

 PSMMC	<h1>Prince Sultan Military Medical City</h1> <h2>Controlled Document, Not to be Reproduced</h2>	 وزارة الدفاع MINISTRY OF DEFENSE		
Medical City Wide Policy & Procedure	Dept.: Infection Prevention and Control Center of Excellence	Policy No: 1-1-9415-02-003 Version No: 05		
Title: Hand Hygiene		JCI Code: PCI		
Supersedes: 1-1-9415-02-003 <i>Version 04 ; 1 July 2019</i>	Issue Date:	Effective Date: <i>12 SEP 2023</i>	Revision Date: <i>11 SEP 2026</i>	Page 1 of 12

1. INTRODUCTION

- 1.1. The transfer of micro-organisms between humans can occur directly via hands, or indirectly via an environmental source. Hands of healthcare workers serve as critical reservoirs of infectious agents. Hand Hygiene is the single most important strategy to remove these pathogens from their hands and prevent the spread of infection.

2. PURPOSE

- 2.1. To provide staff with clear guidelines from WHO (World Health Organization) on the actions they must take in order to prevent cross-infection due to contamination of their hands.
- 2.2. To provide staff with clear guidance on the Hand Hygiene standards expected at PSMMC to deliver safe care.
- 2.3. To improve and maintain high standards of Hand Hygiene compliance throughout PSMMC.
- 2.4. To reduce the risk of healthcare associated infection (HCAI) caused by poor Hand Hygiene.

3. APPLICABILITY

- 3.1. All PSMMC Staff

4. RESPONSIBILITIES

- 4.1. **All PSMMC employees are responsible to:**
 - 4.1.1 Comply with the proper technique, timing and indication (5 moments) of hand hygiene (Appendix 1).
 - 4.1.2 Use only hospital approved hand-hygiene agents.
 - 4.1.3 Report adverse reactions due to hand-hygiene agent(s) to staff health clinic.
 - 4.1.4 Remind staff e.g. (doctors, nurses, technicians) to comply with Hand Hygiene measures.
 - 4.1.5 Educate patients, their families/watchers, visitors and contract workers to practice Hand Hygiene.



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4.2. Managers/supervisor of all departments are responsible to:

- 4.2.1. Ensure that all health care workers are comply with Hand Hygiene practices.
- 4.2.2. Ensure enough Hand Hygiene products are available in clinical areas (alcohol-based hand rub, liquid soap and paper towel available with adequate supplies).
- 4.2.3. Contact the housekeeping to replace alcohol-based hand rub, soap, and paper towels.

4.3. Cleaning And Environmental Services:

- 4.3.1. Check and refill the dispensers of liquid soap/alcohol hand rub dispenser and paper towels in all clinical areas and washrooms each shift and as needed.

4.4. Infection Prevention and Control Centre of Excellence:

4.4.1 Infection Control Practitioners shall:

- 4.4.1.1 Monitor Hand Hygiene Compliance by following Hand Hygiene Monitoring Tool (**Appendix 2**).
- 4.4.1.2 Educate and train all healthcare workers on Hand Hygiene practices.
- 4.4.1.3 Ensure that all healthcare workers are competent in doing proper Hand Hygiene.
- 4.4.1.4 Evaluate various dispensers systems to ensure they function adequately and deliver an appropriate volume of the product.
- 4.4.1.5 Report staff members identified as non-compliant with Hand Hygiene to their supervisor, head nurse or head of the unit for education and/or corrective action.
- 4.4.1.6 Auditing the compliance of proper Hand Hygiene during daily rounds by utilizing Hand Hygiene Monitoring Tool and giving immediate feedback for improper compliance.

4.4.2 Infection Control Epidemiologist shall:

- 4.4.2.1 Oversee the gathered data, analyze, and report of Hand Hygiene compliance to Infection Control Committee through Director of Infection Control Department.



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4.4.2.2 Coordinate the implementation of the Hand Hygiene corrective action implementation plan.

4.4.3 Director of Infection Control Department or his/her designee shall:

4.4.3.1 Distribute and communicate the Hand Hygiene compliance rate with all departments.

5. POLICY :

5.1. All PSMMC staff must adopt and implement currently published and internationally acceptable Hand Hygiene Guidelines from World Health Organization (WHO) in order to achieve best practice in Hand Hygiene to eliminate risk of Healthcare Associated Infections (HAI's)

5.2. PSMMC must collaborate all resources to implement an effective Hand Hygiene Multimodal Programs.

5.3. There must be an adequate supply for the implementation of this policy.

5.4. Training / Education by Infection Control Practitioners (ICP)

5.4.1. Infection Control must provide regular competency based training to all healthcare workers on how & when healthcare workers should practice Hand Hygiene.

5.4.2. Hand Hygiene lectures, workshops, and campaign must be done according to Infection Prevention & Control Educational Plan.

5.4.3. Patients must be involved in education via brochures and educated to ask the doctor to wash their hands before touching them.

5.4.4. Education must be extended to families, and visitors via leaflets and sharing in Hand Hygiene Celebration (Global Hand Hygiene Day and Campaign).

5.4.5. Reminders in how to properly healthcare workers should clean their hands must be available and distributed in the workplace.

5.5. Evaluation and feedback:

5.5.1. Monitoring Hand Hygiene practices, infrastructure, perceptions and Knowledge



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must be done as ongoing and feedback to be provided to health-care workers.

- 5.5.2. Monitoring Hand Hygiene Compliance must be done via Hand Hygiene Monitoring Tool.
- 5.5.3. The Hand Hygiene Compliance Feedback Report must be communicated to hospital leaders and all hospital staff.

6. DEFINITION:

- 6.1. **Hand Hygiene** a general term that applies to either hand washing, antiseptic hand wash, antiseptic hand rub, or surgical hand antisepsis.
- 6.2. **Alcohol-based hand rub** is a solution that contains 60 to 80% alcohol and is designed to be applied to hands to reduce the number of viable microorganisms on the hands.
- 6.3. **Antimicrobial soap** is a soap that contains an antiseptic agent. Antiseptic agents are antimicrobial substances that are applied to the skin to reduce the number of microbial flora.
- 6.4. **Antiseptic hand wash** is washing hands with water and soap containing an antiseptic agent.
- 6.5. **Antiseptic hand rub** is applying an antiseptic hand rub product to all surfaces of the hands to reduce the number of microorganisms present without rinsing with water.
- 6.6. **Hand antisepsis** refers to either antiseptic hand wash or antiseptic hand rub.
- 6.7. **Hand washing** is washing hands with plain (i.e., non-antimicrobial) soap and water.
- 6.8. **Antimicrobial soap** e.g. (detergent) containing an antiseptic agent.
- 6.9. **Antiseptic agent** is antimicrobial substances that are applied to the skin to reduce the number of microbial flora.
- 6.10. **Surgical hand antisepsis** is an antiseptic hand wash or antiseptic hand rub performed preoperatively by surgical personnel to eliminate transient and reduce resident hand flora.
- 6.11. **Persistent activity** is defined as the prolonged or extended antimicrobial activity that prevents or inhibits the proliferation or survival of microorganisms after application of the product. This property also has been referred to as “residual activity”.



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- 6.12. **Plain soap** refers to detergents that do not contain antimicrobial agents or contain low concentrations of antimicrobial agents that are effective solely as preservatives.
- 6.13. **Visibly soiled hands** are hands that show visible dirt or that are visibly contaminated with proteinaceous material, blood, or other body fluids (e.g., fecal material or urine).

7. PROCEDURES

7.1. **Indications for Hand Hygiene** -WHO 5 opportunities/moments for Hand Hygiene

- 7.1.1. Before touching a patient.
- 7.1.2. Before clean/aseptic procedure.
- 7.1.3. After body fluids exposure risk, even if gloves are worn.
- 7.1.4. After touching a patient.
- 7.1.5. After touching patient surroundings.

7.2. **Fingernail Care and Jewelry:**

- 7.2.1. Healthcare workers and food handlers must not wear artificial fingernails or extensions.
- 7.2.2. Keep natural nail short.
- 7.2.3. Rings, wristwatches and bracelets **MUST NOT** be worn when carrying out direct patient care activities. However, the only exception is a single plain (smooth surface no precious stones for example) wedding band, which, must be manipulated during the Hand Hygiene process to ensure the skin underneath is effective cleaned and dried.

7.3. **Methods of Hand Hygiene:**

7.3.1. **Hand Rub using alcohol-based hand sanitizer**

- 7.3.1.1. When hands are not visibly soiled, alcohol-based hand sanitizers are the preferred method for cleaning your hands in the healthcare setting.



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7.3.1.2. Alcohol-based hand sanitizers are the most effective products for reducing the number of germs on the hands of healthcare providers.

7.3.1.3. Techniques for using alcohol-based hand sanitizer (Appendix 3 how to hand rub)

7.3.2. **Hand Washing with soap and water :**

7.3.2.1. **Indication:**

7.3.2.1.1 When hands are visibly soiled.

7.3.2.1.2 When touching patient (and environment) known or suspected exposure to Clostridium difficile.

7.3.2.1.3 When exposed to patients known or suspected with infectious diarrhea during norovirus outbreaks.

7.3.2.1.4 If exposure to Bacillus anthrax is suspected or proven.

7.3.2.2. **Techniques for Washing Hands with Soap and Water (Appendix 4 how to hand wash)**

7.3.3. **Surgical hand antiseptic :**

7.3.3.1. **Product Selection:**

7.3.3.1.1 Either an antimicrobial soap or an alcohol-based surgical hand rub with persistent activity may be used.

7.3.3.1.2 Type of product should be used according to manufacturer's instructions.

7.3.3.2. **Alcohol-based (waterless) Surgical Hand Scrub (Appendix 5)**

7.3.3.2.1 Put approximately 5ml (3 doses) of alcohol-based hand rub in the palm of your left hand, using the elbow of your other arm to operate the dispenser.

7.3.3.2.2 Dip the fingertips of your right hand in the hand rub to decontaminate under the nails (5seconds).



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- 7.3.3.2.3 Image 3-7: Smear the hand rub on the right forearm up to the elbow. Ensure that the whole skin area is covered by using circular movements around the forearm until the hand rub has fully evaporated (10-15 seconds).
- 7.3.3.2.4 See images: 4,5,6 and 7
- 7.3.3.2.5 Put approximately 5ml (3doses) of alcohol-based hand rub in the palm of your right hand, using the elbow of your other arm to operate the dispenser.
- 7.3.3.2.6 Dip the fingertips of your left hand in the hand rub to decontaminate under the nails (5seconds).
- 7.3.3.2.7 Smear the hand rub on the left forearm up to the elbow. Ensure that the whole skin area is covered by using circular movements around the bream until the hand rub has fully evaporated (10-15 seconds).
- 7.3.3.2.8 Put approximately 5ml (3doses) of alcohol-based hand rub in the palm of your left hand, using the elbow of your other arm to operate the distributor. Rub both hands at the same time up to the wrists, and ensure that all the steps re-presented in images 12-17 are followed (20-30 seconds)
- 7.3.3.2.9 Cover the whole surface of the hands up to the wrist with alcohol-based hand rub, rubbing palm against palm with a rotating movement.
- 7.3.3.2.10 Rub the back of the left hand, including the wrist, moving the right palm back and forth, and vice-versa.
- 7.3.3.2.11 Rub palm against palm back and forth with fingers interlinked.
- 7.3.3.2.12 Rub the back of the fingers by holding them in the palm of the other hand with a sideways back and forth movement.



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7.3.3.2.13 Rub the thumb of the left hand by rotating it the clasped palm of the right hand and vice versa.

7.3.3.2.14 When the hands are dry, sterile surgical clothing and gloves can be donned.

7.3.3.3. Surgical Hand Scrub

7.3.3.3.1 **Pre-wash hands and forearms if they are visibly soiled.**
Entire procedure should last 3-5 minutes.

7.3.3.3.2 **Use either the Chlorhexidine sponge or Povidone Iodine sponge** do not wear artificial nails or nail polish.

7.3.3.3.3 **Remove all jewelry (rings, watches, bracelets)**

7.3.3.3.4 **Tear open the packet; Place it on the shelf above the sink with tear facing the ceiling.** Apply the antimicrobial agent to wet hands and forearms and soft nonabrasive sponge to scrub them for the length of time recommended by the manufacturer, usually 2–6 minutes.

7.3.3.3.5 Use the nail pick and clean under the fingernails under running water. (Discard in garbage bin)Repeat this process for opposite fingers, hand, and arm.

7.3.3.3.6 Rinse hands and forearms. Avoid splashing surgical attire. Hold hands higher than elbows and away from surgical attire.

7.3.3.3.7 Remove surgical sponge from its wrapper; moisten sponge under running water by squeezing and releasing it.

7.3.3.3.8 With fingertips together, stroke the nails in a back and forth motion with the abrasive side of the sponge 30 times.

7.3.3.3.9 Turn the sponge over to the non-abrasive side.

7.3.3.3.10 Scrub the 4 sides of the thumb – 10 strokes each side



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- 7.3.3.3.11 Scrub 4 sides of each finger 10 times (once you scrub an area do not go back)
- 7.3.3.3.12 Scrub the palm 10 times'
- 7.3.3.3.13 Scrub the dorsum 10 times
- 7.3.3.3.14 Next, mentally divide your forearm of the same hand into thirds from wrist until two inches above the elbow.
- 7.3.3.3.15 Scrub each third – each side, top to bottom – 10times. Once you scrub an area, do not go back
- 7.3.3.3.16 Repeat the scrub on the other hand and arm. Once both hands and arms are complete, discard surgical sponge in the trash can beside the scrub sink.
- 7.3.3.3.17 Start rinsing at your fingertips then move to the hand, forearm and elbow. Move in one forward direction through the water. Do not move arms back and forth in the water.
- 7.3.3.3.18 Always keep your hand at a right angle and hand raised above the level of your elbow. Allow residual water to drip off the elbows and into the sink. Do not shake hands to remove excess water.

7.3.4. **HAND HYGIENE AND MEDICAL GLOVE USE**

- 7.3.4.1. The use of gloves does not replace the need for cleaning your hands.
- 7.3.4.2. Hand Hygiene must be performed when appropriate regardless of the indications for glove use.
- 7.3.4.3. Remove gloves to perform Hand Hygiene, when an indication occurs while wearing gloves.
- 7.3.4.4. Discard gloves after each task and clean your hands- gloves may carry germs.



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7.3.4.5. Wear gloves only when indicated. **Refer to Policy on Standard Precaution**

No. 1-1-9415-02-002

7.3.5. **MEDICAL ASSESSMENT**

7.3.5.1. Any suspicion of dermatological condition must be evaluated by an employee health physician or appropriate medical service.

7.3.5.2. HCWs who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handing patient care equipment until the condition resolves.

7.3.5.3. “Healthy skin is intact, dry skin is susceptible to damage”.

7.3.6. **Hand Hygiene Monitoring by Infection Control Department:**

7.3.6.1. The gathered data will be tabulated, and analyzed quarterly.

7.3.6.2. Feedback Report will be communicated to infection control committee, hospital leaders and to all hospital staff.

8. **REFERENCES**

- 8.1. World Health Organization (WHO) Guidelines, WHO Hand Hygiene: Why, How & When? Available from:http://www.who.int/gpsc/5Moments/Hand_Hygiene_Why_How_and_When_Brochure.pdf
- 8.2. World Health Organization (WHO), Clean Care is Safer Care 2005-2015. Available from: http://www.who.int/gpsc/5may/EN_PSP_GPSC1_5May_2016/en/
- 8.3. World Health Organization. 2018. Tools as reminders in the workplace. Retrieved on 05 February 2018 from <http://www.who.int/>

9. **APPENDICES**

- 9.1. Appendix 1: WHO 5 Moments for Hand Hygiene
- 9.2. Appendix 2 : How to Hand Rub (Arabic and English)



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- 9.3. Appendix 3 : How to Hand Wash (Arabic and English)
- 9.4. Appendix 4 : Technique for alcohol-based (waterless) surgical scrub
- 9.5. Appendix 5 : Hand Hygiene Monitoring Tool
- 9.6. Appendix 6 : How To Perform A Surgical Hand Scrub English



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10. CONTRIBUTING DEPARTMENT/S:

Infection Prevention and Control Center of Excellence

Ad. 11/2

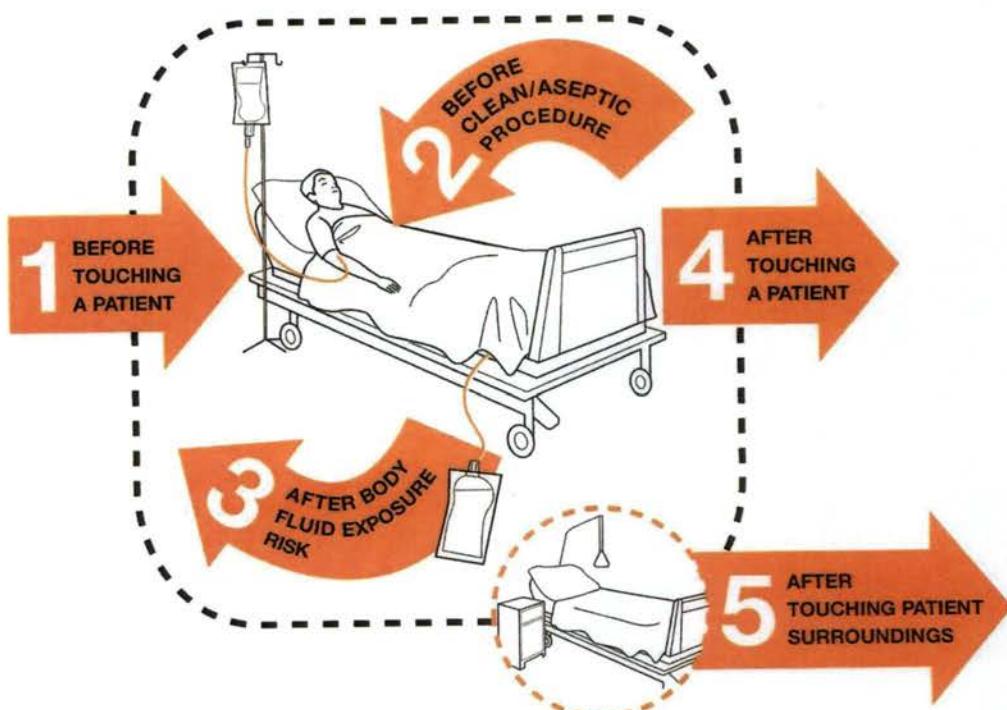
Compiled by: Brig. Gen. Dr. Abdulrahman Al Odayani Director of Infection Prevention and Control Centre Of Excellence	Signature:	Date: 14/8/2023
Reviewed by: • Maj. Gen. Khalid Abdullah Al Hudaithi Chairperson of Infection Control Committee	Signature:	Date: 15/8/2023
Reviewed by: • Dr. Turki Al Mutairi Executive Director of Nursing Affairs	Signature:	Date: 14 SEP 2023
Reviewed by: Brig. Gen. Dr. Abdulelah Mohammed Hummadi Director, Continuous Quality Improvement & Patient Safety (CQI&PS)	Signature:	Date: 10/9/2023
Authorized by: Brig. Gen. Dr. Rashed Al Otaibi Executive Director for Health Affairs Chairman, Senior Medical Management Team (SMMT)	Signature:	Date: 11/9/2023
Approved by: Maj. Gen. Khalid Abdullah Al Hudaithi General Executive Director of Prince Sultan Military Medical City	Signature:	Date: 12/9/2023



APPENDIX-1 YOUR FIVE MOMENTS FOR HAND-HYGIENE



Your 5 Moments for Hand Hygiene



1 BEFORE TOUCHING A PATIENT	WHEN? Clean your hands before touching a patient when approaching him/her. WHY? To protect the patient against harmful germs carried on your hands.
2 BEFORE CLEAN/ ASEPTIC PROCEDURE	WHEN? Clean your hands immediately before performing a clean/aseptic procedure. WHY? To protect the patient against harmful germs, including the patient's own, from entering his/her body.
3 AFTER BODY FLUID EXPOSURE RISK	WHEN? Clean your hands immediately after an exposure risk to body fluids (and after glove removal). WHY? To protect yourself and the health-care environment from harmful patient germs.
4 AFTER TOUCHING A PATIENT	WHEN? Clean your hands after touching a patient and her/his immediate surroundings, when leaving the patient's side. WHY? To protect yourself and the health-care environment from harmful patient germs.
5 AFTER TOUCHING PATIENT SURROUNDINGS	WHEN? Clean your hands after touching any object or furniture in the patient's immediate surroundings, when leaving – even if the patient has not been touched. WHY? To protect yourself and the health-care environment from harmful patient germs.

*Based on the 'My 5 moments for Hand Hygiene', URL: <http://www.who.int/gpsc/5may/background/5moments/en/index.html> © World Health Organization 2009. All rights reserved.





APPENDIX 2

Prince Sultan Military Medical City Infection Control Department



How to Hand rub **?** **كيف تطهير يديك**

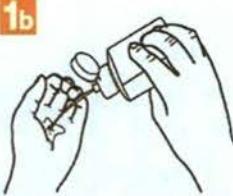
RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

Duration of the entire procedure: 20-30 seconds

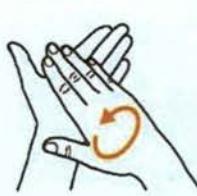
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1b

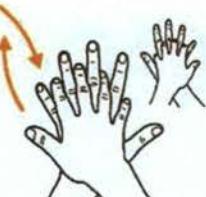


2



Rub hands palm to palm;
نفرك اليدان ببعض الراحتين.

3



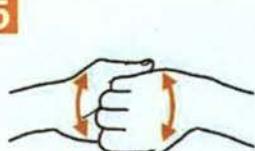
Right palm over left dorsum with interlaced fingers and vice versa
يفرك ظهر اليد اليسرى براحة اليد اليمنى بحركة من الأمام إلى الخلف
لم يفعل نفس الشيء باليد اليمنى.

4



Palm to palm with fingers interlaced;
نخل الأصابع وتشبك.

5



Backs of fingers to opposing palms with fingers interlocked;
يفرك ظهر أصابع اليد اليمنى براحة اليد اليسرى وظهر أصابع اليد اليسرى براحة اليد اليمنى مع تحريك اليدين جانباً.

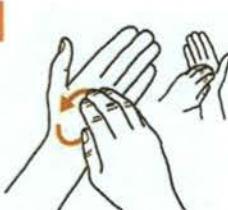
6



Rotational rubbing of left thumb clasped in right palm and vice versa;

يدعك راحة اليد اليمنى بحركة دائرية
على الخلف إلى الأمام بحيث تشبك
أصابع اليد اليمنى في راحة اليد
اليسرى والعكس بالعكس.

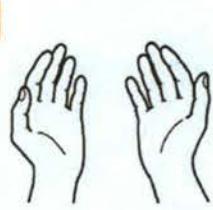
7



Rotational rubbing, backwards & forwards with clasped fingers of right hand in left palm and vice versa;

يدعك راحة اليد اليمنى بحركة دائرية
إلى الخلف إلى الأمام بحيث تشبك
أصابع اليد اليمنى في راحة اليد
اليسرى والعكس بالعكس.

8



Once dry, your hands are safe

اليدان جاهزتان للتقديم الرعاية.



APPENDIX 3

Prince Sultan Military Medical City
Infection Control Department



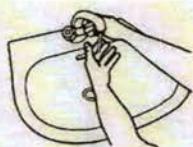
How to Hand wash ?

كيف تغسل يديك

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

⌚ Duration of the entire procedure : 40 - 60 seconds

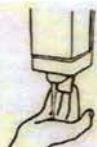
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Wet hands with water;

نبيل اليدان بالماء

1



Apply enough soap to cover

يأخذ من الصابون ما يكفي لغطيبة
مساحة اليدين.

2



Rub hands palm to palm; all hand
surfaces

نفرك اليدان ببعض الراحتين.

3



Right palm over left dorsum with
interlaced fingers and vice versa

يفرك ظهر اليد اليسرى براحة اليد
اليمين بحركة من الأمام إلى الخلف
ثم يفعل نفس الشيء باليد اليمين.

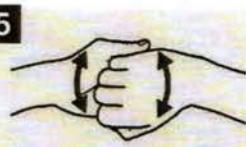
4



Palm to palm with fingers interlaced

لخل الأصابع وتشبيك.

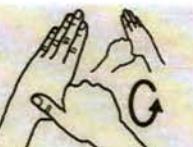
5



Backs of fingers to opposing palms
with fingers interlocked

يدعك ظهر أصابع اليد اليمنى براحة
اليد اليسرى براحة اليد اليمنى من
تحريك اليد جانبها.

6



Rotational rubbing of left thumb
clasped in right palm and vice versa

يدعك إصبع اليد اليسرى الذي تقيض
عليه راحة اليد اليمنى ويفعل الشيء ذاته
مع إصبع اليد اليمنى مع راحة اليد
اليسرى

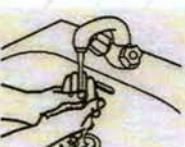
7



Rotational rubbing, backwards & forwards
with clasped fingers of right hand in left
palm and vice versa

يدعك راحة اليد اليمنى بحركة دائرية إلى
الخلف وإن الأمام بحيث تشبك أصابع
اليد اليمنى في راحة اليد اليسرى
والعكس بالعكس

8



Rinse hands with water

لشنطيف اليدان بالماء.

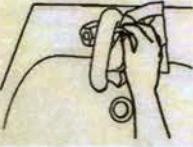
9



Dry hands thoroughly with a single
use towel

لتشفيف اليدان بعلبة بقotteة لاستعمال
مرة واحدة

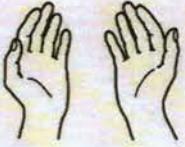
10



Use towel to turn off faucet

لا تستخدم الفوططة لغلق صنابير الماء.

11



Your hands are now safe. with a
single use towel

اليدان جاهزتان لتقديم الرعاية.





Prince Sultan Military Medical City

Infection Prevention and Control Centre of Excellence

Policy Number 1-1-9415-07-004 –Appendix 8

Surgical Hand Preparation Technique With An Alcohol Based Hand-Rub Formulation

Surgical hand preparation technique with an alcohol-based hand rub formulation

The handrubbing technique for surgical hand preparation must be performed on perfectly clean, dry hands. On arrival in the operating theatre and after having donned theatre clothing (cap/hat/bonnet and mask), hands must be washed with soap and water. After the operation when removing gloves, hands must be rubbed with an alcohol-based formulation or washed with soap and water if any residual talc or biological fluids are present (e.g. the glove is punctured).

Surgical procedures may be carried out one after the other without the need for handwashing, provided that the handrubbing technique for surgical hand preparation is followed (Images 1 to 17).



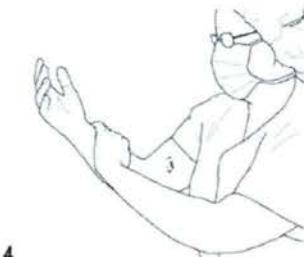
1
Put approximately 5ml (3 doses) of alcohol-based handrub in the palm of your left hand, using the elbow of your other arm to operate the dispenser



2
Dip the fingertips of your right hand in the handrub to decontaminate under the nails (5 seconds)



3
Images 3–7: Smear the handrub on the right forearm up to the elbow. Ensure that the whole skin area is covered by using circular movements around the forearm until the handrub has fully evaporated (10–15 seconds)



4
See legend for Image 3



5
See legend for Image 3



6
See legend for Image 3



7
See legend for Image 3



8
Put approximately 5ml (3 doses) of alcohol-based handrub in the palm of your right hand, using the elbow of your other arm to operate the dispenser



9
Dip the fingertips of your left hand in the handrub to decontaminate under the nails (5 seconds)



Prince Sultan Military Medical City

Infection Prevention and Control Centre of Excellence

Policy Number 1-1-9415-07-004 –Appendix 8

Surgical Hand Preparation Technique With An Alcohol Based Hand-Rub Formulation

Surgical hand preparation technique with an alcohol-based hand rub formulation (Cont.)

10

Smear the handrub on the left forearm up to the elbow. Ensure that the whole skin area is covered by using circular movements around the forearm until the handrub has fully evaporated (10-15 seconds)

11

Put approximately 5ml (3 doses) of alcohol-based handrub in the palm of your left hand, using the elbow of your other arm to operate the distributor. Rub both hands at the same time up to the wrists, and ensure that all the steps represented in Images 12-17 are followed (20-30 seconds)

12

Cover the whole surface of the hands up to the wrist with alcohol-based handrub, rubbing palm against palm with a rotating movement

13

Rub the back of the left hand, including the wrist, moving the right palm back and forth, and vice-versa

14

Rub palm against palm back and forth with fingers interlinked

15

Rub the back of the fingers by holding them in the palm of the other hand with a sideways back and forth movement

16

Rub the thumb of the left hand by rotating it in the clasped palm of the right hand and vice versa

17

When the hands are dry, sterile surgical clothing and gloves can be donned

Repeat the above-illustrated sequence (average duration, 60 sec) according to the number of times corresponding to the total duration recommended by the manufacturer for surgical hand preparation with an alcohol-based handrub.



Prince Sultan Military Medical City Infection Control Department
Appendix 5 "Handhygiene Monitoring Tool"

Clinical area:

Date (dd/mm/yy):

Time:

AM / PM to

AM / PM

HCW category		HCW category					HCW category										
Opp.	Indication	Action				Opp.	Indication	Action				Opp.	Indication	Action			
		A	B	C	D			A	B	C	D			E	A	B	C
1	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	2	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	3	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves									
4	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	5	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	6	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves									
7	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	8	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	9	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves									
10	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	11	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	12	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves									
13	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	14	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	15	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves									

HCW category	1 = Doctors 2= Nurses 3= Students	4= Respiratory Therapy Techniciar 5= Physiotherapy Technician 6= Dialysis Technician	7= Housekeeping 8= Others
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Observer's Name & Signature



Prince Sultan Military Medical City Infection Control Department

Appendix 5 "Handhygiene Monitoring Tool"

Date (dd/mm/yy):

Time:

AM / PM to

AM / PM

Opp.	HCW category		Indication	Action
	A	B		
1	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
2	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
3	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
4	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
5	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
6	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
7	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
8	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
9	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
10	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
11	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
12	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
13	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
14	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves
15	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves	O Bef-patn O Bef-asept O Aft- bfluid O Aft-patn O Aft-pt.surr.	O HW O HR O Missed O gloves

HCW category

1 = Doctors
2= Nurses
3= Students

4= Respiratory Therapy Techniciar
5= Physiotherapy Technician
6= Dialysis Technician

7= Housekeeping
8= Others

Observer's Name & Signature



Prince Sultan Military Medical City

Infection Prevention and Control Centre of Excellence Policy Number 1-1-9415-07-004 –Appendix 6 How To Perform A Surgical Hand Scrub

Pre-wash hands and forearms if they are visibly soiled. Entire procedure should last 3-5 minutes.

Keep nails short, 	No false nails, 	No nail polish 	Remove all hand and wrist jewelry 
1. Use either the Chlorhexidine sponge or Povidone Iodine sponge 	2. Tear open the packet; Place it on the shelf above the sink with the tear facing the ceiling. 		
3. Use the nail pick and clean under the fingernails under running water. (Discard in garbage bin) 	4. Rinse hands and forearms 		
5. Remove surgical sponge from its wrapper, moisten sponge under running water by squeezing and releasing it. 	6. With fingertips together, stroke the nails in a back and forth motion with the abrasive side of the sponge 30 times . 		
7. Turn the sponge over to the non-abrasive side. 	8. Scrub the 4 sides of the thumb – 10 strokes each side 		

**Policy Number 1-1-9415-02-003 –Appendix 6
How To Perform A Surgical Hand Scrub**



Prince Sultan Military Medical City

Infection Prevention and Control Centre of Excellence Policy Number 1-1-9415-07-004 –Appendix 6 How To Perform A Surgical Hand Scrub

9. Scrub 4 sides of each finger 10 times (once you scrub an area do not go back)



10. Scrub the palm 10 times'



11. Scrub the dorsum 10 times



12. Next, mentally divide your forearm of the same hand into thirds from wrist until two inches above the elbow.



13. Scrub each third – each side, top to bottom – **10 times** Once you scrub an area, do not go back.



14. Repeat the scrub on the other hand and arm. Once both hands and arms are complete, discard surgical sponge in the trash can beside the scrub sink.

15. Start rinsing at your fingertips then move to the hand, forearm and elbow. Move in one forward direction through the water. Do not move arms back and forth In the water.



16. Always keep your hand at a right angle and hand raised above the level of your elbow. Allow residual water to drip off the elbows and into the sink. Do not shake hands to remove excess water

