

Appendix 2. Checklist for the Availability of Alcohol-Based Hand Rub and Clean Gloves

Unit/Dept.: _____ Day of Week: _____ Date: ____/____/____ Time: ____:____ AM/PM to ____:____ AM/PM Initials _____

	Room #	Bedspace #	Hand rub bottle or dispenser				Clean gloves near patient	Adherence to all elements	Comments
			Near patient	Not empty	Functional	Dispenses correct volume			
1			Y N	Y N	Y N	Y N	Y N		
2			Y N	Y N	Y N	Y N	Y N		
3			Y N	Y N	Y N	Y N	Y N		
4			Y N	Y N	Y N	Y N	Y N		
5			Y N	Y N	Y N	Y N	Y N		
6			Y N	Y N	Y N	Y N	Y N		
7			Y N	Y N	Y N	Y N	Y N		
8			Y N	Y N	Y N	Y N	Y N		
9			Y N	Y N	Y N	Y N	Y N		
10			Y N	Y N	Y N	Y N	Y N		
11			Y N	Y N	Y N	Y N	Y N		
12			Y N	Y N	Y N	Y N	Y N		
13			Y N	Y N	Y N	Y N	Y N		
14			Y N	Y N	Y N	Y N	Y N		
15			Y N	Y N	Y N	Y N	Y N		
16			Y N	Y N	Y N	Y N	Y N		
17			Y N	Y N	Y N	Y N	Y N		
18			Y N	Y N	Y N	Y N	Y N		
19			Y N	Y N	Y N	Y N	Y N		
20			Y N	Y N	Y N	Y N	Y N		
21			Y N	Y N	Y N	Y N	Y N		
22			Y N	Y N	Y N	Y N	Y N		
23			Y N	Y N	Y N	Y N	Y N		
24			Y N	Y N	Y N	Y N	Y N		
25			Y N	Y N	Y N	Y N	Y N		
26			Y N	Y N	Y N	Y N	Y N		
27			Y N	Y N	Y N	Y N	Y N		
28			Y N	Y N	Y N	Y N	Y N		
29			Y N	Y N	Y N	Y N	Y N		
30			Y N	Y N	Y N	Y N	Y N		
		Total # Y							
		% Present	%	%	%	%	%	%	

Appendix 2. Checklist for the Availability of Alcohol-Based Hand Rub and Clean Gloves (continued)

Instructions:

1. Each row should be used to record data regarding the availability of an alcohol-based hand rub (liquid, gel, or foam) and clean gloves at the point of care for an individual patient. A point of care is a bedspace, exam room, or treatment/procedure area. If multiple hand rub bottles or dispensers are available at a specific point of care, only one need be assessed. If pocket/belt bottles or dispensers are the primary way hand rub is dispensed in the unit or department, each row should be used to assess the bottle or dispenser for an individual health care worker providing care to patients in this unit or department during the assessment period.
2. The room number and bedspace fields are used to facilitate a complete assessment of all points of care in a unit or department and for reference if problems are noted with the availability of hand-rub bottles or dispensers or clean gloves, or if additional comments are recorded.
3. To qualify as being near the patient, a hand-rub bottle or dispenser and clean gloves should be accessible to a health care worker who is standing or sitting at the point of care (i.e., close to the patient's bed or attached to the frame of the bed) or to a health care worker who approaches the point of care (i.e., inside the patient's room just inside the door or in the corridor adjacent to door).
4. For the purposes of this measurement exercise, each bottle or dispenser should be assessed with regard to its capacity to dispense the correct volume into the hand of the user when activated once (i.e., that the bottle is not empty, is functional and does not spray aberrantly, and dispenses correct volume of product). Additional comments regarding bottles that are poorly placed, nearly empty, or functioning incorrectly can be noted in the comments section of the form to facilitate remedial action.
5. Codes are: Y = Yes, N = No.
6. In the Adherence field, use the following rule: Y = if **all** elements are Y (that is, Near patient, Not empty, Functional, Dispenses correct volume, and Clean gloves near patient are **all** Y); N = if not.
7. Count the total number of Y for each column and record the total in box at the bottom of each column.
8. Calculate the percent adherence using the formula below and record the percent in the box at the bottom of each column.
$$\text{Total \# of Y} \div \text{Total \# of Points of Care (number of rows with data recorded)} \times 100$$