

How to Lead Hand Hygiene Auditor Training

Recommended Training Requirements

Trainer Requirements

This package should only be delivered by a validated trainer. Auditors trained using this package cannot train others.

Prior to running training sessions it is **recommended** that you:

- Are a current and validated auditor. Specifically you should have collected at least 100 moments **AND** completed the auditor online learning module in the previous 12 months

Prior to running training sessions it is recommended that you:

- Be well practiced in the auditing process
- Have a thorough understanding of the HHA 5 Moments, including the HHA audit tool
- Be familiar with the HHA compliance database (or your method of data entry)
- Be familiar with how the 5 Moments for Hand Hygiene relates to specialty areas of your facility e.g. Intensive Care Units, dialysis, etc.

Auditor selection criteria

Participants selected to attend auditor training sessions will be dependent on your facility and the Hand Hygiene program structure. HHA recommend that those undertaking the auditing training:

- Have a background as a clinical health professional
- Will be released from normal duties to conduct audits
- Have availability to attend Auditor training
- Have a good understanding of auditing/feedback/education processes
- Acknowledge and understand safety and privacy concerns of patients and staff
- Have the ability to provide immediate feedback to staff for good hand hygiene practices, and correct unacceptable performance
- Auditors from a variety of health professions could promote widespread acceptance/ownership/participation in activities to improve hand hygiene within their area.

Pre-reading and Training Preparation

Prior to attending the workshop participants are **recommended** to complete the pre-workshop reading and quiz. This quiz is hosted within the suite of HHA e-learning modules on the HHA Learning Management System (LMS). Please click on the link below and follow these instructions:

<http://hhaustralia.southrock.com/>

If you have not visited the LMS yet:

- On the webpage that comes up you will see the first block asks you if this is your "First visit to HHA training?" Press the Register Now button next to that question on the login screen.
- The next screen will ask you "What country are you in?" Select 'Other'.
- Complete the registration details on the self-registration page. For the "Learning Package Selection" part of the registration, choose the Hand Hygiene Auditor pre-workshop module and press Sign Up Now!

OR

- If you already have a login to the HHA LMS, then login and:
 - Click on "*Find New Module*"
- Click on "*HH Auditor Modules*"
- Click on the heading for the "*Hand Hygiene Auditor Pre-Workshop Online learning module*"
- Press the enrol button

Once you have logged in/signed up:

- Click on the module in your task list.
- Click on the Launch button for the pre-reading - this will open in a new window.
- After completing the reading, click on the Launch button for the module content.
- All questions need to be answered correctly, so you may need to repeat some quizzes before you can move on to the next section.
- Use the left-hand menu to navigate to the quiz pages to repeat the quizzes if needed.

For further assistance for learners in the LMS please see:

<https://www.hha.org.au/online-learning/learning-module-information/individuals>

Additional Pre-reading Requirement:

- SPC Hand Hygiene Standard Operating Procedure

Recommended Training Sessions

	<u>Title</u>	<u>Objectives</u>	<u>Mode</u>	<u>Expected Duration</u>
8.30am	Introduction & Housekeeping			10 minutes
8.40am	Hand hygiene History	Introduce what hand hygiene programs are	Powerpoint found on Training Resources page	35 minutes
9.15am	Finding the 5 Moments	Introduce the concept of dirty hands spreading germs	Whiteboard activity Instructions found on Training Resources page	30 minutes
9.45am	The 5 Moments for Hand Hygiene	Introduce the concept of micro-organism transmission Identify the 5 moments. Define the 5 moments and terms	Powerpoint found on Training Resources page	60 minutes
Break				
11am	How to audit	Demonstrate recording of Moments using HHA audit tool	Powerpoint found on Training Resources page	45 minutes
11.45am -	Identifying a moment in detail	Visual demonstration of 5 moments *Participants to practice auditing by watching scenarios and filling in audit tool	Video – use “assessment and answers” found on Training Resources page	30 minutes
	Practical Auditing Session	Demonstrate use of HHA audit tool in practical setting	Observational Ratio of 1 x GSA to 4 trainees maximum	As able
12.15pm	Written Quiz	Assess participant understanding	Written Quiz paper form and Marking Guide for Written and DVD Quizzes found on Training Resources page	15 minutes
12.30pm	Quiz answers	Mark written quiz and highlight common errors	Powerpoint found on Workshop Resources page and general discussion	15 minutes
Break				
1pm	The Multimodal method	Explain Hand Hygiene Program components	Powerpoint found on Training Resources page	30 minutes
1.30pm	Promoting Hand Hygiene	Provide examples of hand hygiene promotion	Powerpoint found on Training Resources page	30 minutes
2pm	Data Entry	Demonstrate data entry portal and options for data collection	Powerpoint found on Training Resources page	30 minutes
2.30pm	DVD Quiz	Assess accuracy observing and recording HHC using HHA tools	DVD Quiz 1 or 2 on HHA DVD Paper quiz form on Training Resources page	60 minutes
3.30pm	Where to from here	Reinforce expectations following workshop / How they will work in your work place	Own Powerpoint	

Auditor Training Structure

Training sessions can take place in whatever format is most suitable for your facility. This may be a full day, half day or weekly sessions over a number of weeks. If sessions are not delivered in a full day then plan subsequent sessions as close together as possible.

** If training sessions are to be split, HHA would recommend completing the practical session and DVD Quiz in the subsequent session to allow time for the trainee to understand the concepts.

All resources & documents for the training sessions are available at the HHA Website. The DVD quizzes can be found on the Training Resources page.

Theoretical training

When conducting the theoretical section of your training program you can educate as many HCW's as you feel confident to (suggest a limit of approximately 10 to allow full question/answer time).

You will need copies of:

- Audit tools,
- Summary sheets (if used at your facility),
- Coding sheet,
- Quizzes,
- Group work (optional),
- Evaluation sheet (optional).

The theoretical training requires the trainer to download and use the required materials from the Training Resources page of the HHA website: <https://www.hha.org.au/audits/auditor-training/login>

Please ensure that materials are downloaded each time training is to be conducted to ensure currency of documents.

Practical Training

When undertaking the practical section of your training program HHA recommend that you have no more than 4 participants per session to each trainer. Before you commence your practical sessions ensure you have confirmed your visit with the unit managers. It is recommended that this is also done on the morning of the visit in case the situation has changed e.g. ward closed due to gastro-enteritis. If possible ward visits should be planned for early in the shift when it is more likely for moments to be observed.

Assessment Requirements

Participants are **recommended** to complete the following:

- HHA Written Quiz
- HHA DVD Quiz

Participants are recommended to achieve 80% on the above assessments to be deemed validated auditors.

For participants who have not reached the mandatory pass mark please refer to the “*Flow Chart to Determine a Successful Participant*” on the [Pacific Islands - Assessments \(hha.org.au\)](http://hha.org.au) page for follow up options.

Please note: blank quiz forms & marking guides can be found on the [Pacific Islands - Assessments \(hha.org.au\)](http://hha.org.au) page.

On-going Validation for Auditors

All auditors are **recommended** to complete the annual auditor validation. This consists of:

- Collecting audit data regularly over a full year
- Completing the annual auditor validation online learning module in the HHA LMS