

### Appendix 3. Hand Hygiene and Glove Use Monitoring Form

Unit/Dept.: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ AM/PM to \_\_\_\_:\_\_\_\_ AM/PM Initials \_\_\_\_\_

	Type of Healthcare Worker (circle only one)								Type of contact		Hand hygiene before	Gloves		Hand hygiene after	Adherence							
									Patient	Environment		Required	Used		Hand hygiene	Glove use	Overall					
1	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
2	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
3	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
4	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
5	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
6	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
7	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
8	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
9	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
10	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
11	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
12	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
13	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
14	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
15	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
16	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
17	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
18	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
19	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
20	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
21	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
22	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
23	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
24	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
25	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
26	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
27	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
28	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
29	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N
30	D	N	TH	PH	XR	ES	TR	OT	Y	N	Y	N	Alc	HW	N	Y	N	Y	N	NA	Y	N

**Type of Healthcare Worker:** D = attending, fellow, resident, PA, med stud; N = nurse, aide, TH = therapist (RT, PT, OT);

PH = phlebotomy/IV team; XR = radiology technician; ES = environmental services; TR = transporter; OT = other

**Hand hygiene before/after:** Alc = alcohol-based hand rub; HW = handwashing with soap and water; N = none

Total # of Y			
% Adherence	%	%	%

**Gloves Required:** Y if isolation requiring gloves or contact involves an invasive procedure or contact with blood, body fluids, secretions/excretions, mucous membranes, or non-intact skin; N if not

**Adherence: Hand hygiene --** Y if patient contact and hand hygiene before and after are both Y or if environmental contact only and hand hygiene after is Y; N = if not / **Glove use --** Y if Gloves Required and Used are both Y; N if Gloves Required is Y and Used is N; NA if Gloves Required is N / **Overall adherence --** Y if Hand hygiene is Y and glove use is Y or NA; N if not

### Appendix 3. Hand Hygiene and Glove Use Monitoring Form (continued)

#### Instructions:

1. Each row should be used to record an encounter between one healthcare worker (HCW) and one patient that involves touching by the HCW of the patient or the patient's immediate environment. In situations involving an extended or complicated encounter, it is appropriate to use more than one row (see #4 below). Encounters that do not involve touching (i.e., only verbal communication between the HCW and the patient) should not be recorded.
2. An encounter may involve patient contact, environmental contact or both.
3. Patient contact involves touching the patient's body, gown, or clothes. Environmental contact involves touching the patient's bed or bed linen, bedside equipment, or other equipment, supplies, articles, or surfaces in the patient's bedspace or room.
4. For the purposes of this measurement exercise, an encounter begins when a healthcare worker enters the patient's room or approaches the patient's bedside (for multibed rooms) and ends when the healthcare worker leaves the room or bedside. In a situation where a patient requires extended or complicated care (such as in an ICU), an encounter may involve multiple contacts and it may be appropriate to record these individually if they are distinct activities. For example, a nurse may perform multiple patient care tasks at the bedside, complete this care, and then begin a series of contacts with the patient's environment. Or a nurse may complete a task that involves contact with mucous membranes and secretions, such as suctioning a patient, and then take on a separate task at a separate body site, such as changing a dressing. To the extent that these contacts can be observed and distinguished clearly, they may be recorded separately on separate rows.
5. The observer must be aware of whether a patient is on any type of isolation precautions that require the use of gloves. This information is necessary to determine whether gloves are required (see below).
6. For patient contact, the observer should be aware of the nature of the contact. This information is necessary to determine whether gloves are required (see below). It is important to distinguish three general subtypes of patient contact:
  - a. contact that involves performing an invasive procedure (i.e., inserting an intravascular catheter or indwelling urinary catheter);
  - b. contact that involves actual or potential contact with blood, body fluids, secretions (except sweat), excretions, mucous membranes or non-intact skin (i.e., suctioning an intubated patient, emptying a urinal or bedpan, changing a dressing on an open wound);
  - c. other patient contact that does not qualify for a or b (i.e., measuring vital signs, examining a patient, repositioning a patient, etc.).
7. Use the following codes to record data (Note: Y = Yes, N = No, unless otherwise noted):

Type of Healthcare Worker: D = attending physician, fellow, resident, physician's assistant, medical student; N = nurse, aide, TH = therapist (respiratory therapist, physical therapist, occupational therapist); PH = phlebotomy/IV team; XR = radiology technician; ES = environmental services; TR = transporter; OT = other;

Hand hygiene before/after: Alc = alcohol-based hand rub (liquid, gel, or foam); HW = handwashing with soap and water; N = none;

Gloves Required: Y if the patient is on any type of isolation precautions requiring gloves or the Type of Contact involved an invasive procedure or actual/potential contact with blood, body fluids, secretions/excretions, mucous membranes, or non-intact skin; N if not.
8. In the Adherence section, use the following rules to record Y or N for Hand Hygiene, Glove Use, and Overall Adherence:

Hand hygiene: Y if the Type of Contact was patient contact and Hand hygiene before and after are both Y or if the Type of Contact was Environmental Contact only and Hand hygiene after is Y; N = if not;

Glove use: Y if Gloves Required and Used are both Y; N if Gloves Required is Y and Used is N; NA if Gloves Required is N;

Overall: Y if Hand hygiene is Y and Glove Use is Y or NA; N if not.
9. In the Adherence section, count the number of Y for Hand hygiene, Glove use, and Overall and record the total in box at the bottom of each column.
10. In the Adherence section, calculate the percent adherence using the formulas below and record the percent in the box at the bottom of each column  
Hand hygiene:  $\text{Total \# of Y} \div \text{Total \# of Encounters (number of rows with data recorded)} \times 100$   
Glove use:  $\text{Total \# of Y} \div [\text{Total \# of Encounters (number of rows with data recorded)} - \text{Total \# of NA}] \times 100$   
Overall:  $\text{Total \# of Y} \div \text{Total \# of Encounters (number of rows with data recorded)} \times 100$