

# Public Interactions for Using the Hand Hygiene Master Sheet

CITY OF PHILADELPHIA

## Introduction

Thank you for downloading the Philadelphia Department of Public Health (PDPH) Hand Hygiene Master Sheet. This file was developed by the PDPH Healthcare Associated Infections/Antimicrobial Resistance (HAI/AR) Program. This spreadsheet is intended to be used by Infection preventionists, hand hygiene champions, clinical managers or anyone else that is responsible for hand hygiene observations in your facility. This tool was built to be used in conjunction with the Hand Hygiene Toolkit available at

# To Unlock Cells

This worksheet has been protected so that cells cannot be accidentally changed. The password to unprotect the worksheet, and change these cells, if necessary, is: **HANDHYGIENE** (case sensitive).

## Instructions

1. Navigate to the "HH Compliance by Unit" tab and change the month and year in each column of row 5 to the dates that correspond to your data. Also enter the name of the units in your facility in column

		Hand Hygiene Compliance Rate										
Unit	Unit Name	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20		
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
Total	Total											
	2. Open the Hand hygiene_Toolkit_Template for the month of interest. button on the mouse as you drag down.											
butto	on the m	ouse as yo	ou drag do									
Table: Total by Unit												
Unit			Unit Na	Tota me perfe	l HH ormed	Total HH Missed	Total H Opport		Compliance Rate			

		L	••	
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Example 1 S	65	14	79	82%
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15	0	0	0	#DIV/0!
	133	27	160	83%
	Example 1 S 3 4 5 6 7 8 9 10 11 12 13 14	Example 1 S       65         3       0         4       0         5       0         6       0         7       0         8       0         9       0         10       0         11       0         12       0         13       0         14       0	Example 1 S $65$ $14$ 30040050060070080090010001100120013001400	Example 1 N         68         13         81         ()           Example 1 S         65         14         79           3         0         0         0           4         0         0         0           5         0         0         0           6         0         0         0           7         0         0         0           8         0         0         0           9         0         0         0           10         0         0         0           11         0         0         0           12         0         0         0           13         0         0         0           15         0         0         0

3. Right click on your mouse and select copy.

		Total HH	Total HH	Total HH		👗 Cu <u>t</u>		
Unit	Unit Name	performed	Missed	Opportunities	Compliance Rat	<u>Сору</u>		
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						123 f <sub>x</sub>	%	
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Facility T	otal	133	27	160	830			

4. Navigate to the sheet in this file (HH Master Sheet\_Template) called 'HH Compliance by Unit'

#### Data Entry Table for Tracking Hand Hygiene Observations Overtime

	uctions: Copy	-						-			ange the n	nonth and	year's of da	ata collecti	on for
your	facility. 15 Ur	nits were	included as	an examp	le of what	: may be pr	esent in LT	CF, delete	excess row	vs.					
	Hand Hygiene Compliance Rate														
	Unit Name	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
1	Example 1S														
2	Example 1N														
3	Example 3														
4	Example 4														
5	Example 5														
6	Example 6														
7	Example 7														
8	Example 8														
9	Example 9														
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12	Example 12														
13	Example 13 Example 14														
14 15	Example 14 Example 15														
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Total	Total	#DIV/0;	#010/0:	#014/0:	#010/0										
15 1	5. Place your cursor in the first cell of the month your data is from and right-click and select "Paste														
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		Aria	I <del>•</del> 10	A A S	\$ ~ % ,	-4-	Hand	l Hygiene (	Compliance	e Rate					
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Delete any cells that say #DIV/0!.
 Graphs will auto populate.