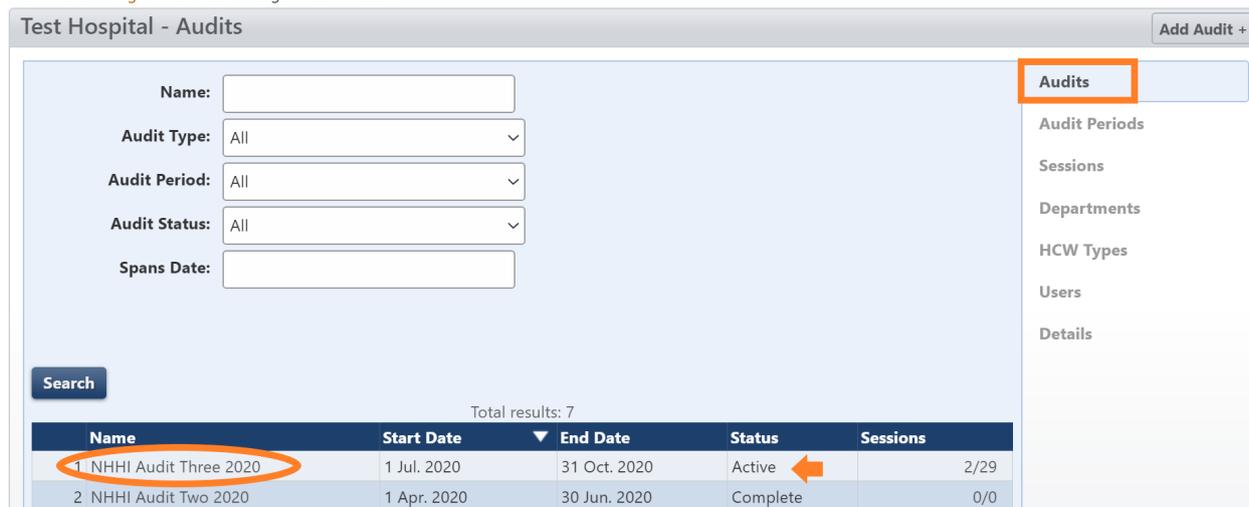
Code	Name	Type	Depts	Number of	Units	Parent	Administrator	Email
1	TEST-HOSP Test Hospital	Hospital	1	Beds	1	VIC Private	* Jan Galton	jan.galton@safetyandquality.gov.au

- On the next screen, select Audits from the organisation menu on the right hand side of the screen (if not already selected in the system as the default view).

NOTE: There will be a list of audits relevant to the selected organisation. You can use the search fields in the top part of the page to narrow down the list of audits.

- Click on the relevant audit name (which should show status as 'Active').

Dashboard > Organisation List > Organisation Audits



Test Hospital - Audits Add Audit +

Name:

Audit Type: All

Audit Period: All

Audit Status: All

Spans Date:

Total results: 7

Name	Start Date	End Date	Status	Sessions
1. NHHI Audit Three 2020	1 Jul. 2020	31 Oct. 2020	Active	2/29
2. NHHI Audit Two 2020	1 Apr. 2020	30 Jun. 2020	Complete	0/0

Audits

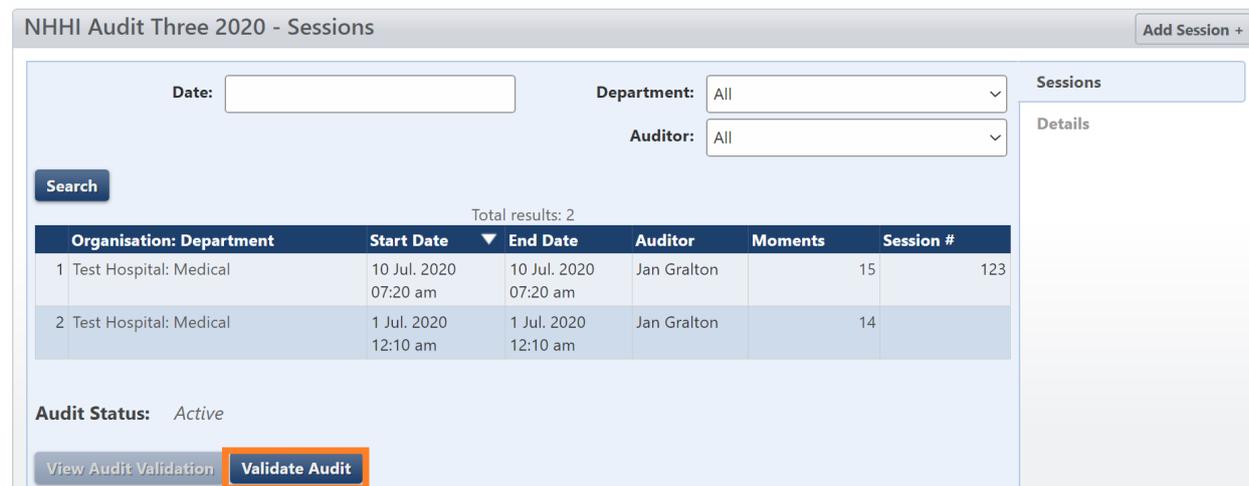
- Audit Periods
- Sessions
- Departments
- HCW Types
- Users
- Details

- The audit's Sessions page will open.

NOTE: The **View Audit Validation** button will be grey and inactive if the audit has not been previously validated. If the audit was validated previously, the **View Audit Validation** button will be dark blue and the button will be live. If you select the dark blue button, you will be able to view the report of the previous validation for this audit.

- Click the **Validate Audit** button at the bottom of the screen.

Dashboard > Audit List > Audit > Audit Sessions



NHHI Audit Three 2020 - Sessions Add Session +

Date:

Department: All

Auditor: All

Total results: 2

Organisation: Department	Start Date	End Date	Auditor	Moments	Session #
1 Test Hospital: Medical	10 Jul. 2020 07:20 am	10 Jul. 2020 07:20 am	Jan Gralton	15	123
2 Test Hospital: Medical	1 Jul. 2020 12:10 am	1 Jul. 2020 12:10 am	Jan Gralton	14	

Audit Status: Active

Sessions

Details

8. The Audit Validation report page will now open. The Validation Status will read either; '*Validated with no errors*' if there are no data validation rules that have been flagged or '*Validated with errors*' if one or more data validation rules have been flagged with data to be reviewed.
9. The section in the report 'Understanding this validation report' provides full information and guidance regarding data validation and how to review any 'flagged' data.
10. The Result column in the report will identify data flagged as 'Review'. The number in brackets next to the review text indicates the number of items that require review, for example, 'Review (1)' means there is one issue to be reviewed, (2) means two and so on. However, in the case of the first "Moments" rule, number in brackets relates to the difference between the required and actual observed moments entered for the audit period
11. Only select 'Submit audit' if data collection has been completed, submission of audit is complete, the validation report has been reviewed and you are happy for the data to be submitted. If ready to complete and submit, review the guidance on how to submit the audit data, found later within this document [here](#).

Dashboard > Audits > Audit Validation

NHHI Audit Two 2020 - Audit Validation

Organisation: *Test Hospital*

Created: *Jan Gralton*

Audit Period: *NHHI Audit Two 2020*

Create Date: *30 Jun. 2020, 9:37:49 am*

Validation Status: *Validated with Errors*

Last Modified: *Rebecca Reynolds*

Last Modify Date: *25 Feb. 2021, 1:11:41 pm*

Back

UNDERSTANDING THIS VALIDATION REPORT

A 'review' result will appear in the validation rules if your organisation's submitted data is not consistent with the current national NHHI data model. Your organisation's data **may or may not** be correct or complete. If 'review' appears, the organisation administrator should ideally review the relevant data via the data links provided in the validation report below to ensure it is accurate for their organisation. If the data is incorrect or incomplete, amendments should be made to the data using the edit function. If the data appears correct and true, there is no requirement to amend after it has been reviewed.

For validation rules with an 'OK' result, there is no review/amendment action required.

Administrators can validate the audit submission at any time during the audit period and as many times as necessary. Administrators should only **submit** the audit data when all auditing for the audit period is complete and the data is ready to be submitted to the national audit period. Once submitted, no further moments or sessions can be added.

Organisation Overview

Required Moments	Actual Moments	Moments Difference	Compliance Rate	M1	M2	M3	M4	M5
200	33	-167	87.9	17	5	6	5	0

Please don't use these figures in your reports. Data Validation to be completed.

Validation Rule	Result	Status	Note
Total number of moments is greater than or equal to Required number of moments	Review (-167)		⚠
Total number of moments for M1 is greater than or equal to Total number of moments for each of M2, M3 and M5	OK		
Total number of moments for M4 is greater than or equal to Total number of moments for each of M2, M3 and M5	Review		
Each of M1, M2, M3, M4 or M5 is submitted (missing: M5)	Review		

Departments

Validation Rule	Result	Status	Note
No Departments with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	OK		
No Departments with a compliance rate that varies by more than 20% from the previous Audit Period	OK		

Auditors

Validation Rule	Result	Status	Note
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	OK		
No Auditors with a compliance rate greater than 95%	Review (1) ▼		
No Auditors with total number of moments greater than 600	OK		

Health Care Worker Types

Validation Rule	Result	Status	Note
No HCW types with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	Review (1) ▼		
No HCW types with a compliance rate greater than 95%	Review (5) ▼		

Validate Audit

Submit Audit

Understanding the Validation report

The Organisation Overview section of the audit validation screen provides detail including:

- the number of moments the organisation is required to submit at each audit period
- the actual number of moments entered to date for the audit period
- the moments difference between these two figures, which includes either a + or - symbol, to indicate either a surplus or deficit of moments entered for the audit period
- overall organisation compliance rate
- breakdown of the data submitted for each of the five moments

Any underlined blue or red text in the audit validation screens are active clickable hyperlinks. Selecting these hyperlinks will direct you to another page of information to review.

For the first validation rule highlighted below, the number in brackets does not indicate the items for review. In this case, it highlights the difference of 167 (or relevant number applicable to the organisation) between the required and actual moments entered for the audit period. This includes either a + or – symbol to indicate a surplus or deficit in moments.

Organisation Overview										
Required Moments	Actual Moments	Moments Difference	Compliance Rate	M1	M2	M3	M4	M5		
200	33	-167	87.9	17	5	6	5	0		
Please don't use these figures in your reports. Data Validation to be completed.										
Validation Rule										
Total number of moments is greater than or equal to Required number of moments							Result	Status	Note	
Total number of moments for M1 is greater than or equal to Total number of moments for each of M2, M3 and M5							Review (-167)			
Total number of moments for M4 is greater than or equal to Total number of moments for each of M2, M3 and M5							Click here for the Audit Sessions screen to amend data.			
Each of M1, M2, M3, M4 or M5 is submitted (missing: M5)							Review			

The validation rules within the report are broken down into sections by:

1. Moment Type
2. Departments
3. Auditors
4. Health Care Worker Types

Validation Rule	Result	Status	Note
Total number of moments is greater than or equal to Required number of moments	OK		
Total number of moments for M1 is greater than or equal to Total number of moments for each of M2, M3 and M5	OK		
Total number of moments for M4 is greater than or equal to Total number of moments for each of M2, M3 and M5	Review		
Each of M1, M2, M3, M4 or M5 is submitted	OK		
Departments			
Validation Rule	Result	Status	Note
No Departments with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	OK		
No Departments with a compliance rate that varies by more than 20% from the previous Audit Period	OK		
Auditors			
Validation Rule	Result	Status	Note
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	OK		
No Auditors with a compliance rate greater than 95%	OK		
No Auditors with total number of moments greater than 600	OK		
Health Care Worker Types			
Validation Rule	Result	Status	Note
No HCW types with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	Review (2)		
No HCW types with a compliance rate greater than 95%	Review (2)		

How to review and amend Moment Type Validation rules

1. Click on the live 'Review' link for the relevant rule.

Validation Rule	Result	Status	Note
Total number of moments is greater than or equal to Required number of moments	Review (-162)		!
Total number of moments for M1 is greater than or equal to Total number of moments for each of M2, M3 and M5	OK		
Total number of moments for M4 is greater than or equal to Total number of moments for each of M2, M3 and M5	Review		

NOTE This will direct you to the Audit Sessions page, which contains the full moment data. Relevant moments are highlighted in red to demonstrate where the data has been flagged for attention.

2. To review or amend, click the data link in the M1 - M5 columns to review the data and amend, if necessary.

Dashboard > Audit List > Audit > Audit Sessions

NHHI Audit Two 2020 - Sessions
Add Session +

Department

Auditor

HCW Type

Moment Type

Search

Summary

Validation Rule: Total number of moments is greater than or equal to Required number of moments

Moment counts: M1: 20 M2: 4 M3: 7 M4: 6 M5: 1

Total Sessions: 12 **Total Moments:** 38 **Correct Moments:** 34 **Compliance:** 89.5

Click the data link in the M1 - M5 columns to review your data and amend if necessary

Department	Session Dates	M1	M2	M3	M4	M5
1 Medical	28 May 2020 01:48 pm - 01:54 pm	3	0	1	1	0
2 Medical	28 May 2020 01:48 pm - 01:54 pm	2	0	1	2	0
3 Medical	28 May 2020 01:49 pm - 01:54 pm	2	0	1	1	0
4 Medical	23 Jun. 2020 12:50 am - 12:50 am	2	2	0	0	0
5 Medical	16 Jun. 2020 12:50 am - 12:50 am	2	0	0	0	0
6 Medical	20 May 2020 08:00 am - 09:00 am	2	0	0	0	0
7 Medical	28 May 2020 01:49 pm - 01:54 pm	2	0	1	1	0
8 Medical	28 May 2020 01:49 pm - 01:51 pm	1	0	0	0	0
9 Medical	23 Jun. 2020 12:40 am - 12:40 am	1	0	0	0	0
10 RENAL	23 Jun. 2020 01:10 am - 01:10 am	1	1	1	0	0
11 Medical	23 Jun. 2020 01:10 am - 01:10 am	1	0	1	0	0
12 Dental	15 Jun. 2020 12:20 am - 12:20 am	1	1	1	1	1

Audit Status: Active

View Audit Validation
Validate Audit

3. Edit or delete the relevant moments.

Dashboard > Audit List > Audit > Audit Sessions > Session Details

NHHI Audit Two 2020 - Edit Session

Moments (4/5)					
HCW Type	Moment #	Action	Gloves		Source
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	save	
Allied Health Care Worker	1. Before Touching A Patient	Rub		edit	Mobile
Allied Health Care Worker	4. After Touching a Patient	Missed		edit	Mobile
Allied Health Care Worker	1. Before Touching A Patient	Rub		edit	Mobile
Allied Health Care Worker	3. After a Procedure or Body Fluid Exposure Risk	Rub	Off	edit	Mobile
Allied Health Care Worker	1. Before Touching A Patient	Rub	On	edit	Mobile

Sessions
Sessions / Validation
Details

4. Click the Save button in the bottom left of the screen.

Session Details

Organisation: Test Hospital

Audit: NHHI Audit Two 2020

Auditor: Gralton, Jan

Department: Medical

Session Number: 1

Start Date: 23/06/2020

Start Time: 00:50

End Date: 23/06/2020

End Time: 00:50

Created By: Rebecca Reynolds

Create Date: 25 Feb. 2021, 12:40:46 pm

Last Modified By: Rebecca Reynolds

Last Modified Date: 25 Feb. 2021, 12:42:52 pm

Save Cancel

Cannot delete Session - Has Moments

5. A message will appear in the top right of the screen for a few seconds.

Dashboard > Audit List > Audit > Audit Sessions > Session Details

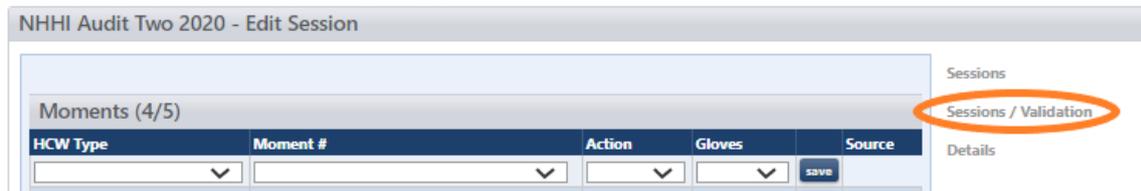
NHHI Audit Two 2020 - Edit Session

Session details saved

Sessions

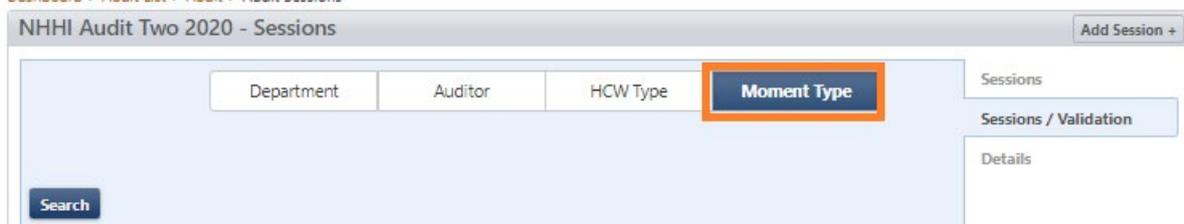
- To return to the previous screen, click the back button on your internet browser twice. Alternatively, select the Sessions/Validation tab on the right hand side menu.

Dashboard > Audit List > Audit > Audit Sessions > Session Details

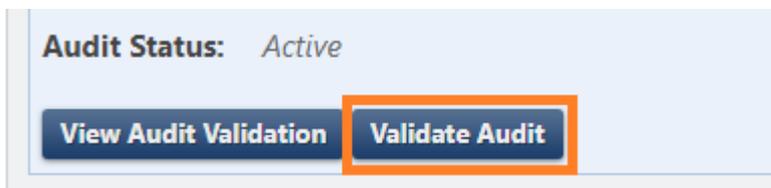


- This will default to the Department tab. Choose the Moment Type tab and click 'Search' to revert back to the relevant moment data, to complete further amendments if necessary.

Dashboard > Audit List > Audit > Audit Sessions



- Once complete, click the **Validate Audit** button AGAIN to accept the changes.



- This will return to the Audit Validation page. If all errors have been resolved, the result column will now show OK and Status will update to 'Amended'.

NOTE If no edits or amendments have been made regarding the data flagged for this rule, the status will remain BLANK.

Validation Rule	Result	Status	Note
Total number of moments is greater than or equal to Required number of moments	Review (-162)		
Total number of moments for M1 is greater than or equal to Total number of moments for each of M2, M3 and M5	OK		
Total number of moments for M4 is greater than or equal to Total number of moments for each of M2, M3 and M5	Review		
Each of M1, M2, M3, M4 or M5 is submitted	OK	Amended	

How to review and amend Departments validation rules

1. In the results column click on the downward arrow beside Review to open additional field(s) of information.

Result
OK
Review (1) 

2. Click on the live 'Review' link.

Validation Rule	Result	Status	Note				
No Departments with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	Review (1) 						
<table border="1"> <thead> <tr> <th>Department</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Dental (DENT)</td> <td>-41.6 Review</td> </tr> </tbody> </table>		Department	Variance	Dental (DENT)	-41.6 Review		
Department	Variance						
Dental (DENT)	-41.6 Review						
No Departments with a compliance rate that varies by more than 20% from the previous Audit Period	OK						

NOTE This will direct you to the Audit Sessions page, which is automatically filtered by the relevant Department. The data list that appears will include sessions and moments entered for that department within the relevant period.

3. To review or amend, select the relevant data link (highlighted in red and underlined) in the Correct/Total Moments column to select the related session.

Dashboard > Audit List > Audit > Audit Sessions

NHHI Audit Two 2020 - Sessions Add Session +

Department	Auditor	HCW Type	Moment Type
Department: Dental 			

Search

Summary

Validation Rule: Departments with a compliance rate that varies by more than 20% from the overall Organisation compliance rate Variance: -41.6

Total Sessions: 1	Total Moments: 5	Correct Moments: 2	Compliance: 40.0
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Click the data link in the Correct/Total Moments column to review your data and amend if necessary

Department	Start Date	End Date	Correct / Total Moments	Compliance
1 Dental	15 Jun, 2020 12:20 am	15 Jun, 2020 12:20 am	<u>2 / 5</u>	40.0%

Audit Status: Active

[View Audit Validation](#) [Validate Audit](#)

4. In the following Session Details page, edit or delete the incorrect moments.

Dashboard > Audit List > Audit > Audit Sessions > Session Details

NHHI Audit Two 2020 - Edit Session

Moments (2/5)					
HCW Type	Moment #	Action	Gloves		Source
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	save	
Dental Assistant/Dental Nurse	5. After Touching A Patient's Surroundings	Missed	Cont.	edit	Web
Student Dentist	4. After Touching a Patient	Missed	Cont.	edit	Web
Dental Assistant/Dental Nurse	3. After a Procedure or Body Fluid Exposure Risk	Missed	Cont.	edit	Web
Student Dentist	2. Before Procedure	Rub	On	edit	Web
Dental Assistant/Dental Nurse	1. Before Touching A Patient	Rub	On	edit	Web

Sessions
Sessions / Validation
Details

5. Click the Save button in the bottom left of the screen.

Session Details

Organisation: *Test Hospital*

Audit: *

Auditor: *

Department: *

Session Number:

Start Date: *

Start Time: *

End Date: *

End Time: *

Created By: *Rebecca Reynolds*

Create Date: *1 Mar. 2021, 3:15:31 pm*

Last Modified By: *Rebecca Reynolds*

Last Modified Date: *1 Mar. 2021, 3:20:34 pm*

Cannot delete Session - Has Moments

6. A message will appear in the top right of the screen for a few seconds.

Dashboard > Audit List > Audit > Audit Sessions > Session Details

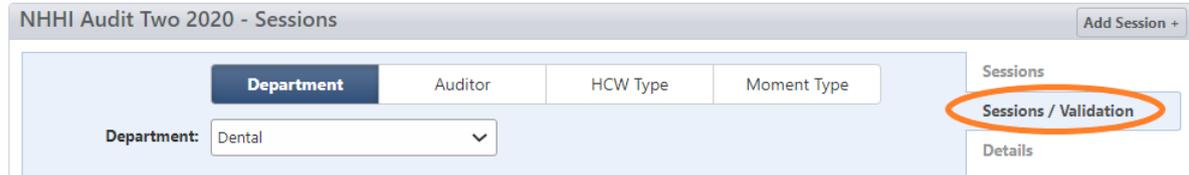
NHHI Audit Two 2020 - Edit Session

Session details saved

Sessions

- To return to the previous screen, click the back button on your internet browser twice. Alternatively, select the Sessions/Validation tab on the right hand side menu.

Dashboard > Audit List > Audit > Audit Sessions



NHHI Audit Two 2020 - Sessions Add Session +

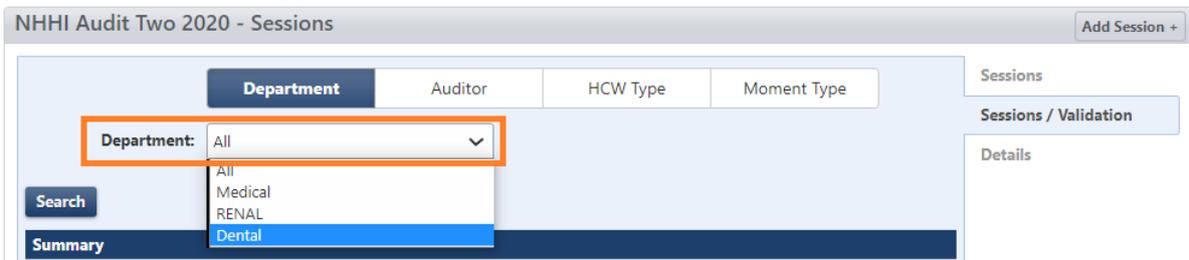
Department Auditor HCW Type Moment Type

Department: Dental

Sessions
Sessions / Validation
Details

- This will default to the Department tab with full session data. Use the drop-down list to filter by the relevant Department and click 'Search', to complete further amendments if necessary.

Dashboard > Audit List > Audit > Audit Sessions



NHHI Audit Two 2020 - Sessions Add Session +

Department Auditor HCW Type Moment Type

Department: All

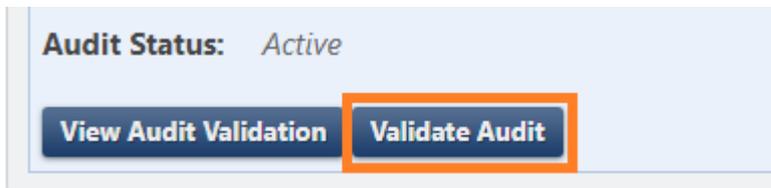
All
Medical
RENAL
Dental

Search

Summary

Sessions
Sessions / Validation
Details

- Once complete, click the **Validate Audit** button AGAIN to accept the changes.



Audit Status: Active

View Audit Validation **Validate Audit**

- This will return to the Audit Validation page. If all errors have been resolved, the result column will now show OK and Status will update to 'Amended'.

NOTE If no edits or amendments have been made regarding the data flagged for this rule, the status will remain BLANK.

Departments			
Validation Rule	Result	Status	Note
No Departments with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	OK	Amended	
No Departments with a compliance rate that varies by more than 20% from the previous Audit Period	OK		

How to review and amend Auditor validation rules

1. In the results column click on the downward arrow beside Review to open additional field(s) of information.

Result
OK
Review (1) 

2. Click on the live 'Review' link.

Validation Rule	Result	Status	Note
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	OK		
No Auditors with a compliance rate greater than 95%	Review (1) 		
Auditor		Compliance	
Gralton, Jan (j.gralton)		100.0 Review	
No Auditors with total number of moments greater than 600	OK		

NOTE The review link(s) will direct you to the Audit Sessions page, which is filtered by Auditor tab and relevant auditor name. The data list that appears will include all the sessions/ moments entered by a particular auditor for the period.

3. To review or amend, select the relevant data link (highlighted in red and underlined) in the Correct/Total Moments column to select the auditor's related session.

Dashboard > Audit List > Audit > Audit Sessions

NHHI Audit Two 2020 - Sessions Add Session +

Department Auditor HCW Type Moment Type

Auditor:

Summary

Validation Rule: Auditors with a compliance rate greater than 95%

Total Sessions: 5	Total Moments: 12	Correct Moments: 12	Compliance: 100.0
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Click the data link in the Correct/Total Moments column to review your data and amend if necessary

Department	Start Date	End Date	Correct / Total Moments	Compliance
1 Medical	23 Jun. 2020 12:50 am	23 Jun. 2020 12:50 am	4 / 4	100.0%
2 Medical	23 Jun. 2020 12:40 am	23 Jun. 2020 12:40 am	1 / 1	100.0%
3 RENAL	23 Jun. 2020 01:10 am	23 Jun. 2020 01:10 am	3 / 3	100.0%
4 Medical	16 Jun. 2020 12:50 am	16 Jun. 2020 12:50 am	2 / 2	100.0%
5 Medical	23 Jun. 2020 01:10 am	23 Jun. 2020 01:10 am	2 / 2	100.0%

Audit Status: *Active*

4. In the following Session Details page, edit or delete the incorrect moments.

Dashboard > Audit List > Audit > Audit Sessions > Session Details

NHHI Audit Two 2020 - Edit Session

Moments (4/4)					
HCW Type	Moment #	Action	Gloves		Source
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	save	
N: Nurse/Midwife	2. Before Procedure	1. Rub	1. On	save del	Web
Domestic	1. Before Touching A Patient	Rub	On	edit	Web
Nurse/Midwife	2. Before Procedure	Wash	On	edit	Web
Nurse/Midwife	1. Before Touching A Patient	Rub	On	edit	Web

Sessions
Sessions / Validation
Details

5. Click the Save button in the bottom left of the screen.

Session Details

Organisation: *Test Hospital*

Audit: * NHHI Audit Two 2020

Auditor: * Gralton, Jan

Department: * Medical

Session Number: 1

Start Date: * 23/06/2020

Start Time: * 00:50

End Date: * 23/06/2020

End Time: * 00:50

Created By: *Rebecca Reynolds*

Create Date: *25 Feb. 2021, 12:40:46 pm*

Last Modified By: *Rebecca Reynolds*

Last Modified Date: *25 Feb. 2021, 12:42:52 pm*

Save Cancel

Cannot delete Session - Has Moments

6. A message will appear in the top right of the screen for a few seconds.

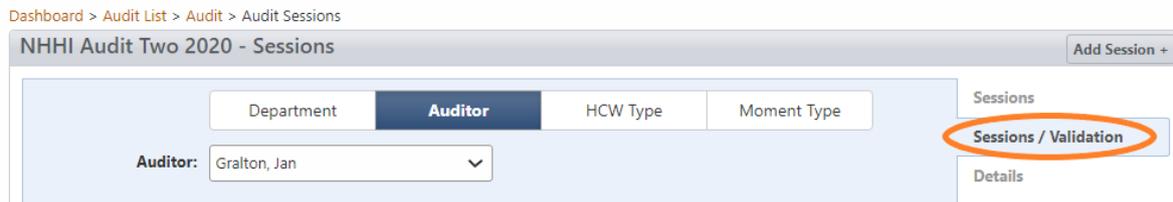
Dashboard > Audit List > Audit > Audit Sessions > Session Details

NHHI Audit Two 2020 - Edit Session

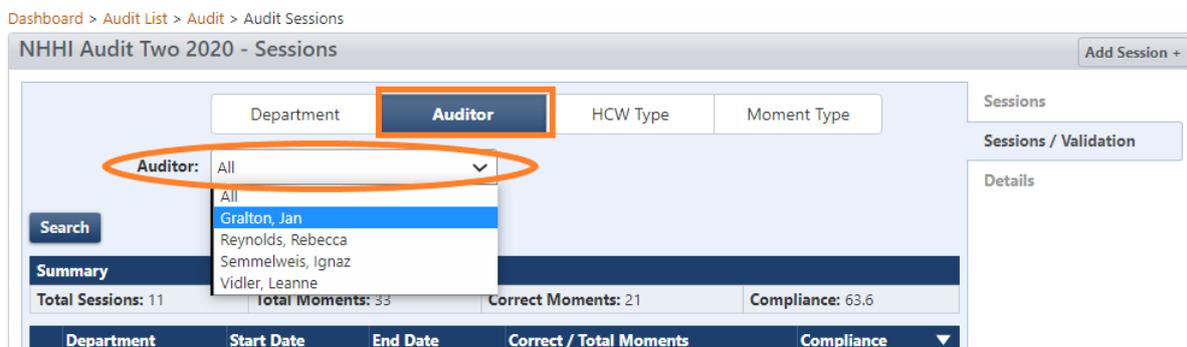
Session details saved

Sessions

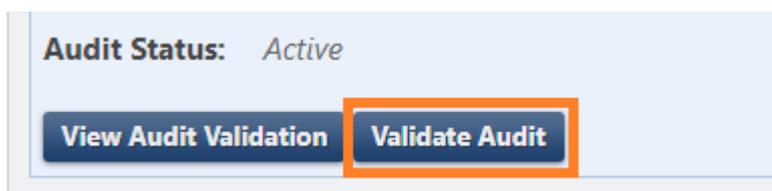
- To return to the previous screen, click the back button on your internet browser twice. Alternatively, select the Sessions/Validation on the right hand side menu.



- This will default to the Department tab. Choose the Auditor tab and select the relevant Auditor name from the drop-down menu and click 'Search' to filter to the relevant data.



- Once complete, Click the **Validate Audit** button AGAIN to accept the changes.



- This will return to the Audit validation page. If all errors have been resolved, the result column will show OK and status will update to Amended.

NOTE If no edits or amendments have been made regarding the data flagged for this rule, the status will remain BLANK.

Validation Rule	Result	Status	Note
No Auditors with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	OK	Amended	
No Auditors with a compliance rate greater than 95%	OK	Amended	

How to review and amend HCW Type validation rules

1. In the results column click on the downward arrow beside Review to open additional field(s) of information.



2. Click on the relevant live 'Review' link.

Health Care Worker Types			
Validation Rule	Result	Status	Note
No HCW types with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	Review (4) ▲		
Health Care Worker Type	Variance		
Personal Care Staff (PC)	-75.8	Review	
Administrative and Clerical Staff (AC)	-25.8	Review	
Invasive Technician (BL)	-75.8	Review	
Domestic (D)	+24.2	Review	

NOTE. The review link(s) will direct you to the Audit Sessions page, which is automatically filtered by the relevant HCW Type. The data list that appears will include the sessions/moments with flagged data for the HCW Type for the auditing period.

3. To review or amend, select the relevant data link (highlighted in red and underlined) in the Correct/Total Moments column to select the auditor's related session.

Dashboard > Audit List > Audit > Audit Sessions

Add Session +

Department Auditor **HCW Type** Moment Type

HCW Type: Personal Care Staff [PC]

Search

Summary

Validation Rule: HCW types with a compliance rate that varies by more than 20% from the overall Organisation compliance rate Variance: -75.8

Total Sessions: 1 Total Moments: 1 Correct Moments: 0 Compliance: 0.0

Click the data link in the Correct/Total Moments column to review your data and amend if necessary

Department	Start Date	End Date	Correct / Total Moments by HCW	Compliance
1 Medical	23 Jun. 2020 01:10 am	23 Jun. 2020 01:10 am	<u>0 / 1</u>	0.0%

Audit Status: Active

[View Audit Validation](#) [Validate Audit](#)

- In the following Session Details page, edit or delete the incorrect moments. The relevant HCW Type moments will be highlighted in red.

Dashboard > Audit List > Audit > Audit Sessions > Session Details

NHHI Audit Two 2020 - Edit Session

Moments (1/2)					
HCW Type	Moment #	Action	Gloves		Source
Personal Care Staff	1. Before Touching A Patient	Missed	Cont.	edit	Web
Medical Practitioner	3. After a Procedure or Body Fluid Exposure Risk	Rub	Off	edit	Web

- Click the Save button in the bottom left of the screen.

Created By: *Rebecca Reynolds*
 Create Date: 30 Jul. 2020, 4:00:00 pm
 Last Modified By: *Rebecca Reynolds*
 Last Modified Date: 30 Jul. 2020, 4:00:46 pm

Save **Cancel** Cannot delete Session - Has Moments

- A message will appear in the top right of the screen for a few seconds.

Dashboard > Audit List > Audit > Audit Sessions > Session Details

NHHI Audit Two 2020 - Edit Session Session details saved

- To return to the previous screen, click the back button on your internet browser twice. Alternatively, select the Sessions/Validation on the right hand side menu.

Dashboard > Audit List > Audit > Audit Sessions

NHHI Audit Two 2020 - Sessions Add Session +

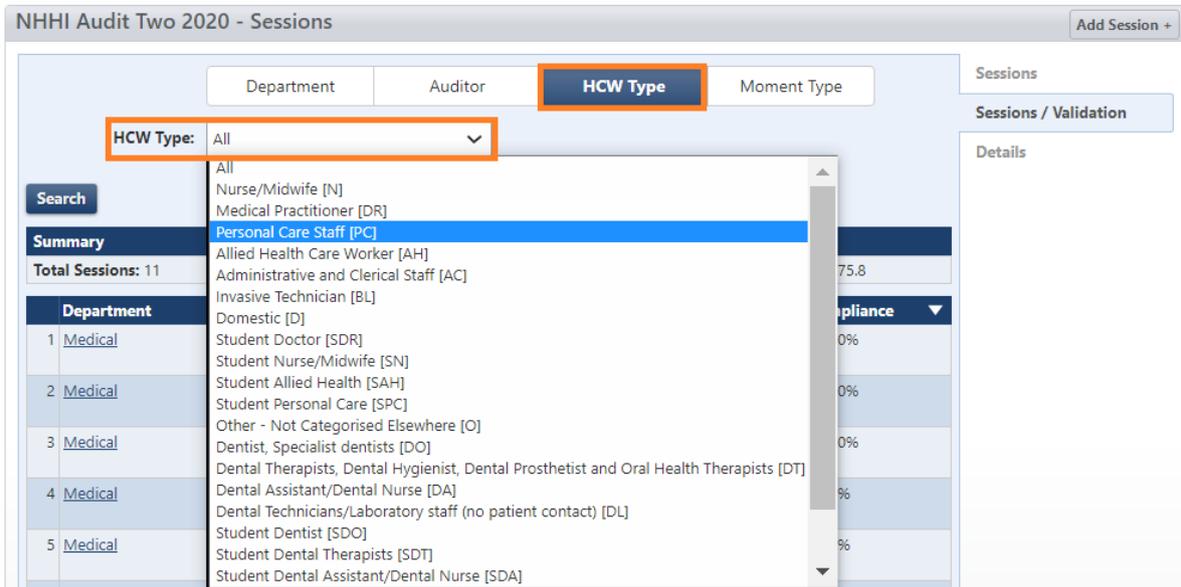
Department Auditor **HCW Type** Moment Type

HCW Type: Administrative and Clerical Staff [At]

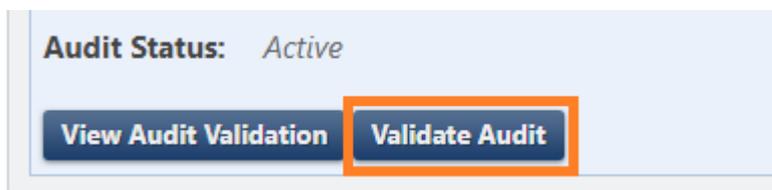
Sessions / Validation

- This will default to the Department tab. Choose the HCW Type tab and filter by HCW Type from the drop-down menu and select 'Search' to filter to the relevant data.

Dashboard > Audit List > Audit > Audit Sessions



- Once complete, Click the **Validate Audit** button AGAIN to accept the changes.



- This will return to the Audit validation page. If all errors have been resolved, the result column will show OK and status will update to Amended.

Health Care Worker Types			
Validation Rule	Result	Status	Note
No HCW types with a compliance rate that varies by more than 20% from the overall Organisation compliance rate	OK	Amended	

NOTE If no edits or amendments have been made regarding the data flagged for this rule, the status will remain BLANK

How to submit the audit data

You can submit the data to the national audit if all validation flags have been reviewed and where necessary, amended, or if there no validation flags in the data. You must run the validation report before you can submit the data. If ready to complete and submit to the national dataset, please follow guidance below:

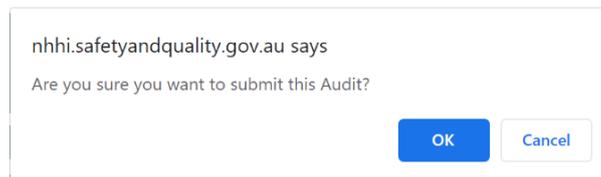
1. The Submit Audit button will appear in the bottom right of the screen. If the audit is complete, click **Submit Audit**.

NOTE. Only submit if the audit is complete and you are happy with the data to be submitted.



2. A pop up message below will appear. Click OK, if you are satisfied with the validation results and are ready to submit this data.

NOTE: Once an audit is submitted to the national dataset, no further sessions can be added or deleted from the data for that national audit period.



3. In the Audit Validation page, the validation status will update to “*Submitted with no errors*” if there were no rules still flagged when the data was submitted or “*Submitted with errors*” if there were flags remaining in the data. The ‘Submit Audit’ button will now show as grey and inactive.
4. On the Audits page, the Audit Status has now updated to ‘Complete’. This means that your organisation’s data was submitted successfully to the national dataset.

2	NHHI Audit Two 2020	1 Apr. 2020	30 Jun. 2020	Complete	0/0	Test Hospital	*Jan Gralton	jan.gralton@safetyandquality.gov.au
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