

Instructions for adapting the WDGPH Hand Hygiene Audit E-Tool

Wellington-Dufferin-Guelph Public Health (WDGPH) has created an electronic Hand Hygiene Audit tool that can be adapted and used in Long-Term Care, Retirement Homes, and other Congregate Settings.

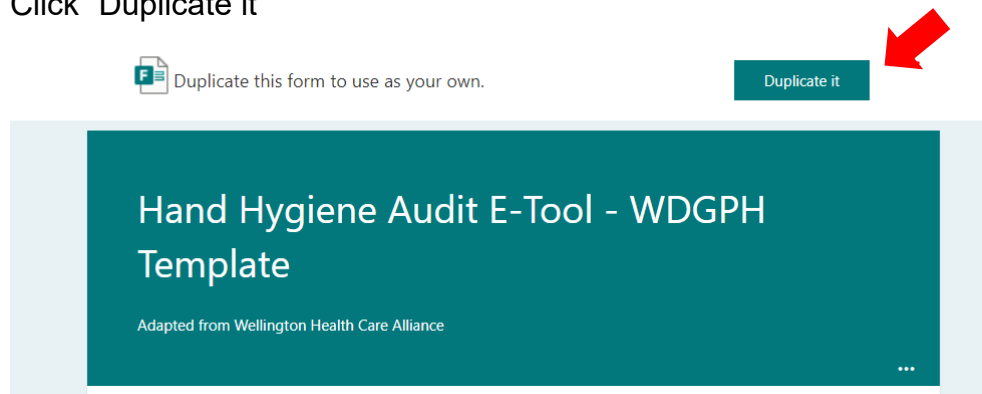
Note: This tool was created using Microsoft Forms. To adapt and use this tool at your facility you must have a Microsoft account.

Instructions:


- 1) Click on the link to the WDGPH template:

https://forms.office.com/Pages/ShareFormPage.aspx?id=fkMoCelap0uv0WII_LkcSI tVn7wg_KZNp2L-67uN6-pUNEpXNFBKM0VQS0tIV0VEWjk4UEtYNDdIRS4u&sharetoken=JrYUYLhbBJtHbk hmNShU

- 2) Click "Duplicate it"



- 3) **Make sure to save this link.** This is where you can edit the form and view responses. You can now click on the title to rename the tool for your facility. Click on any of the questions to adapt and revise the tool. For example: Click on Question 1. Name of Auditor.

1. Name of Auditor * 

Auditor A

Auditor B

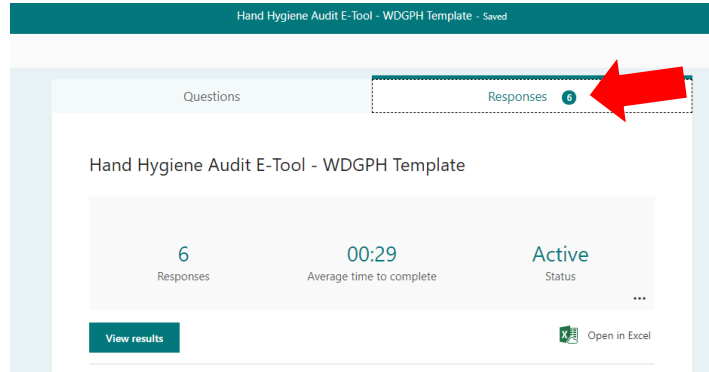
Auditor C

You will then see this so that you can modify the question and fields:

You may want to replace the options of “Auditor A, B, C” with the auditor’s names at your facility. You can also add additional options.

- 4) When you are done editing the tool, you can share the link for the survey with the auditors at your facility. **Note – this is a different link.** To get this link, click on “Share” and then copy the URL under “Send and collect responses”

- 5) When auditors complete this form, responses are automatically compiled, and the compliance rate is automatically calculated. You can view the results by clicking on the “Responses” tab of your form.

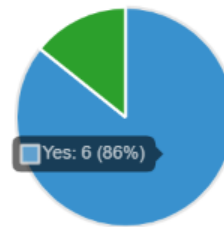


You can scroll down to review the data. Graphics are generated for each question. For example, compliance rate is shown in Question #5.

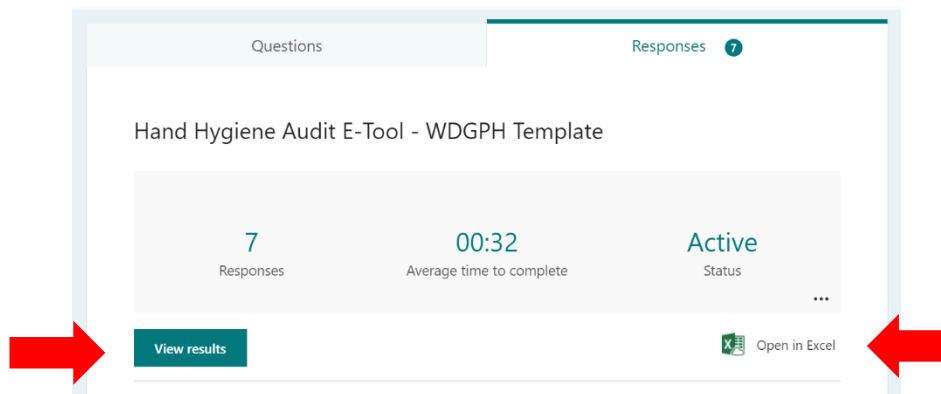
5. Was Hand Hygiene performed for this moment?

[More Details](#)

● Yes	6
● No - Missed moment	0
● Other	1

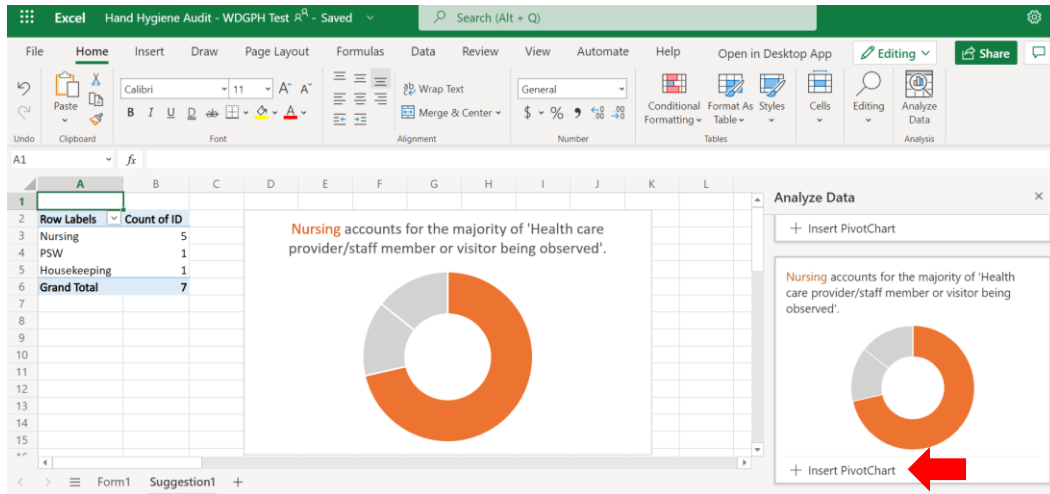


To review responses of each audit and time for completion, click “View results”. To review and analyze data, click “Open in Excel”

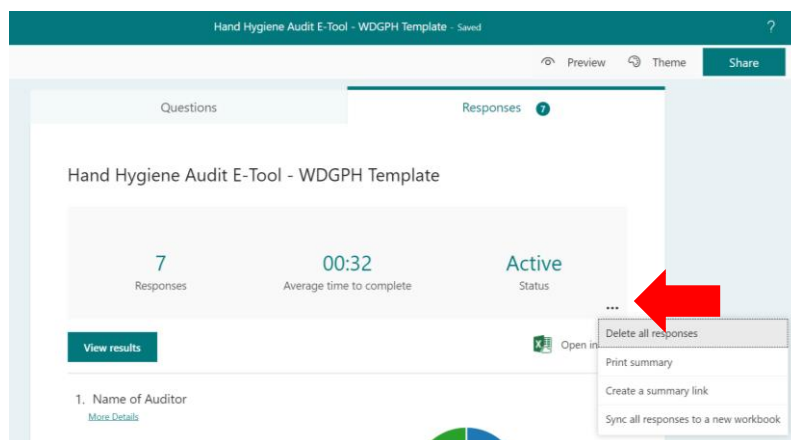


Click on “Analyze Data” to review the most common responses. Click “insert Pivot Chart” to create an additional spreadsheet, determine areas for improvement, and to track data over time.

ID	Start time	Completion time	Email	Name	Name of Auditor	Health care provide	Facility Area	What moment for
1	6/10/21 16:24:45	6/10/21 16:25:13	anonymous			PSW	Common resident area	"BEFORE initial re
2	6/10/21 16:25:15	6/10/21 16:25:59	anonymous			Nursing	Resident Room	"BEFORE initial re
3	6/10/21 16:27:29	6/10/21 16:27:58	anonymous			Nursing	Resident Room	"BEFORE initial re
4	7/23/21 15:38:15	7/23/21 15:39:05	anonymous			Nursing	Bath / Tub room	"BEFORE initial re
5	8/18/21 14:45:27	8/18/21 14:45:40	anonymous		Auditor A	Nursing	Bath / Tub room	BEFORE aseptic pr
6	8/18/21 14:45:57	8/18/21 14:46:11	anonymous		Auditor C	Nursing	Resident Room	BEFORE initial resi
7	9/13/21 16:45:20	9/13/21 16:46:12	anonymous		Auditor B	Housekeeping	Bath / Tub room	BEFORE initial resi



You can print a summary of your results or create a summary link to share within your facility by clicking on the three dots on the “Responses” tab of your form. Once you have completed the data analysis, responses can be deleted and the tool is ready for your next observation period.



If you have any questions about using this tool, please reach out to WDGPH at congregatesetting@wdgpublichealth.ca.