

Annual Auditor Validation Pathway

Annual validation is a method of ensuring all auditors remain up-to-date with their knowledge of the 5 Moments definitions and audit practices. This in turn ensures valid and reliable data being submitted as a part of the National Hand Hygiene Initiative.

All trained auditors, **both** Gold Standard (GSA) and general auditors (GA), need to complete annual validation to maintain their auditor status. This is a *HHA requirement*, and if not met will result in the auditor being removed from the Hand Hygiene Compliance Application (HHCApp), resulting in an inability to enter data.

It is the responsibility of each HH lead to ensure all auditors in their organisation(s) are validated. It is also the responsibility of each GSA to ensure that auditors they have trained have completed their annual validation OLP and are registered on the HHA [Auditor Register](#).

This validation is standard for **both** GSA and GA and will require the following:

The annual collection of a minimum of 100 moments

The 100 moments **must** be entered into HHCApp against the auditor's name.

Hand Hygiene Lead instructions:

-  Run the 'Auditors and Sessions' report in HHCApp to provide a list of all auditors attached to your organisation.
-  Select the previous 12 months using the Start and End Date.
-  Leave the Audit periods at 'All'.
-  Check the box to include auditors with no data.
-  Review the 'total moments' column for evidence of meeting validation requirements

The annual completion of the Annual Auditor Validation module.

This is required 12 months after the successful completion of the **Auditor PreWorkshop Quiz**, which is a mandatory component of an auditor training workshop, and can be accessed via: [HHA Online Learning Modules](#)

Hand Hygiene Lead instructions:

-  Run Custom Role Reports 'Any Status/All Learners/Multiple Courses/Result in the HHA LMS
-  Select 'Annual Auditor Validation' and 'Auditor PreWorkshop' Quizzes
-  Select the previous 12 months in the completion date field.
-  See [LMS Reporting Instructions](#) for further assistance

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

-  Complete the Annual Auditor Validation OLP
-  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 auditing in the clinical setting alongside a current auditor

*Auditors who do not collect **any** data following their training for a period of 2 years are required to attend another auditor training workshop.*