

## **Infection Prevention and Control Hand Hygiene Training Recording**

Accreditation Canada's Required Organizational Practices (ROPs) require healthcare organizations to provide hand hygiene education to their staff<sup>1</sup>. Their standards also state this education is to occur on hiring and regularly thereafter<sup>2</sup>. The frequency of education after orientation will depend on the staff's role in preventing and controlling infections. WRHA IP&C education requirements for hand hygiene are to occur at orientation for all staff<sup>3</sup> and then at a minimum of every two years for direct care providers<sup>4</sup> (<https://professionals.wrha.mb.ca/old/extranet/ipc/files/routine-practices/HH-TrainingTracking-TrackingForm.xlsx>) to ensure continued best practice in preventing and control infections. No return demonstrations will be required with this education. Accreditation Canada Standards also state: The organization is to document attendance as well as maintain a system to track who has received education, identify who requires follow-up training as well as identify individuals overdue for education<sup>5</sup>. Target compliance rates for hand hygiene training within the WRHA are 90% over two years.

### **Process for Reporting Training**

1. Reporting to WRHA Regional Management Council on the number of staff from sites/programs/areas who have received hand hygiene education will take place on an annual basis.
2. At the end of the fiscal year, each site will be required to provide the total number of staff from each unit/program/ area within their sites that have received hand hygiene training for that year to the WRHA IP&C Program. No individual information will be included.
3. The overall total number of staff per unit/program/area for this time period needs to be submitted so compliance rates (percentages) for hand hygiene training can be calculated by the WRHA IP&C Epidemiologist.
4. If there is cross over with staff working in multiple sites/programs/areas, each site/program/area will report information from the education of their own staff members as well as including these staff in their total staff counts. When a staff member's education takes place at a different site, as the staff member works in multiple locations, do not count their education at the alternative site, but continue to include this staff member in your overall staff counts. Only report training that occurs at your site/area.
5. Annual submission of this information (indicated in #2 and #3) may be in a standardize format on the Excel spreadsheet template in provided on InSite/the WRHA website (<https://professionals.wrha.mb.ca/old/extranet/ipc/files/routine-practices/HH-TrainingTracking-ReportingForm.xlsx>)
6. Submission will be to the Infection Prevention and Control Epidemiologist ([mdyck5@wrha.mb.ca](mailto:mdyck5@wrha.mb.ca)) in an electronic format via email by June 15<sup>th</sup> the year following the fiscal year that is under surveillance (e.g. 2012/13 data would be submitted by June 15<sup>th</sup> of 2013).

7. Each site/program/area will determine which individuals will be responsible for submitting this information on an annual basis. A list of these individuals, their area of responsibility and their contact information will be provided by each site to the IP&C Epidemiologist by June 1<sup>st</sup> of each year. Only one contact individual for larger sites/programs/areas is required to submit amalgamated data from that site/program/area.
8. The report for WRHA Regional Management Council will be developed by the WRHA IP&C Epidemiologist. Reports will be provided to WRHA Regional Management Council in July of each year. Rates for current and previous year will be compared to target.

### Process for Recording Education Attendees

Accreditation Canada standards states that each facility should have a hand hygiene training tracking system. While individual information contained in a tracking system is not required to be reported to regional Infection Prevention and Control, it is recommended that each site, over time, work towards developing a process for collecting and tracking information on those trained, and those requiring hand hygiene training. A spreadsheet example of a possible tracking database is provided for consideration on InSite/the WRHA website (<https://professionals.wrha.mb.ca/old/extranet/ipc/files/routine-practices/HH-TrainingTracking-ReportingForm.xlsx>).

While the reporting structure for each site/program/area may be different based on need, those involved in the education of staff should provide the unit/program/area managerial staff with the information for all newly trained individuals participating in education sessions.

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<sup>1</sup> Accreditation Canada Infection Prevention and Control ROP 6.1

<sup>2</sup> Accreditation Canada Infection Prevention and Control Standard 5.4

<sup>3</sup> Staff: All personal employed by the WRHA facilities, or WRHA funded facilities, as well as members of the medical staff, volunteers, board members, students and others associated through contracts.

Direct Care Providers: All staff who come in contact with patients, patient care environment, patient care equipment, and blood and body fluids. This includes but is not limited to Physicians, Nurses, Allied Health (Occupational Therapy, Respiratory Therapy, Physiotherapy, Speech Language Pathologist, Dietitians, Pharmacy, Lab, EKG, DI, etc.), Support Services (Health Care Aides, Home Support Workers, Housekeeping, Porters, Transfer personnel, specific volunteers, unit clerk, laboratory workers and others as deemed appropriate by each site/area/program).

Non Direct Providers: All staff who do not have direct contact with patients, patient care environment, patient care equipment and blood and body fluids. This also includes corporate sites/areas.

<sup>4</sup> Definition of Staff Training Requirements

Direct Care Providers:

- On hire, routine practices education which includes hand hygiene and PPE education
- Minimum every 2 years after hire: Hand hygiene education
- No return demonstrations

Non Direct Providers:

- Hand hygiene education on hire

<sup>5</sup> Accreditation Canada Infection Prevention and Control Standard 5.4