




MANAGEMENT OF HAND HYGIENE RECORDS AND COMPLIANCE IN OLCHC SOP	
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Document Name: Management of Hand Hygiene Records and Compliance in OLCHC Standard Operating Procedure		
Reference Number: MHHRC-07-2018-FON-V1	Version Number: V1	
Date of Issue: July 2018	Page 2 of 5	

CONTENTS

Page Number

1.0	Introduction	3
2.0	Applicable to	3
3.0	Objectives of the Standard Operating Procedure	3
4.0	Procedures	3
5.0	Evaluation Plan and Audit	4
6.0	References	4
7.0	Appendices (<i>as per necessary</i>)	5

Algorithm on the management of the Hand Hygiene training record

Our Lady's Children's Hospital, Crumlin		
Document Name: Management of Hand Hygiene Records and Compliance in OLCHC Standard Operating Procedure		
Reference Number: MHHRC-07-2018-FON-V1	Version Number: V1	
Date of Issue: July 2018	Page 3 of 5	

1.0 Introduction

The SOP on the Management of the Mandatory training for Hand hygiene initially in OLCHC

2.0 Applicable to


All hospital staff

3.0 Objectives of Standard Operating Procedure

The objective of this SOP is to ensure and assure the organisation that hand hygiene and other mandatory and statutory training is complied with in OLCHC and the records are up to date.

4.0 Procedures

- Hand hygiene education will be organised and carried out in the usual manner in OLCHC.
- The attendances at the Hand Hygiene (HH) training, will be captured on a written page.
- The attendance sheet will be scanned or emailed by the facilitator, to the NPDU email handhygiene@olchc.ie, following completion of the education session.
- The NPDU will update the training record for the staff member on the database. Only two staff members will update the training records for HH initially and then for all mandatory and statutory training.
- HR will supply the NPDU with new starters and leavers on a monthly basis, giving detail of date of commencement, personnel numbers, staff member name, grade and place of employment.
- The NPDU will place the attendance sheets arranged by year and month into the folder on the (G):drive for read only access for all staff NPDU. This will facilitate the review of attendances by department heads should that be required.
- The NPDU will send details of HH compliance to the Quality department on a monthly basis, where the information will be passed on to department heads, by email where compliance is good and where action needs to be taken.
- Quality Department will also use the information to inform the Hospital Board as part of the board report.
- The NPDU will have full permissions for this training record 'read and write', all other areas will have 'read only' access. See attached [G:\Training Records File NPDU\Hand Hygiene Master Database.xlsx](#)
- An internal algorithm will be held in the NPDU to identify the actions to be taken around the HH record.

Our Lady's Children's Hospital, Crumlin		
Document Name: Management of Hand Hygiene Records and Compliance in OLCHC Standard Operating Procedure		
Reference Number: MHHRC-07-2018-FON-V1	Version Number: V1	
Date of Issue: July 2018	Page 4 of 5	

5.0 Evaluation and Audit

Monitoring of compliance is an important aspect of procedural documents. However, it is not possible to monitor all procedures. The NPDU will monitor the database on a weekly basis. The updating of the database, will be live and ongoing with updates being sent to the Quality Department on a monthly basis. The percentages detailed on the database and the updates being sent to the Quality Department, will be sufficient audit of the process and give ample assurance to the organisation.

6.0 References and bibliography

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Health Service Executive (2011) *HSE Standards & Recommended Practices for Healthcare Records Management*. Dublin: Health Service Executive.

Health Service Executive (2011) *Risk Management in the HSE: An Information Handbook*. Dublin: Health Service Executive.

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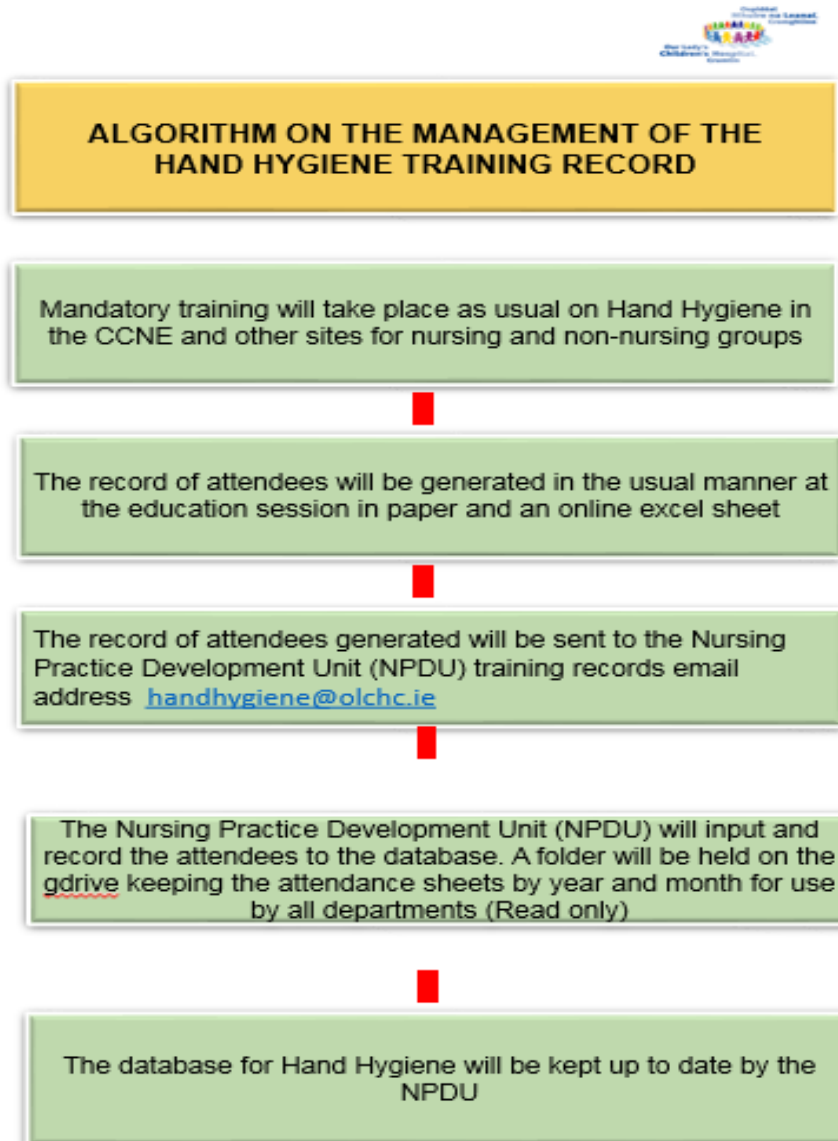
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7.0

Appendices

Algorithm on the Management of the Hand Hygiene Training Record



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