

Take 30: Observe. Improve. Protect.

Supporting Your Site-based Hand Hygiene Reviewer Checklist

Use this checklist as a tool to support your site-based hand hygiene reviewer to take 30 minutes weekly. For information on the reviewer role see here: [Profile of Site-Based Hand Hygiene Reviewer](#) or visit our [Hand Hygiene](#) webpage.

1. Recruiting and Onboarding a Site-Based Reviewer

- ☐ Select an individual who is interested, respected by their peers, brings positive energy to the team and naturally encourages others. Site-based reviewers who are enthusiastic, supportive, and engaged can help keep hand hygiene visible, and foster a culture of improvement.
- ☐ Select staff from the unit/program (clinical or non-clinical) and consider additional site-based reviewers to cover leaves, vacations, or staff turnover.
- ☐ Consider selecting staff who are interested in developmental opportunities or additional work hours if applicable.
- ☐ Discuss the purpose of the site-based reviewer role and how it contributes to patient and staff safety.
- ☐ Clearly communicate the expected observation time commitments of 30 minutes a week and discuss how time for observations will be identified and supported on the unit, for ideas visit the [Clean Hands System](#) webpage.
- ☐ Consider allocating paid hours outside of regular assigned duties to help reduce competing priorities, support consistent participation, and reinforce the value of the site-based reviewer role.

2. Training

- ☐ Online training is virtual and starts here: [Hand Hygiene Reviewer Training](#). Training may be accessed from home and consists of an online self-directed module, self-assessment and a 2-hour virtual competency check.
- ☐ Training takes approximately 4 to 6 hours to complete and requires access to a computer with MS Teams.
- ☐ Consider allocating paid education time separate from clinical or operational demands outside of the unit or program to allow site-based reviewers to complete training.
- ☐ Identify your method of data collection: Paper tool or iPad. Both methods are acceptable.
- ☐ Encourage your site-based reviewer to reach out to our team for support when needed at hand.hygiene@ahs.ca
- ☐ Demonstrate interest in what your site-based reviewer is learning and how the role will support the unit/program.

3. Opportunities to support your site-based reviewer to achieve Take 30 - Weekly hand hygiene reviews

- ☐ Introduce your site-based reviewer to staff, communicate their role to the team and encourage

staff to invite the reviewer into care spaces with patients' consent.

- ☐ Periodically follow up with your site-based reviewer on their progress and experience in their role to identify challenges and achievements.
- ☐ Work with your site-based reviewer to develop a flexible hand hygiene review schedule to ensures they can be successful completing 30 minutes of weekly observations.
- ☐ Regularly recognize and express appreciation for your site-based reviewer's contributions to encourage continued engagement and participation in the program.