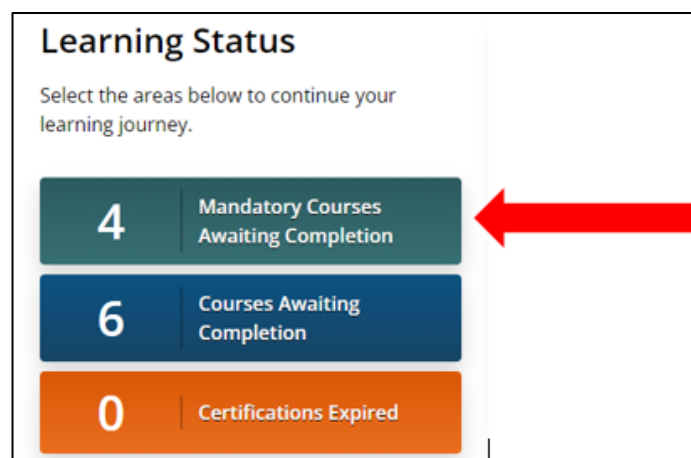


AMRIC Hand Hygiene

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

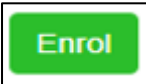
How to log into HSEland to do AMRIC Hand Hygiene

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



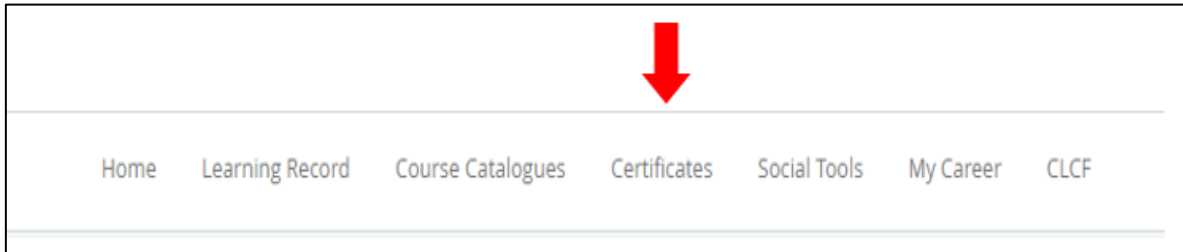
- Here you will see an algorithm of your courses that you need to complete and other courses outstanding.
- You will see **AMRIC Hand Hygiene**
- Glide your mouse over the box, and you will see **Summary** come up.
- Click into **Summary**
- Goto **View in Catalogue**



- 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?

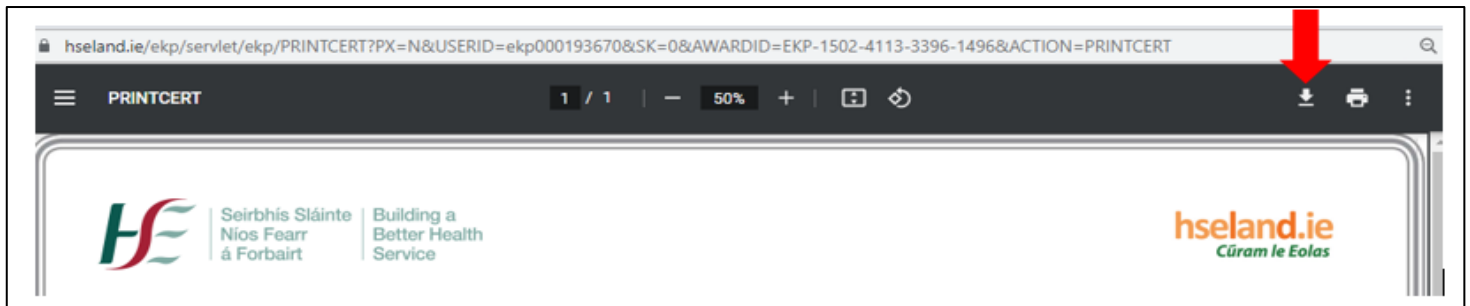
- Go to Certificates on the top menu of your page



- Here you see all your completed courses with certification
- Click on **AMRIC Hand Hygiene** which is highlighted in blue under certification



- 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 [G:\Training Records\Departmental Training Records](#)

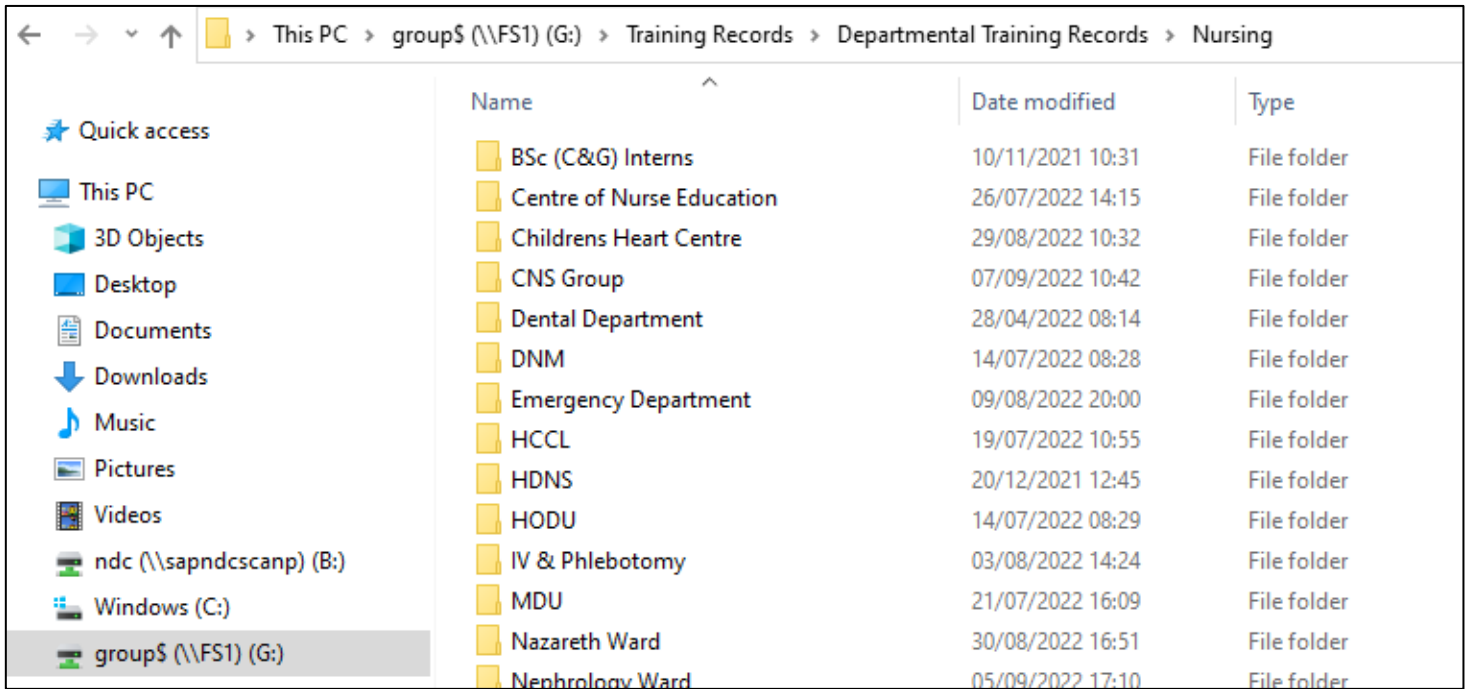


Once you click on Department Training Records, go to Nursing.

Then double click on Nursing



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



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

Mandatory Training Compliance for a ward - example below

Course	Patient Handling	Fire	Hand Hygiene	Haemovigilance	Standard Precautions / Infection Control		PEWS	PILS	GDPR	Evolve						
					Compliance	Staff Attended										
Compliance	85.13%	59.26%	92.53%	59.26%	59.26%	85.13%	44.44%	0.00%	29.63%							
Staff Attended	27	27	27	27	27	27	27	27	27							
Notes on Completing Report <ul style="list-style-type: none"> Please enter the most recent date each staff member that has attended training Please advise hand.hygiene@olchc.ie and HR of any additions or staff who have left New staff members must complete mandatory training within 6 months Please advise hand.hygiene@olchc.ie and HR, if a staff member is on any kind of extended leave e.g. maternity HIC includes Standard Precautions, Hand Hygiene & Haemovigilance 																
TTL Staff	27	TTL Compliant	23	TTL Compliant	16	TTL Compliant	25	TTL Compliant	16	TTL Compliant	23	TTL Compliant	12	TTL Compliant	0	
Employee Name	Patient Handling - 3 years		Fire - 2 years		Hand Hygiene - Yearly		Haemovigilance - 2 years		Standard Precautions / Infection Control - 2 years		PEWS - Yearly		PILS - Yearly		GDPR - Once off	
	Last Attended	Years Since Attended	Last Attended	Years Since Attended	Last Attended	Years Since Attended	Last Attended	Years Since Attended	Last Attended	Years Since Attended	Last Attended	Years Since Attended	Last Attended	Years 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	28/11/17	2.00		120.00
31/01/18	2.00	120.00	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	11/03/19	1.00	01/05/20	0.00	28/11/19	0.00		120.00
29/11/18	1.00	120.00	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	120.00	24/03/18	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	120.00	24/03/18	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	120.00	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	120.00	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
20/06/18	4.00	120.00	26/11/14	5.00	21/05/20	0.00	11/03/19	1.00	11/03/19	1.00	26/01/15	5.00	10/03/19	0.00		120.00
15/03/18	2.00	120.00	26/01/18	2.00	21/05/20	0.00	15/03/18	2.00	15/03/18	2.00	14/05/20	0.00	27/05/20	0.00		120.00
21/11/19	0.00	120.00	23/03/19	0.00	23/03/19	0.00	23/03/19	1.00	23/03/19	1.00	02/03/19	0.00	02/03/19	0.00		120.00
25/03/19	1.00	120.00	21/11/19	0.00	27/05/20	0.00	07/05/19	1.00	07/05/19	1.00	28/05/20	0.00	18/04/18	2.00		120.00
13/08/19	0.00	120.00	07/03/19	1.00	26/03/20	0.00	13/08/19	0.00	13/08/19	0.00	14/04/20	0.00	07/03/19	1.00		120.00
09/05/18	2.00	120.00	05/06/19	1.00	20/05/20	0.00	11/03/19	1.00	11/03/19	1.00	23/04/20	0.00	07/05/19	1.00		120.00
28/01/19	1.00	120.00	25/06/19	1.00	23/01/20	0.00	12/11/18	1.00	12/11/18	1.00	09/06/20	0.00	15/04/19	1.00		120.00
16/11/17	2.00	120.00	25/06/19	1.00	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
04/03/18	1.00	120.00	23/03/18	3.00	09/06/20	0.00	04/03/18	1.00	04/03/18	1.00	21/04/20	0.00	28/11/19	0.00		120.00
05/03/19	1.00	120.00	05/03/19	0.00	13/12/19	0.00	04/10/18	1.00	04/10/18	1.00	13/03/20	0.00	19/06/19	1.00		120.00
15/03/18	2.00	120.00	05/03/19	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	120.00	05/03/18	3.00	06/12/19	0.00	27/10/16	3.00	13/03/20	0.00	13/03/20	0.00	24/05/18	2.00		120.00
15/04/15	5.00	120.00	09/01/18	2.00	10/08/19	1.00	18/10/17	2.00	18/10/17	2.00	23/04/20	0.00	07/03/19	1.00		120.00
13/06/17	3.00	120.00	05/06/19	1.00	10/08/19	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 highlighted in yellow (as seen below)

Patient Handling - 3 years		Fire - 2 years		Hand Hygiene - Yearly		Haemovigilance - 2 years		Standard Precautions / Infection Control - 2 years		PEWS - Yearly	
Last Attended	Years Since Attended	Last Attended	Years Since Attended	Last Attended	Years Since Attended	Last Attended	Years Since Attended	Last Attended	Years 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	24/03/18	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	24/03/18	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

The Hand Hygiene column is password protected.

Email hand.hygiene@olchc.ie, 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)

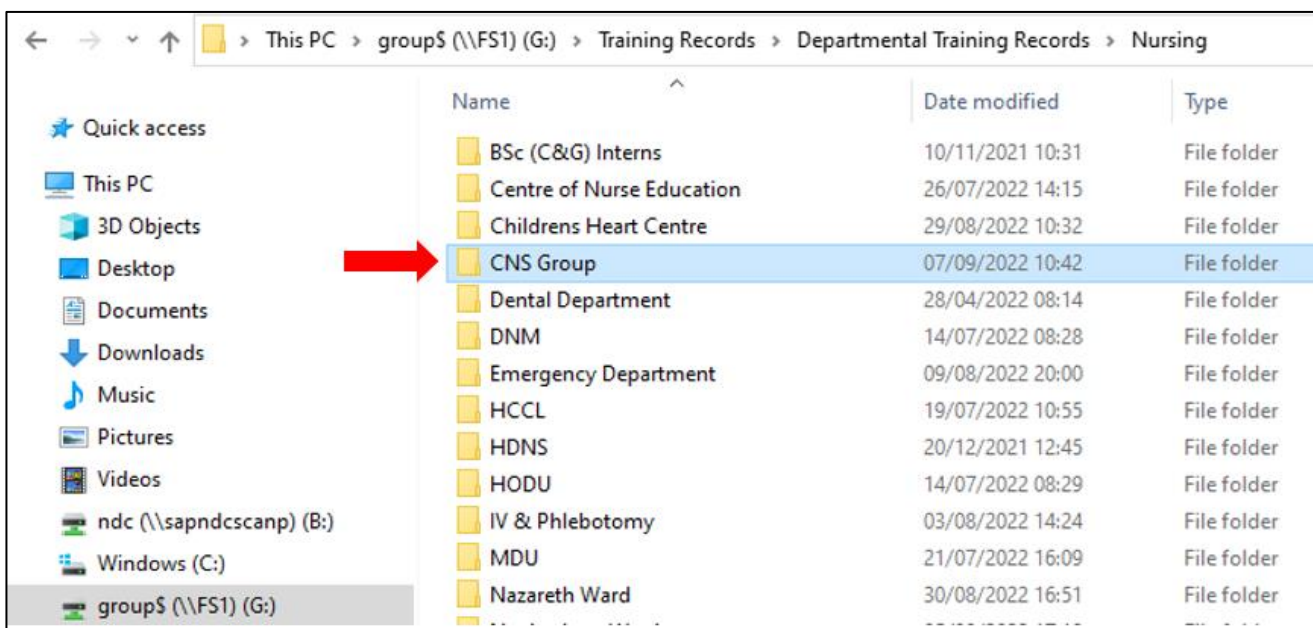
Reasons to email Hand Hygiene:

- 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>



Click into your appropriate Divisional Nurse Manager

