



Instructions for Using the Observation Analysis Tool

This excel workbook can be used to calculate compliance rates easily, based on the data collected in the observation tool. Each observation period will require a separate workbook. The data entered into the workbook should include all of the sessions conducted during the set observation period. A recommended schedule of sessions for each observation period can be found in the program implementation guide. The workbook should be downloaded onto the computer of the person who will be doing the data entry.

It will be necessary to download a new workbook for each observation period. Please note each workbook will require a unique name.

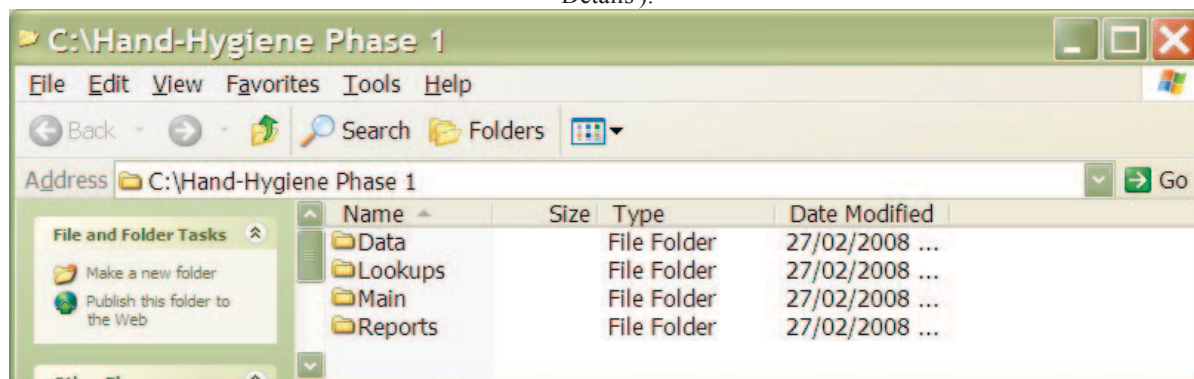
Using the Tool

1. Downloading the program onto your hard drive

Download the Hand-Hygiene.zip file (compressed) from www.handhygiene.ca
Follow these instructions to extract the downloaded file:

- a. A new window will appear on your screen.
- b. On the left side of the window, under **Folder Tasks**, click on **Extract All Files**. This will open the **Extraction Wizard** window. Click **Next**.
- c. Under 'Files will be extracted to this directory:', delete whatever is there currently, and type in C:\ This will extract the folder to the root directory, where the folder MUST be.
- d. Click **Next**. The extraction will take just a few seconds. When the extraction is complete, make sure there is a check mark ! in the '**Show extracted files**' box, then click **Finish**.
- e. In the window that appears (your C: drive window), locate the **Hand-Hygiene** folder and immediately rename it **Hand-Hygiene Phase 1**. Open the folder.

Below is a screen shot of the contents of the **Hand Hygiene Phase 1** folder (when 'View' is set to Details').



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These four folders **must** be in the **C:\Hand-Hygiene Phase 1** folder in order to run this tool. Any change to this folder structure will result in the tool failing.

2. Running the Tool

- a. Open the folder **Main**.
- b. Open the file **HH-mmumain.xls**. When prompted, click on **Enable Macros**. This will run the tool. The **Welcome** screen (also known as the **Home Page**) will appear.

The **Welcome** screen (or **Home Page**) has two sections,

- i. **Observations Input** with a **NEXT** button on the right
- ii. **Reports** which lists the reports that can be generated from the Observation Tool input

3. Entering Observation Data

To input the observations, from the **Welcome** screen, click on **NEXT**. You will see the electronic form of the Observation Tool (the **MAIN**, or data entry screen).

- a. The first section is the **Search Observation** section. Skip over this section for now. (This section will be used to review data that has been previously entered. See #4 for more information on this function). Move directly to the **Observer Information** section.
- b. In the **Observer Information** section, begin by entering the Observer ID, then tab from field to field, entering the date (when you tab into the box, the day of the week will fill in automatically), the start time of the observation, the end time, the Facility-ID and the identity of the Patient Care Unit.

The Health Care Provider (HCP) categories are listed on the right side of the screen for your information. Identify the category of the HCP observed, and move to the Observation Input/Data section.

- c. **Observation Input/Data** section: The categories listed in the **Observer Information** section are also listed in the drop down menu under **HCP Category**. Choose the appropriate category from the **<Select Category>** drop down menu.

Next, fill in the **Code** letter. For example, if you have chosen HCP category 2 (nurse), use code A to indicate the first (or only) nurse in the room. If you are observing a second nurse in the room, use code B to indicate the second nurse, C to indicate the third nurse, and so on. Now, fill in the data for the first HCP (Opportunity 1), scrolling down within the window, to record up to four opportunities. If there are more than four opportunities for the same HCP, click on Form 2 (under the title **Observation Input/Data**) and continue entering data, then use Form 3 if required. You can record up to 12 opportunities for each HCP.

- d. **Comments**: If the patient is on additional precautions/isolated, please note the HCP category and the opportunity number in the **Comments** section. (The opportunity number can be found to the left of the box marked **ACTIVE**.)
- e. Verify that all data has been entered correctly.

- f. When data entry is complete, click the **SAVE** button at the bottom right. If a required field has been left blank, an error box will appear to indicate what data is missing. Fill in the missing data and click **SAVE** again. When the entry has been successfully saved, a pop-up box will indicate that 'Your observation data has been saved successfully'. Click **OK**. A new form appears, ready to enter the next observation information.

*Tip: When you have finished entering the data from a form, put a check mark in the upper right corner of the paper to indicate this form has been entered. This way you will be able to easily determine whether or not a data sheet has been entered.

4. Reviewing Previously Entered Observations

In the **Main** (data entry) screen, go to the **Search Observation** section at the top of the form.

- a. Enter **Observer ID** number.
- b. Click **SEARCH**.
- c. The history of all entries for that observer will appear in the **Results** box on the right side of the form.
- d. Click on the entry that you wish to review or correct. When you are finished, click **SAVE**.

Reports

1. Running Reports

- From the **Welcome** screen, go to the Reports section, and click on the desired report.
- Click **RUN**. The report will appear.

2. Printing Reports

- While the report is on your screen, go to the **File** menu and select **Print Preview**.
- Click the **Setup** button near the top of the screen.
- Select '**Fit to**' and enter "1" page(s). Click **OK**.
- Click the **Print** button near the top of your screen. When the print window appears, click **OK**.

3. Saving Reports

- While the report is on your screen, click **Save**. The report will be automatically saved in the Reports folder. If you want to save the report with a different name, go to the **File** menu, click **Save As**, rename the report and click **Save**.

4. Pasting Reports into PowerPoint or Microsoft Word

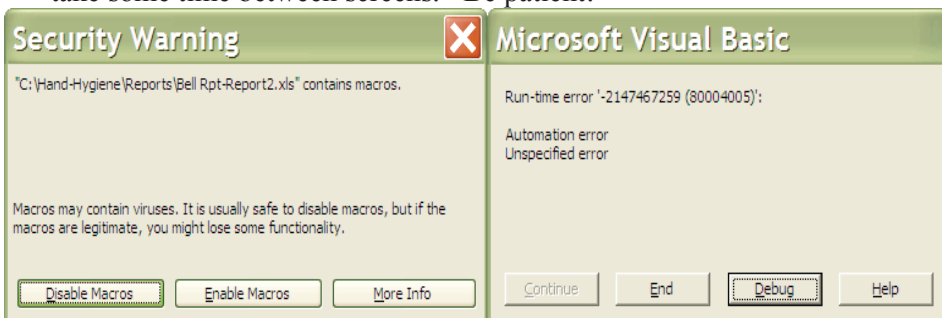
- Open the PowerPoint or Word presentation.
Word only: From the File menu, select **Page Setup**, click on **Landscape**, then click **OK**.

- Go to the **Reports** folder and select the report you wish to paste

- Right click on the report icon.  **Do not** open the document. Select "**copy**."

- Go to your power point or word file and from the file menu select "**paste**."

- The screens below will pop up. Whenever you see the first screen, click '**ENABLE MACROS**'. When you see the second screen, click '**END**'. You may need to do this several times and it may take some time between screens. Be patient!



- When the screens no longer pop up, the image has been successfully pasted.
- WORD only:** Resize the image by "click and dragging" on the corner of the image.

Beginning a New Observation Period

To begin a new observation period, start again at **Using the Tool #1: Downloading the program onto your hard drive.**

- a. When you get to 1. e., rename the folder Hand-Hygiene.
- b. Each time you begin a observation period, download the original program, and rename the folder.