

Hand Hygiene is a mandatory training course that needs to be completed every 2 years

How to log into HSEland to do AMRIC Hand Hygiene

- The course is done on: <u>www.hseland.ie</u>
- Once you log into <u>www.hseland.ie</u> you will have the Learning Status page come up
- Click into Mandatory Courses Awaiting Completion



- Here you will see an algorithm of your courses that you need to complete and other courses outstanding.
- You will see AMRIC Hand Hygiene
- Glide your mouse over the box, and you will see **Summary** come up.
- Click into Summary
- Goto View in Catalogue



• This will bring you into the course page.



- At the bottom of that page, click
- The AMRIC Hand Hygiene course takes 30 minutes to complete
- Once you have completed the Hand Hygiene course, please save a copy of the certificate.



How to save a copy of the hand hygiene?

- Go to Certificates on the top menu of your page
 Home Learning Record Course Catalogues Certificates Social Tools My Career CLCF
- Here you see all your completed courses with certification
- Click on AMRIC Hand Hygiene which is highlighted in blue under certification
 - Certification
 AMRIC Hand Hygiene
- Once the cert is opened, the top right hand side of the screen you will see the download logo (as below).



- Once you click on it, the computer brings up the Save As box.
- Change the filename to your name, department and date and save to your desktop. (This way, the file is easy to locate for you).

Example: Mary Jones Naz 06.09.22

Step 3

How to save your AMRIC Hand Hygiene Certificate to the Bulletin Board?

- Go to your Desktop
- Search for the last file you saved: Example: Mary Jones Naz 06.09.22
- Click on the certificate once
- Right click with your mouse
- A menu will pop up
- Click on cut
- Click on your H: drive
- Goto Bulletin Board
- Goto Hand Hygiene Certs Dropbox
- Goto Hand Hygiene certs ONLY
- Goto your department
- Press Ctrl V at the same time (this will paste the certificate into your ward / department)



The Mandatory Training Records

- The Mandatory Training Record files are located on the hospital G:Drive.
- To access the Mandatory Training Records, the folder name is training records G:\Training Records
- Within this folder, is Departmental Training Records folder <u>G:\Training Records\Departmental Training</u> <u>Records</u>

🗕 🔶 👻 🛧 📙 > This PC > gro	up\$ (\\FS1) (G:) > Training Records		
🔹 Ouick access	Name	Date modified	Туре
	Departmental Training Records	07/07/2022 07:59	File folder
💻 This PC	Reports	30/08/2022 12:01	File folder
3D Objects	Training Providers Records	23/05/2022 11:02	File folder
E Desktop			
🗄 Documents			
🕂 Downloads			
👌 Music			
Pictures			
🔚 Videos			
🛖 ndc (\\sapndcscanp) (B:)			
🏪 Windows (C:)			
🛫 group\$ (\\FS1) (G:)			

Once you click on Department Training Records, go to Nursing.

Then double click on Nursing

	Name	Date modified	Туре	
Quick access	Nursing	31/05/2022 12:51	File folder	
This PC	Occupational Health	09/06/2022 14:54	File folder	
3D Objects	Occupational Therapy	07/09/2022 08:13	File folder	
Deskton		17/08/2022 10:33	File folder	
Desktop	Operational Services	14/07/2022 14:28	File folder	
Documents		05/08/2022 15:01	File folder	
Downloads		05/08/2022 15:08	File folder	
Music	Parents Accommodation	12/08/2022 09:59	File folder	
Pictures	📙 Pathology - Admin	14/07/2022 10:45	File folder	
Videos	Pathology - Biochemistry	26/08/2022 10:26	File folder	
ndc (\\sapndcscanp) (B:)	📙 Pathology - Blood Transfusion	29/07/2022 20:07	File folder	
Windows (Ct)	🧧 Pathology - Haematology	30/08/2022 14:56	File folder	
windows (C.)	Pathology - Histology	05/08/2022 15:27	File folder	
groups (\\FST) (G:)	Pathology - Microbiology	14/07/2022 11:13	File folder	



All the wards and clinical areas will appear in alphabetical order.

← → → ↑ 🔄 > This PC > group\$ (\\FS1) (G:) > Training Records > Departmental Training Records > Nursing									
	Name	Date modified	Туре						
🖈 Quick access	BSc (C&G) Interns	10/11/2021 10:31	File folder						
💻 This PC	Centre of Nurse Education	26/07/2022 14:15	File folder						
🗊 3D Objects	Childrens Heart Centre	29/08/2022 10:32	File folder						
E Desktop	CNS Group	07/09/2022 10:42	File folder						
Documents	📙 Dental Department	28/04/2022 08:14	File folder						
- Downloads	DNM	14/07/2022 08:28	File folder						
Music	Emergency Department	09/08/2022 20:00	File folder						
	HCCL	19/07/2022 10:55	File folder						
Pictures	HDNS	20/12/2021 12:45	File folder						
Videos 🗧	HODU	14/07/2022 08:29	File folder						
🛖 ndc (\\sapndcscanp) (B:)	🚽 IV & Phlebotomy	03/08/2022 14:24	File folder						
🏪 Windows (C:)	MDU	21/07/2022 16:09	File folder						
🛫 group\$ (\\FS1) (G:)	Nazareth Ward	30/08/2022 16:51	File folder						
	Nephrology Ward	05/09/2022 17:10	File folder						

Once your click into your ward, similar spreadsheet of below will come up

Mandatory Training Compliance for a ward - example below

										Notes on Completing Report							
											 Please enter the most recent date each staff member that has 						
					Standard						attended tra	aining					
Course	Patient Handling	Fire	Hand	Haemovigilance	Precautions /	PEWS	PILS	GDPR	Evolve		 Please ac 	lvise <u>hand.hygie</u> r	<u>ne@olchc.ie</u> a	nd HR of any add	litions or		
	· · · · · · · · · · · · · · · · · · ·		Hygiene	_	Infection						staff who ha	ive left					
					Control						 New staff members must complete mandatory training within 6 months 						
mpliance	85.19%	59.26%	92.59%	59.26%	53.267	85.19%	44.44%	0.00%	29.63%		 Please advise <u>hand hygiene@olcho.ie</u> and <u>HH</u>, if a staff member is 						
Staff	27	27	27	27	27	27	27	21	27	on any kind of extended leave e.g. maternity							
ttended (Z3	16	25	16	16	Z3	12	r U	ι 8	 HIU includes Standard Precautions, Hand Hygiene & Haemovigilance 							
	TTL Staff																
	27	TTI Compliant	23	TTI Compliant	16	TI Complian	25	TI Complian	16	TTI Compliant	16	TTL Compliant	23	TTI Compliant	12	TTL Compliant	0
	21	TTL Compliant	٤J	TTL Compliant	10	ITE COMPILATI	٤J	TE Complian	10	TTL COMPLIANC	10	TTL Compliant	٤J	TTE Compliant	IZ	TTL COmpliant	U
										Charles 4 D							
		Patient Hand	ling – 3 years	Fire – 2	years	Hand Hygier	ne – Yearly	Haemovigila	nce – 2 years	Standard Pred	cautions (PEWS -	Yearly	PILS - Ye	early	GDPR - O	nce off
	Employee Name						10310		10316	Inrection Contro	oi - 2 years				10310		
		Last	Years Since	Lact Attended	Years Since	Last	Since	Last	Since	Lact Attended	Since	Lact Attended	Years Since	Lact Attended	Since	Lact Attended	Years Since
		Attended	Attended	Last Interfaced	Attended	Attended	Asseded	Attended	Asserded	Lust intended	Attonded	Lust intended	Attended	Last Hitelided	Attonded	Last interfaced	Attended
		04/02/20	0.00	21/11/19	0.00	05/12/19	0.00	28/11/17	2.00	28/11/17	2.00	13/03/20	0.00	28/11/17	2.00		120.00
			120.00		120.00	26/03/20	0.00		120.00		120.00	14/05/20	0.00		120.00		120.00
		31/01/18	2.00	26/01/18	2.00	21/05/20	0.00	01/05/18	2.00	01/05/18	2.00	01/05/20	0.00	15/04/19	1.00		120.00
		28/01/19	1.00		120.00	13/12/19	0.00	11/03/19	1.00	11/03/19	1.00	01/05/20	0.00	28/11/19	0.00		120.00
		29/11/18	1.00	05/12/19	0.00	06/12/19	0.00	29/11/18	1.00	29/11/18	1.00	23/04/20	0.00	10/02/20	0.00		120.00
		18/10/17	2.00	24/09/18	1.00	11/12/19	0.00	18/10/17	2.00	18/10/17	2.00	16/06/20	0.00	10/02/20	0.00		120.00
		18/02/20	0.00	24/09/18	1.00	26/03/20	0.00	29/11/18	1.00	29/11/18	1.00	05/05/15	5.00	18/02/20	0.00		120.00
		09/05/18	2.00	14/12/18	1.00	19/12/19	0.00	31/10/17	2.00	31/10/17	2.00	27/04/20	0.00	28/11/19	0.00		120.00
		09/05/18	2.00	12/10/17	2.00	12/06/20	0.00	28/05/19	1.00	28/05/19	1.00	09/06/20	0.00	24/10/19	0.00		120.00
		20/06/16	4.00	26/11/14	5.00	21/05/20	0.00	1//03/19	00.1	17/03/19	1.00	25/01/15	5.00	10/09/19	0.00		120.00
		2111119	0.00	20101/18	2.00	21/05/20	0.00	8112010	2.00	81160101	2.00	14/05/20	120.00	02/05/20	0.00		120.00
		21/11/13	100	21/11/19	0.00	27/05/20	0.00	07/05/19	100	07/05/19	100	28/05/20	0.00	19/03/13	2.00		120.00
		13/08/19	0.00	07/03/19	1.00	2003/20	0.00	13/09/19	0.00	13/08/19	0.00	1/10/1/20	0.00	07/03/19	1.00		120.00
		09/05/18	2.00	05/06/19	1.00	20/05/20	0.00	11/03/19	100	11/03/19	100	23/04/20	0.00	07/05/19	1.00		120.00
		28/01/19	100	25/06/19	100	23/01/20	0.00	12/11/18	100	12/11/18	100	09/06/20	0.00	15/04/19	1.00		120.00
		16/11/17	2.00	25/06/19	100	07/11/19	0.00	07/11/19	0.00	07/11/19	0.00	14/01/15	5.00	10/06/19	1.00		120.00
		04/09/18	100	23/09/16	3.00	09/06/20	0.00	04/09/18	100	04/09/18	100	21/04/20	0.00	28/11/19	0.00		120.00
		05/03/19	100	05/09/19	0.00	13/12/19	0.00	04/10/18	100	04/10/18	100	13/03/20	0.00	19/06/19	1.00		120.00
		15/03/18	2.00	05/09/19	0.00	13/12/19	0.00	15/03/18	2.00	15/03/18	2.00	21/04/20	0.00	07/03/19	1.00		120.00
		28/05/19	1.00	05/09/16	3.00	06/12/19	0.00	27/10/16	3.00	27/10/16	3.00	13/03/20	0.00	24/05/18	2.00		120.00
		15/04/15	5.00	09/01/18	2.00	10/06/19	1.00	18/10/17	2.00	18/10/17	2.00	23/04/20	0.00	07/03/19	1.00		120.00
		19/06/17	3.00	05/06/19	1.00	10/06/19	1.00	10/06/19	1.00	10/06/19	1.00	18/05/20	0.00	20/06/20	0.00		120.00



If a staff members mandatory training, is out of date or not done, the cell will be highligted in yellow (as seen below)

Patient Hand	ling – 3 years	Fire – 2	years	Hand Hygier	ne - Yearly	Haemovigilar	nce – 2 years	Standard Precautions / Infection Control - 2 years		Yearly	
Last Attended	Years Since Attended	Last Attended	Years Since Attended	Last Attended	Tears Since	Last Attended	Tears Since	Last Attended	Tears Since Attended	Last Attended	Years Since Attended
04/02/20	0.00	21/11/19	0.00	05/12/19	0.00	28/11/17	2.00	28/11/17	2.00	13/03/20	0.00
	120.00		120.00	26/03/20	0.00		120.00		120.00	14/05/20	0.00
31/01/18	2.00	26/01/18	2.00	21/05/20	0.00	01/05/18	2.00	01/05/18	2.00	01/05/20	0.00
28/01/19	1.00		120.00	13/12/19	0.00	11/03/19	1.00	11/03/19	1.00	01/05/20	0.00
29/11/18	1.00	05/12/19	0.00	06/12/19	0.00	29/11/18	1.00	29/11/18	1.00	23/04/20	0.00
18/10/17	2.00	24/09/18	1.00	11/12/19	0.00	18/10/17	2.00	18/10/17	2.00	16/06/20	0.00
18/02/20	0.00	24/09/18	1.00	26/03/20	0.00	29/11/18	1.00	29/11/18	1.00	05/05/15	5.00
09/05/18	2.00	14/12/18	1.00	19/12/19	0.00	31/10/17	2.00	31/10/17	2.00	27/04/20	0.00
00105160	0.00	10110117	0.00	40100100	0.00	00105160	4.00	00105160	1.00	00100100	0.00

The Hand Hygiene column is password protected.

Email <u>hand.hygiene@olchc.ie</u>, to advise of any staff members who have attended a hand hygiene session and provide the date (once you have saved your hand hygiene cert to the bulletin board)

Reasons to email Hand Hygiene:

- Staff on Long Term Sick (LTS)
- Maternity leave
- New starters
- Resigned staff
- Transfers to another ward / department

Clinical Nurse Specialists

CNS's need to click into CNS Group

G:\Training Records\Departmental Training Records\Nursing\CNS Group

\leftarrow \rightarrow \checkmark \uparrow \square \Rightarrow This PC \Rightarrow gro	oup\$ (\\FS1) (G:) > Training Records > Dep	artmental Training Records 🔉	Nursing
	Name	Date modified	Туре
🖈 Quick access	BSc (C&G) Interns	10/11/2021 10:31	File folder
💻 This PC	Centre of Nurse Education	26/07/2022 14:15	File folder
3D Objects	Childrens Heart Centre	29/08/2022 10:32	File folder
E Desktop	CNS Group	07/09/2022 10:42	File folder
Documents	Dental Department	28/04/2022 08:14	File folder
Downloads	DNM	14/07/2022 08:28	File folder
h Music	Emergency Department	09/08/2022 20:00	File folder
	HCCL	19/07/2022 10:55	File folder
Pictures	HDNS	20/12/2021 12:45	File folder
Videos	HODU	14/07/2022 08:29	File folder
👳 ndc (\\sapndcscanp) (B:)	IV & Phlebotomy	03/08/2022 14:24	File folder
Windows (C:)	MDU	21/07/2022 16:09	File folder
🛫 group\$ (\\FS1) (G:)	Nazareth Ward	30/08/2022 16:51	File folder



Click into your appropriate Divisional Nurse Manager

