



Hand hygiene employee record

Hand hygiene eLearning is a mandatory training requirement for all WNHS staff. The eLearning package is managed by a company external to WA Health. To ensure the accuracy of WNHS compliance reports it is important that individual employee details in the hand hygiene system are up to date. Records in the system can only be updated by the individual themselves. The most important details to be included in an individual's record are the **organisation** and **employee number**.

Updating your organisation in the Hand Hygiene system

1. Log in using your usual username and password
2. Click on the change my organisation link

The screenshot shows the user interface of the Hand Hygiene system. At the top, there is a search bar with the text 'Enter Search Text ...' and buttons for 'Search', 'Advanced', and 'Find New Module'. Below the search bar is a 'Task List' section with the heading 'Task List - incl. Expired, sorted by Date ↑'. The first task listed is 'Infection Control Orientation - minimal patient contact' with a status of 'Not Started'. To the right of the task list is a calendar for September 2019. Below the calendar is a 'Shortcuts' menu with the following items: 'Change my Organisation' (with an external link icon), 'My Certificates' (with a right arrow), 'Find a new module' (with a right arrow), and 'Re-enrol in Hand Hygiene Nursing/Midwifery Online Learn...' (with a right arrow). On the far right, there is a vertical column of six circular icons representing different system functions.

3. Complete the details from the dropdown boxes

Change Organisation

You are currently attached to KING EDWARD MEMORIAL HOSPITAL.

Step 1

Please answer the following questions, then click Continue:

What country are you in?	Australia
Are you:	Associated with a healthcare organisation
Which sector are you in?	Public

Continue »

Step 2

Select your state/territory (or your health service)


Region

[Continue >](#)

Step 3

Start typing the name of your Organisation or Hospital in the box below, you should be presented with a list that matches what you type. From this list, please select your organisation.

If you cannot find your organisation, please click the "Can't find my organisation" button below to cancel the change organisation process.

Organisation: 

[Show Organisation List](#)

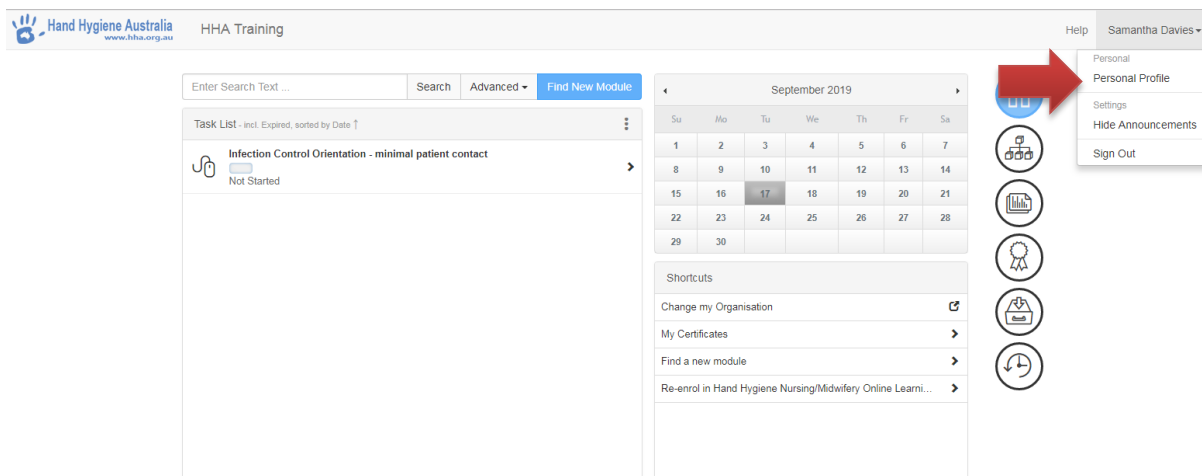
[Can't find my organisation](#) [Continue >](#)

Your Organisation has been changed to: 'KING EDWARD MEMORIAL HOSPITAL'

[Finished](#)

Updating your employee number in the Hand Hygiene system

1. Log in using your usual username and password
2. Navigate to your profile page



The screenshot shows the Hand Hygiene Australia (HHA) Training interface. The user is logged in as Samantha Davies. The main content area displays a task list for "Infection Control Orientation - minimal patient contact" which is marked as "Not Started". On the right side, there is a calendar for September 2019 and a "Shortcuts" section with links to "Change my Organisation", "My Certificates", "Find a new module", and "Re-enrol in Hand Hygiene Nursing/Midwifery Online Learn...". A red arrow points to the user profile icon in the top right corner, which has opened a dropdown menu with the following options: Personal, Personal Profile, Settings, Hide Announcements, and Sign Out.



User Details for **Me** ▾

Contact Organisation Other Info Access Enrol Policy Login Logs Scheduled Reports

User Details

Staff Details

Staff ID	saman
Last Name	Davies
First Name	Samantha
Preferred Name	-
Title	Mrs.
Date Of Birth	-
Employee No	000073
Position	Midwife educator
Type	Nurse/Midwife

3. Scroll down to bottom and click the modify button


Staff Address

Street	-
City	-
State	* NONE *
Post Code	-
Country	-



4. Update your employee number (8 numbers), then save

Staff Details (* Indicates a required field)

Staff ID *	samantha.davies
Last Name *	<input type="text" value="Davies"/>
First Name *	<input type="text" value="Samantha"/>
Preferred Name	<input type="text"/>
Title	<input type="text" value="Mrs."/> ▾
Date Of Birth	<input type="text"/> (Example: 26-JAN-2015)
Employee No	<input type="text"/> 
Position	<input type="text" value="Midwife educator"/>
Type	<input type="text" value="Nurse/Midwife"/> ▾