

Hand Hygiene Observation Form



Month of Observation: _____

Instructions: Use a separate row for each entry or exit observed.

1. Enter the shift observed AM or PM (Day shift/AM = 07:00hrs to 19:00. Night shift/PM = 19:00hrs to 07:00hrs).
2. Circle the job category RN, MD or RT or check the box corresponding to the job category. Describe "Other" or "Physician Specialty" in space provided.
3. Circle Entry or Exit.
4. Circle whether patient is on Enteric Contact Isolation (ECI)
5. Circle gel/wash compliance, Yes or No.
 - a. Patients on Enteric Contact Isolation: HCW must wash with soap and water on exit to receive a "Yes" score
 - b. HCW must clean hands before donning gloves and entering the room or after removing gloves and exiting the room to receive "Yes".
6. Confirm compliance for Exit from ECI room by indicating method of Hand Hygiene used.

*Any student observation should be included in the applicable occupational category.
*Allow 30 seconds after entry or exit for the person to complete hand hygiene.

Special Circumstances:

1. Do not enter data when you are uncertain whether hand hygiene occurred.
2. Refer to the unique hand hygiene guidance for exceptions to the standard gel in/gel out requirements. Exceptions are found on the back of this data collection tool and are limited to the specific tasks or occupational groups.
3. Emergency situations are EXCLUDED from the data collection process.

| Unit or Bed (as needed) | Observation Number | Circle Shift Observed Am or PM | RN = Registered Nurse | Provider = MD, NP, PA (Service/Specialty=optional) | RT = Respiratory Therapy | Other = See List | Entry or Exit to the pt room or environment? | Enteric Contact Isolation (ECI) Room? | Did person foam/wash? | ECI Room Exit Only - Foam (F) or Soap & Water (S)? | Physician Service (if applicable) |
|-------------------------|--------------------|--------------------------------|-----------------------|--|--------------------------|------------------|--|---------------------------------------|-----------------------|--|-----------------------------------|
| | 1 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 2 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 3 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 4 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 5 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 6 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 7 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 8 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 9 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 10 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 11 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |
| | 12 | AM PM | RN | Prov | RT | | EN EX | YES NO | YES NO | F S | |

- Administrative staff
- Child Life (Play therapists, Teachers)
- Dietitian
- Facilities
- Hospitality Staff (Custodian; PSA; Linen & Waste Pick-up)
- Laboratory
- MD/NP/PA (Provider)
- Medical Student
- Nutrition & Food Service Server
- Patient Care Assistant (PCA-Patient Care Assistant, Medical Assistant, Sitter)/Patient Care Technician (PCT)
- Pharmacy
- Radiology Technologist
- Rehabilitation Services (PT, OT, ST)
- Research Assistant/Coordinator
- Respiratory Therapist (RT)
- RN
- Social Work/Case Management
- Specify your own value:
- Spiritual Care Services
- Technician
- Transport
- Volunteers

Enter observations at <http://handhygiene.ucsfmedicalcenter.org/>

All data must be entered **by midnight** of the last day of the observation month

UNIQUE HAND HYGIENE SITUATIONS

There are some circumstances when the hand hygiene rule (foam-in foam-out or soap & water washing) must be adapted for a task. HEIC and the department(s) jointly evaluate workflow and hand hygiene in order to determine efficiency and safety.

PATIENT CARE

HANDS-FULL TECHNIQUE:

1. Enter patient room & place items in an appropriate place in the room/environment
 2. Immediately clean hands
 3. Complete task
 4. Clean hands upon exit
- If clean items need to be removed from the room at the end of the task:
 - a. Clean hands
 - b. Pick up the items
 - c. Exit patient room/environment
 - If soiled items need to be removed from the room at the end of the task:
 - a. Pick up the items
 - b. Exit patient room/environment
 - c. Clean hands upon completion

30 SECOND RULE:

1. Allow 30 seconds before/after entry or exit for the person to complete hand hygiene
2. Hand hygiene at room exit also counts as compliant for entry to the next room when then exit/entry is done within 30 seconds

GLOVE USE:

1. Clean hands before donning gloves
2. Remove gloves and clean hands when task is complete

ENTERIC CONTACT PRECAUTIONS FOR *CLOSTRIDIUM DIFFICILE* OR *NOROVIRUS*:

1. Wash hands with soap and water on exit

NUTRITION AND FOOD SVS (NFS)

FOOD TRAY DELIVERY (CLEAN TRAYS)

1. Clean hands
2. Pick up tray
3. Walk into patient room/environment
4. Place tray on over-bed table or as directed by patient/visitor or staff
5. Clean hands upon exit and en route to tray cart
6. Pick up the next tray
7. Repeat until all trays are delivered

FOOD TRAY PICK-UP (DIRTY TRAYS):

1. Clean hands upon entry to patient room/environment
2. Pick up used tray
3. Place tray in the cart
4. Clean hands and repeat until all the trays have been collected.

GLOVE USE:

Assess the need to wear gloves before picking up the tray.

1. Clean hands
2. Don gloves if the tray is visibly soiled
3. Pick up tray and place in cart
4. Remove gloves and clean hands upon entering next room

Report trays visibly soiled with blood or body fluids to nursing staff. Nursing staff will remove the blood or body fluids from the tray. Do not throw away flatware, china etc.

1. Clean hands
2. Don gloves
3. Pick-up tray and place in cart
4. Remove gloves and clean hands
5. Report to supervisor as per FNS policy

HOSPITALITY

TRASH & LINEN PICK-UP IN ROOMS WITHOUT ISOLATION:

1. Clean hands upon entry to patient care unit

2. Don gloves
3. Pick up trash/linen bags in patient room/environment as per Hospitality policy
4. Place trash/linen bags in cart
5. Repeat 1-4 until all areas have been serviced *
6. Remove gloves and clean hands

- When trash or Linen cart is full take cart to trash/linen chute.
 1. Place trash/linen bags into chute
 2. When cart is empty remove gloves & clean hands
 3. Don new gloves

SHARPS BOX EXCHANGE: ROOMS WITHOUT ISOLATION PRECAUTIONS

1. Clean hands upon entry to patient care unit
2. Don gloves
3. Exchange sharps boxes for entire patient care unit
4. Remove gloves and clean hands after the unit's sharps boxes have been exchanged,

ROOM CLEANING

1. Place cart outside patient room per Hospitality policy
2. Clean hands upon entry to patient room/environment
3. Return to cart put on gloves & pick-up ALL supplies
4. Enter the room and clean room per Hospitality policy
5. Remove gloves and clean hands when vacating the room
6. Take supplies back to cart
7. When leaving room to get extra supplies:
 - a. Remove gloves
 - b. Clean hands
 - c. Go pickup supplies
 - d. Clean hands put on new gloves when you re-enter the room

TRANSPORT:

GLOVES ARE NOT REQUIRED FOR ROUTINE PATIENT TRANSPORT

1. Clean hands upon entry to patient room/ environment
2. Assist patient on gurney, wheelchair or bed
3. Arrive at destination (leave gurney, wheelchair, bed)
4. Clean hands on exit
5. End of observation; do *not* include cleaning of transport unit as part of compliance observation

REHABILITATION SERVICES

GLOVES ARE NOT REQUIRED FOR ROUTINE REHABILITATION SERVICE

1. Clean hands upon entry and don gloves as necessary
2. Complete Rehabilitation service, which may include exiting patient room with the patient
3. Return patient to room, remove gloves and clean hands upon service completion.

PORTABLE EQUIPMENT

CLEAN EQUIPMENT BEFORE EACH PATIENT EXAM: DON GLOVES, CLEAN EQUIPMENT; REMOVE GLOVES

HAND HYGIENE REQUIREMENTS BEGIN NOW:

1. Clean hands upon entry to patient room
2. DON GLOVES;
3. MOVE EQUIPMENT INTO ROOM, PERFORM EXAM, TRANSMIT IMAGE, RETURN PATIENT TO POSITION
4. REMOVE GLOVES; PERFORM HAND HYGIENE; EXIT ROOM (HH OBSERVATION ENDS HERE)
5. **CLEAN EQUIPMENT FOLLOWING GLOVING REQUIREMENTS**
6. OK TO STEP OUT OF PATIENT CARE AREA DURING IMAGING WITHOUT ADDITIONAL HAND HYGIENE.

OTHER

1. Health Care Provider must always apply posted Precaution requirements
2. Empty room: Gel in/Gel out standards still apply
3. GLOVES ARE NOT TO BE WORN IN THE HALLWAY UNLESS PERFORMING PATIENT CARE