**[TITLE OF FEEDBACK REPORT – ex. May 2021 Hand Hygiene Compliance]**

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| **[Title of table (ex. Hand hygiene) compliance]** |
| **Type of observation** **ex. Direct audit]** | **[Audit Time frame,****ex. December 2021]** |
| **Unit/Discipline** | **Observed** | **Compliant** | **Percentage** |
| [Add unit or discipline] | [number of observed audits for that unit/discipline] | [number of audits that were compliant] | [Calculate the % of compliance] |
| Ex. Memory Care Unit | 10 | 9 | 90% |
| Ex. Quarantine Hall | 15 | 15 | 100% |
| Ex. Therapy | 20 | 15 | 75% |
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| Facility Total | [Total this column] Ex. 45 | [Total this column]Ex. 39 | Calculate total percentages from numbers tallied. Ex 86% |

The number for this graph is the facility total percentage. This can be edited to fit your facility needs. To edit graph- right click on the graph and then click edit data. There you can change the numbers and add more dates and percentages. This this can be updated overtime to see trends in compliance.

**Summary of Audit**

Examples of content for summary:

 List units that hit compliance goals (example if your goal of HH compliance is 95%- list the units or disciplines here). Celebrate them!

For areas of deficiencies, don’t list specific units or disciplines but rather areas for improvement. (Example: Hand Hygiene was monitored prior to patient/resident contact but not after patient/resident contact, therefore, we must improve HH after patient contact)

Any other pertinent information you’d like your staff to know about this audit.

For questions or comments about report, contact [enter contact information]

***Tips for this feedback template (Do not add page in your report):***

* *Use visuals for more eye catching interest for your reports- some visuals below may go along with your report types (just simply choose image and move them around on the report page) but also feel free to add your own images into the report.*
* *Feel free to change colors around of the graph or table.*
* *If you use this as a standard template for feedback- change it up (colors) every so often so it will continue to catch the eyes of your staff.*
* *Print or post for staff*
* *Allow for feedback*
* *Celebrate successes*
* *Use data to drive additional trainings if opportunities are seen*
* *Be clear and concise*
* *Ensure reports are timely (present reports soon after audits)*

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