

# Hand Hygiene Observation Form



Month of Observation:		Collected by (Name & Dept):																												
<p><b>Instructions:</b> Use a separate row for each entry or exit observed.</p> <p>1. Enter the shift observed AM or PM (Day shift/AM = 07:00hrs to 19:00. Night shift/PM = 19:00hrs to 07:00hrs).</p> <p>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.</p> <p>3. Circle Entry or Exit.</p> <p>4. Circle gel/wash compliance, Yes or No.</p> <p>5. Patients on Clostridium <i>difficile</i> precautions: HCW must wash with soap and water on exit to receive a "Yes" score.</p> <p>6. HCW must clean hands before donning gloves and entering the room or after removing gloves and exiting the room to receive "Yes".</p> <p>*Any student observation should be included in the applicable occupational category.</p>																														
<p><b>Special Circumstances:</b></p> <p>1. Do not enter data when you are uncertain whether hand hygiene occurred.</p> <p>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.</p> <p>3. Emergency situations are EXCLUDED from the data collection process.</p>																														
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 Therapist	Parent Care Assistant (PCA)	Medical Assistant (MA), Sitter	Hospitality staff ( Custodians, PSAs, Linen & Waste Pick-up)	Transport	Rehabilitation Services (PT,OT,ST)	Dietitian	Nutrition & Food Services Servers	Pharmacy	Facilities	Social Work/Case Management	Spiritual Services	Laboratory/Phlebotomy	Radiology Technologist	Technician	Volunteers	Child Life (Play therapists, Teachers)	Research Assistant or Coordinator	Administrative Staff	Medical Student	Other: describe in Comments	Entry or Exit to the pt room or environment?	Did person gel/wash?	Describe "Other" or "Physician Service"		
	AM	PM	RN	Prov	RT																					EN	EX	YES	NO	
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ATTENTION: enter observations onto the SharePoint drive

[Home - Hand Hygiene Observation Audit](#)

<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 (gel-in gel-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 with soiled items
- c. Clean hands upon completion

### PATIENT CARE

#### 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

### PATIENT CARE

#### GLOVE USE:

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

### PATIENT CARE

#### CONTACT PRECAUTIONS FOR CLOSTRIDIUM DIFFICILE

1. Wash with soap and water on exit

### FOOD & NUTRITION SERVICE (FNS)

#### 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.

- a. Clean hands
- b. Don gloves if the tray is visibly soiled
- c. Pick up tray and place in cart
- d. Remove gloves and clean hands upon entering next room

If the tray is visibly soiled with blood or body fluids, report incident 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:

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:

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:
  - Remove gloves
  - Clean hands
  - Go pickup supplies
  - 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