

Adding a Department to an Organisation

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

Screen overview -

1) TOP LEVEL

2) ADD NEW

3) SEARCH

4) PAGE

	Name	Email	Role	
1	testhospital	Admin, Test Hospital	ignaz@testhospital.com	Organisation Administrator
2	testauditor	AUDITOR, TEST	Test.Auditor@testhospital.com	Auditor
3	jbloggs	Bloggs, Joe	Joe.Bloggs@testhospital.com	Auditor

Section 1. - Adding a Department to an Organisation

1.1 Viewing an Organisation's Departments

>Login to HHCApp

>Click the Organisations button in the top level menu



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

Organisations

Code:

Name:

Search

Total results: 1

	Code	Name	Type	Depts	Beds	Parent
1	TEST-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.

>Select Departments from the Organisation Menu on the right hand side

This will take you to the Organisation Departments page where you will see a list of departments for the selected organisation. From here you can manage the organisation's departments by adding a new department or editing and removing an existing one.

	Code	Name	Parent	Type
1	MED-1	Medical 1	Medical Unit	Medical
2	MED-2	Medical 2	Medical Unit	Medical
3	TEST-MED-UNIT	Medical Unit	Not Defined	Medical
4	SURG-1	Surgical 1	Surgical Unit	Surgical
5	SURG-2	Surgical 2	Surgical Unit	Surgical
6	TEST-SUR-UNIT	Surgical Unit	Not Defined	Surgical

1.2 – Editing an existing department

>Click the code or name of the department you want to edit

This will take you to that department's details screen where you are able to change the department name, parent department and department type.

>Click Save or Cancel to return to the department list.

1.3 – Deleting an existing department

Select the department to be deleted as per section 1.2 above

>

Test Hospital - Emergency Department - Details

Code: * ED

Name: * Emergency Department

Parent: Please Select

Department Type: * Emergency Department

Created By: Org Admin Test

Create Date: 15/03/2013 12:31:09 PM

Last Modified By: Org Admin Test

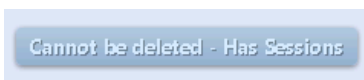
Last Modified Date: 15/03/2013 12:31:09 PM

Legacy ID:

Save Cancel **Delete**

>Select Delete

Nb. Only departments without associated hand hygiene auditing sessions can be deleted. Departments associated with hand hygiene auditing session will have the message “Cannot be deleted – Has Sessions” replacing the delete button.



Section 2 – Adding a New Department

View the Departments page for the organisation you wish to add a department to as per section 1.1 above

>Select Add Department +

[Dashboard](#) > [Organisation List](#) > [Organisation](#) > Organisation Departments

Test Hospital - Departments **Add Department +**

- >Enter a unique code for the department
- >Enter the name of the department as you want it to appear on the reports
- >If applicable select a parent department (see section 2.2)
- >Select the ward type
- >Click Save

Add Department

Code:* ED

Name:* Emergency Department

Parent: Please Select

Department Type:* Emergency Department

Save Cancel

2.1) Parent Departments

A parent department can be created to group a number of departments together for reporting purposes. For example, you could create a parent department called Medical Wards and then allocate each of an organisation's medical wards to this parent department. You would then be able to generate compliance rates for each ward along with an overall rate for all the medical wards combined in the parent department

Section 3 – Department User Roles

Each department has two user roles –

- 1) Department Administrator
- 2) Nurse Unit Manager

A user who is allocated the role of Department Administrator is able to enter data on behalf of auditors for the department(s) they have been allocated to. This is effectively a “data entry” role.

A user who is allocated the role of Nurse Unit Manager is able to enter data on behalf of auditors for the department(s) they have been allocated to as well as generate reports for those departments. This is effectively a data entry and reporting role.

Users

Department Administrators Add New +

No Department Administrators assigned to this Department.

Nurse Unit Managers Edit List Add New +

Semmelweis, Ignaz [Ignaz]
Test, NUM [NumTest]

Refer to the instructions – How to Add Users -
<http://hha.org.au/HHComplianceSystem.aspx#HHCAppInstructions>