

OFFICIAL

Infection Prevention and Control

Hand Hygiene Competency Tool

Version 2.7 (May 2024)



Government
of South Australia

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Version control

Version	Effective from	Effective to	Change summary
V 2.7	28/05/2024	current	Reviewed, minor changes
V 2.6	27/11/2020	27/05/2024	Minor changes
V 2.5	5/09/2018	2/01/2020	Reviewed
V 2.4	22/02/2017	5/09/2018	Reviewed, no change
V 2.3	26/10/2015	22/02/2017	Reformatted and references added
V 2.2	07/04/2014	26/10/2015	Minor changes
V 2.1	07/02/2014	07/04/2014	Minor changes
V 2.0	23/01/2013	07/02/2014	Reformatted
V 1.0	2012	23/01/2013	Original version

Instructions

This tool has been developed to assess staff competency in carrying out effective hand hygiene rub or wash.

Complete the relevant competency assessments in front of an appointed auditor according to your organisational procedures. The competency assessment tools provided are designed to audit practice of the staff member performing hand hygiene and are to be used in conjunction with the appropriate local organisational clinical procedure.

There are two competency assessment tools provided:

1. Routine hand washing
2. Use of alcohol-based hand rub

Hand hygiene assessment sheet reference guide

1. During the assessment, the assessor assigns a category corresponding to the performance level for each of the performance criteria (*see below key*).
2. If the performance falls into the category “NYC”, comments must be included; comments are optional if category “C” is demonstrated / achieved.
3. A copy of the completed assessment tool is provided for the nurse, the original is filed in the health care worker’s personnel file.

Category	Performance Level	Action Required
C (Competent)	Standard of practice is at or above the performance criteria outlined	Aspects of performance that are satisfactory are documented and positive feedback given to the nurse. Positive feedback is given when appropriate.
NYC (Not Yet Competent)	Standard of practice is below the performance criteria outlined	All areas in which the standard of performance is below the criteria and discussed & documented through the use of examples of actual & expected practice. The staff member is provided with a learning program and times may be arranged for further practice so that the expected standard can be achieved within a prescribed timeframe.

Routine hand washing

Objective: To assess staff competency in performance of hand washing using soap and water.

Evaluation: To be deemed competent a “yes” score must be achieved in all Action Criteria boxes.

Competency Assessment - Details

Please complete the details below:

Employee Name:

Unit/Department:

Signature: **Date:** / /

Assessor Name:

Signature: **Date:** / /

Competency Assessment

Action criteria	Action performed correctly Y/N	Comments
1. Remove all hand and wrist jewellery from hands and fingers as per the SA Health Hand Hygiene Clinical Guideline.		
2. Wet hands with water.		
3. Apply enough soap to cover all hand surfaces.		
4. Rub hands palm to palm.		
5. Right palm over left dorsum with interlaced fingers and vice versa.		
6. Palm to palm with fingers interlaced.		
7. Backs of fingers to opposing palms with fingers interlocked.		
8. Rotational rubbing of left thumb clasped in right palm and vice versa.		
9. Rotational rubbing, backward and forwards with clasped fingers of right hand in left palm and vice versa including the wrists.		
10. Rinse hands with water.		
11. Pat dry thoroughly with a single-use towel ie paper towel.		
12. Use towel to turn off tap (if not hands-free tap).		

NOTE: Entire procedure should take 40 – 60 seconds

Overall comments:

Note: If the performance falls into the category “NYC”, comments must be included. Comments are optional if category “C” is demonstrated / achieved.

See the [World Health Organization: How to Handwash pictorial](#) showing the sequence of steps

Use of alcohol-based hand rub

Objective: To assess staff competency in carrying out effective use of alcohol-based hand rub.

Evaluation: To be deemed competent a “yes” score must be achieved in all Action Criteria boxes.

Competency Assessment - Details

Please complete the details below:

Employee Name:

Unit/Department:

Signature: **Date:** / /

Assessor Name:

Signature: **Date:** / /

Competency Assessment

Action criteria	Action performed correctly Y/N	Comments
1. Remove all hand and wrist jewellery from hands and fingers as per the SA Health Hand Hygiene Clinical Guideline.		
2. Apply 1 squirt (1-3mls) to a cupped hand and spread evenly over all hand surfaces.		
3. Rub hands palm to palm.		
4. Right palm over left dorsum with interlaced fingers and vice versa.		
5. Palm to palm with fingers interlaced.		
6. Backs of fingers to opposing palms with fingers interlocked.		
7. Rotational rubbing of left thumb clasped in right palm and vice versa.		
8. Rotational rubbing, backward and forwards with clasped fingers of right hand in left palm and vice versa.		
9. Allow the hands to dry completely before patient care.		

NOTE: Entire procedure should take 20 – 30 seconds

Overall comments:

Note: If the performance falls into the category “NYC”, comments must be included. Comments are optional if category “C” is demonstrated / achieved.

See the [World Health Organization: How to Hand Rub pictorial](#) showing the sequence of steps

References

1. [Australian Commission on Safety and Quality in Healthcare -Alcohol-based hand rubs](#)
2. [Australian Commission on Safety and Quality in Health Care - Hand Hygiene](#)
3. [Australian Commission on Safety and Quality in Health Care, National Hand Hygiene Initiative \(NHHI\)](#)
4. [SA Health Hand Hygiene Policy Directive](#)
5. [SA Health Hand Hygiene Clinical Guideline](#)
6. [World Health Organisation- Infection Prevention and Control - Hand Hygiene](#)



For more information

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