



Instructions for Using the Hand Hygiene Master Sheet

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. On the spreadsheet, click on the compliance rate column, select the first cell that you need and holding the left button on the mouse as you drag down.

Table: Total by Unit

Unit	Unit Name	Total HH performed	Total HH Missed	Total HH Opportunities	Compliance Rate
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1	Example 1 N	68	13	81	84%
2	Example 1 S	65	14	79	82%
3	3	0	0	0	#DIV/0!
4	4	0	0	0	#DIV/0!
5	5	0	0	0	#DIV/0!
6	6	0	0	0	#DIV/0!
7	7	0	0	0	#DIV/0!
8	8	0	0	0	#DIV/0!
9	9	0	0	0	#DIV/0!
10	10	0	0	0	#DIV/0!
11	11	0	0	0	#DIV/0!
12	12	0	0	0	#DIV/0!
13	13	0	0	0	#DIV/0!
14	14	0	0	0	#DIV/0!
15	15	0	0	0	#DIV/0!
Facility Total		133	27	160	83%

3. Right click on your mouse and select copy.

Table: Total by Unit					
Unit	Unit Name	Total HH performed	Total HH Missed	Total HH Opportunities	Compliance Rate
1	Example 1 N	68	13	81	84%
2	Example 1 S	65	14	79	82%
3	3	0	0	0	#DIV/0!
4	4	0	0	0	#DIV/0!
5	5	0	0	0	#DIV/0!
6	6	0	0	0	#DIV/0!
7	7	0	0	0	#DIV/0!
8	8	0	0	0	#DIV/0!
9	9	0	0	0	#DIV/0!
10	10	0	0	0	#DIV/0!
11	11	0	0	0	#DIV/0!
12	12	0	0	0	#DIV/0!
13	13	0	0	0	#DIV/0!
14	14	0	0	0	#DIV/0!
15	15	0	0	0	#DIV/0!
Facility Total		133	27	160	83%

Cut

Copy

Paste Options:

123 fx %

Paste Special... | >

Insert Copied Cells...

Delete...

Clear Contents

Filter >

Sort >

Insert Comment

Format Cells...

Pick From Drop-down List...

Define Name...

Hyperlink...

Arial 10 A \$ %

B I

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

Instructions: Copy and paste the Compliance Rate column from the Table:Total by Unit, and the unit names. Change the month and year's of data collection for your facility. 15 Units were included as an example of what may be present in LTCF, delete excess rows.

		Hand Hygiene Compliance Rate													
Unit	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														
10	Example 10														
11	Example 11														
12	Example 12														
13	Example 13														
14	Example 14														
15	Example 15														
Total	Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!										

5. Place your cursor in the first cell of the month your data is from and right-click and select "Paste

The screenshot shows the Excel interface with the 'Hand Hygiene Compliance Rate' table. A right-click context menu is open over the cell at row 4, column 2 (Unit Name 'Example 4'). The menu options include Cut, Copy, Paste Options (with a red box around the 'Paste' icon), Paste Special..., Insert Copied Cells..., Delete..., Clear Contents, Filter, Sort, Insert Comment, Format Cells..., Pick From Drop-down List..., Define Name..., and Hyperlink... The ribbon at the top shows the 'Home' tab with various formatting options.

6. Delete any cells that say #DIV/0!.
7. Graphs will auto populate.