

clinell[®]
EvaluClean App

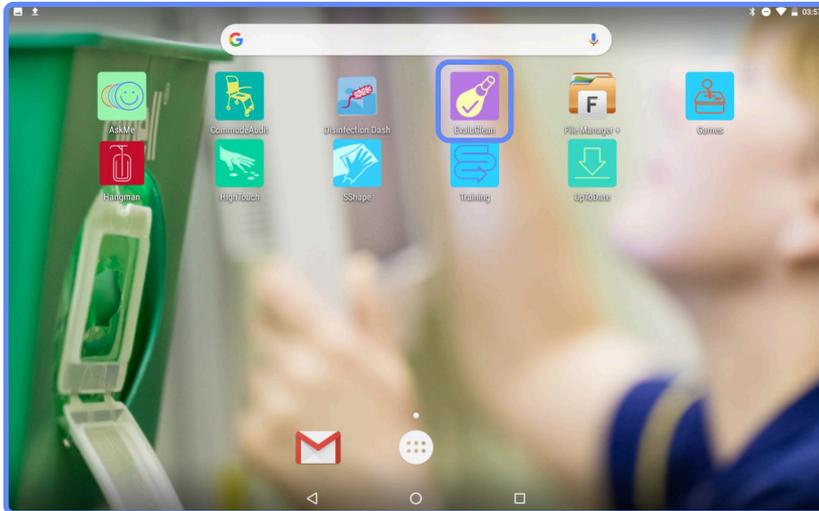
User Guide



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/ New to EvaluClean - First Steps

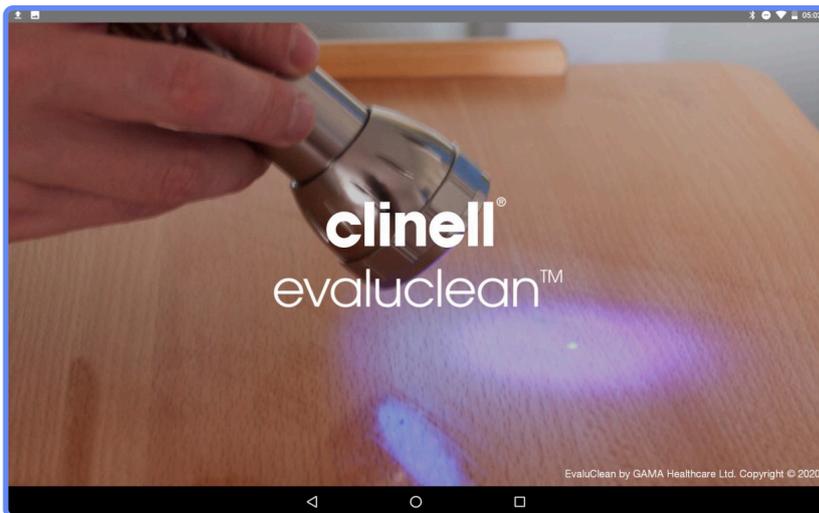


Getting Started

Opening up the EvaluClean Application.



Tap the EvaluClean icon.

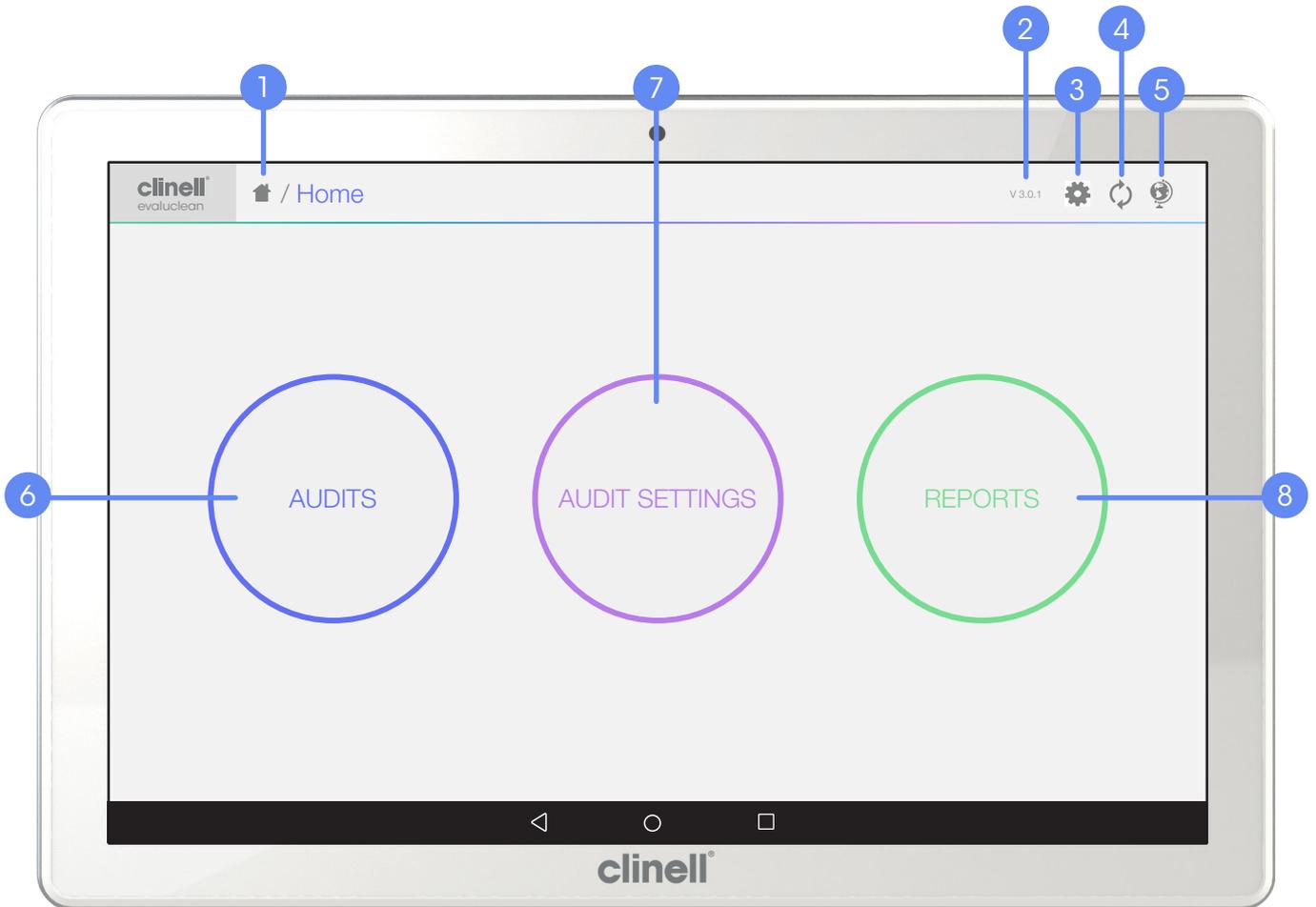


The Clinell EvaluClean Application will open to this screen.



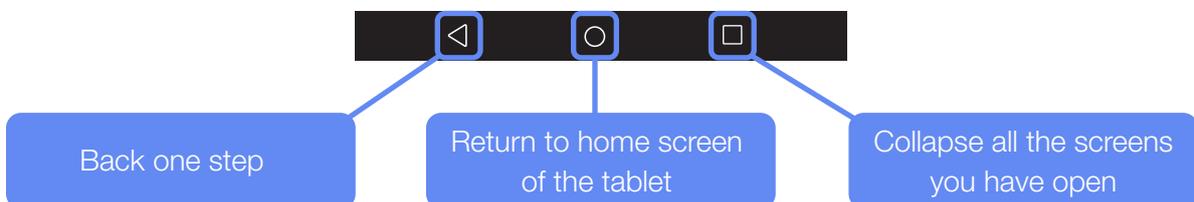
Enter your organisation here.

/ Home screen



- 1. Directory:** Tap the home button  to return to the home screen.
- 2. App Version:** Displays the version currently running.
- 3. Quick Settings:**  Can be accessed at all times and shortcuts to full audit settings.
- 4. Sync Button:** Tap  to synchronise audit data with the server.

- 5. Select Country:**  Select from a list of regional variations.
- 6. Audits:** Carry out environmental cleaning audits.
- 7. Audit Settings:** Change audit set up including locations and items.
- 8. Reports:** Generate and send audit reports as PDFs.



/ Setting up the tablet to audit

Step 1.

Tap on **Audit Settings**.



ON/OFF slider

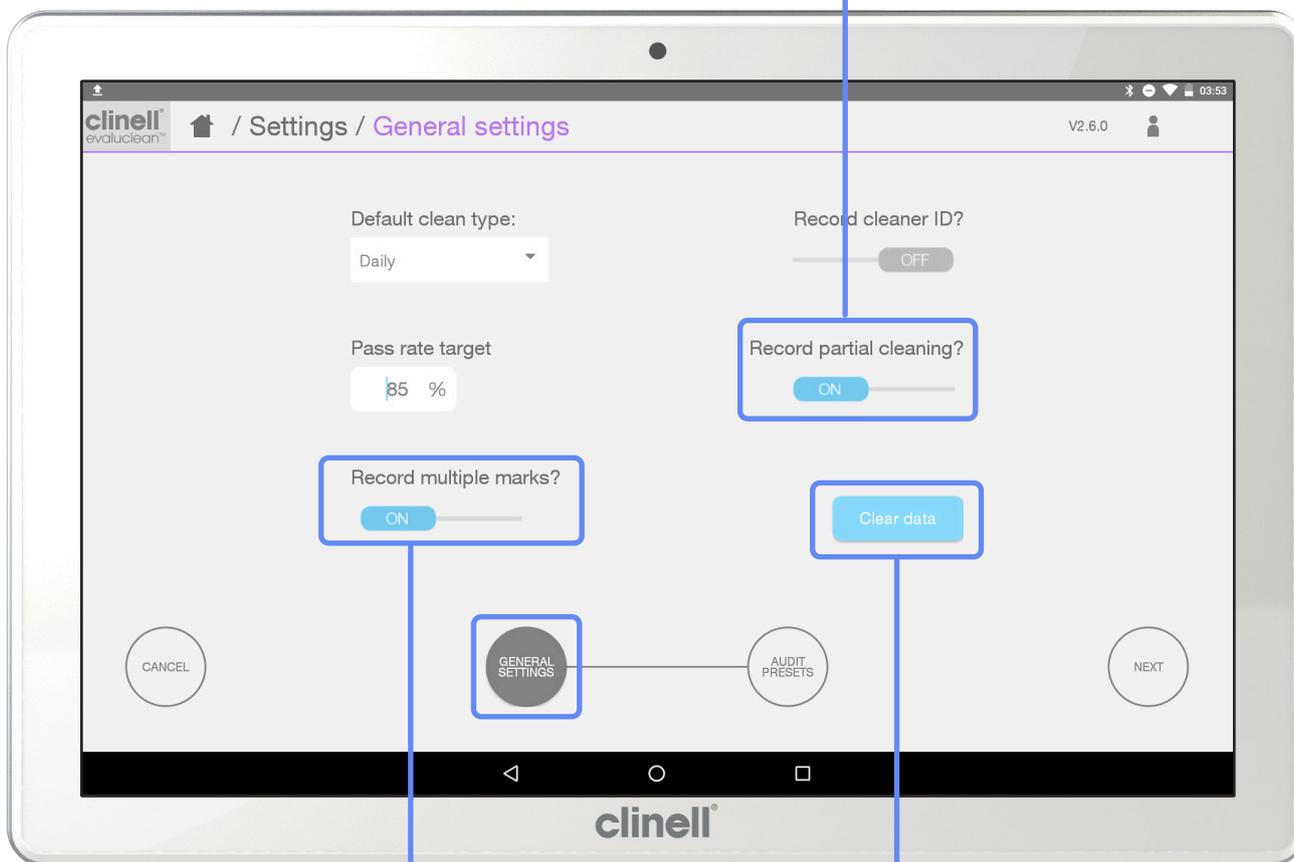
Allows the option to report if cleaning was partially completed/the UV mark was partially removed.

**Note: is still recorded as a failed item*

Step 2.

Set up the audit default settings '**General settings**'.

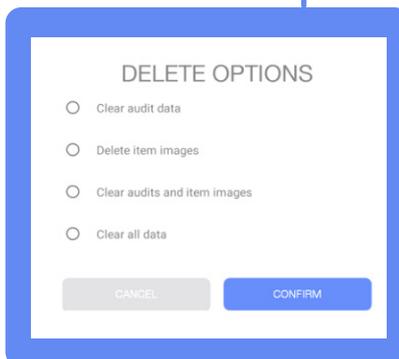
'Partial cleaning'



ON/OFF slider

Allows the option to mark multiple dots on item

'Multiple marks/dots on item'



'Clear data' allows you to delete as per options shown.

If information is deleted it is **PERMANATLY** Deleted. A backup should be taken first.

'General settings'

Allows you to set default settings:

- Type of clean
- Ability to record cleaner ID
- Pass rate target (for room)
- Delete as per options
- Ability to set multiple marks/dots on an item within the audit App
- Ability to record 'partial cleaning' as a result

Step 3.

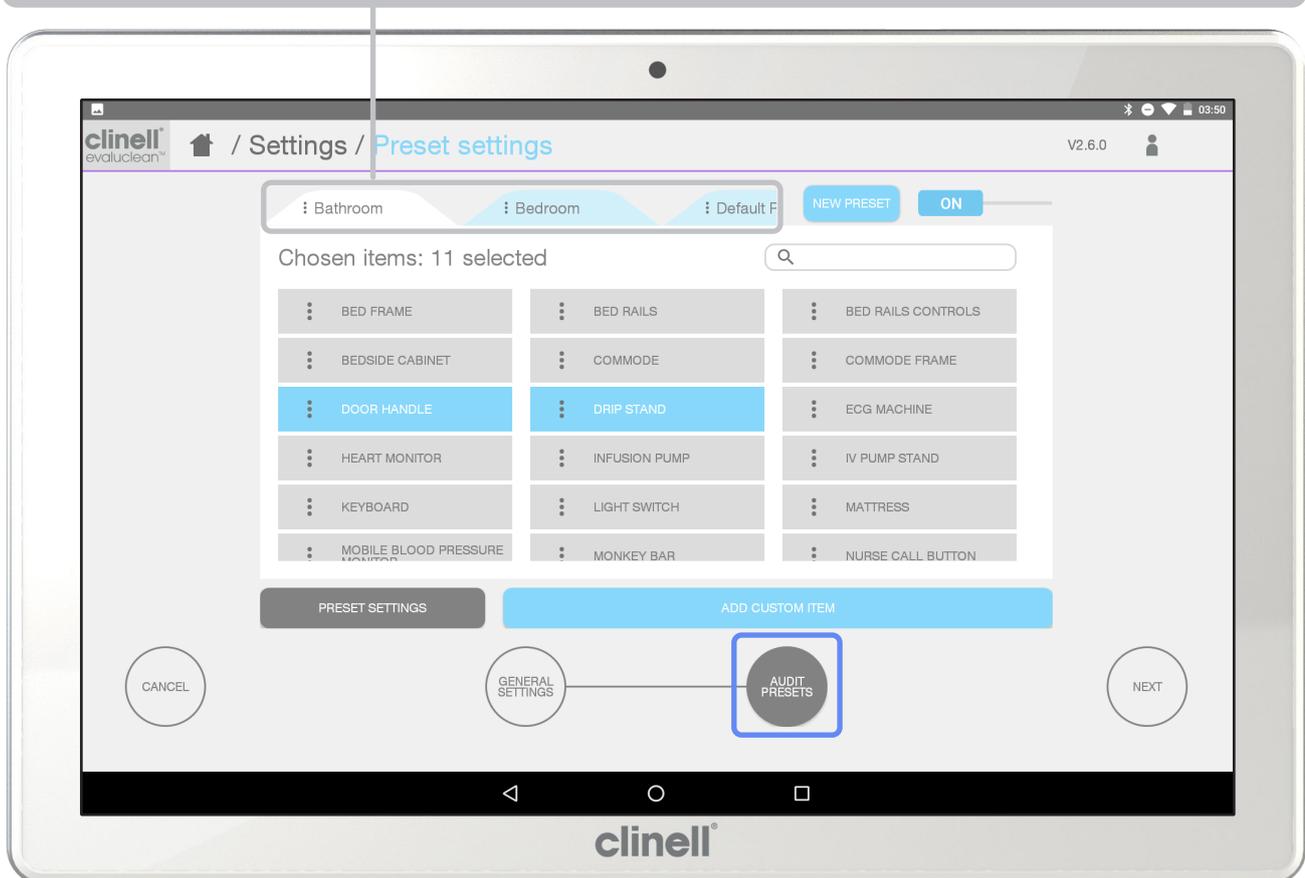
Set up the audit default settings '**Audit Presets**'.

Once selected, the elements are automatically selected for the audit you are conducting, so you do not need to add in all the elements every time you create a new audit.

You can create different tabs that can be used for differentiating a: bedspace, bathroom, specific ward/area etc.

TIP

Remember to select the tab you want to use before each audit. Consider doing the same room types first i.e: bathroom, then select different 'Tab' and do the other room types i.e: bedrooms



Step 3. Continued

You can **create new tabs** with different sets of preset elements.

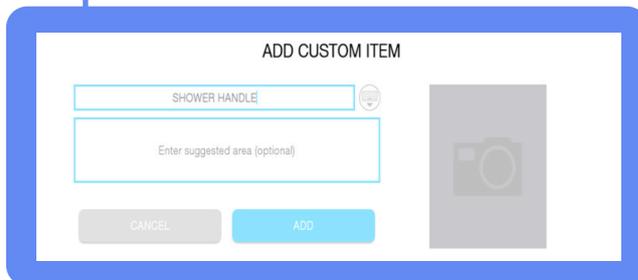


Step 4.

Adding, Selecting and Deleting a custom item.

SELECTING or DELETING items

Tap to SELECT, DE-SELECT, EDIT or DELETE list

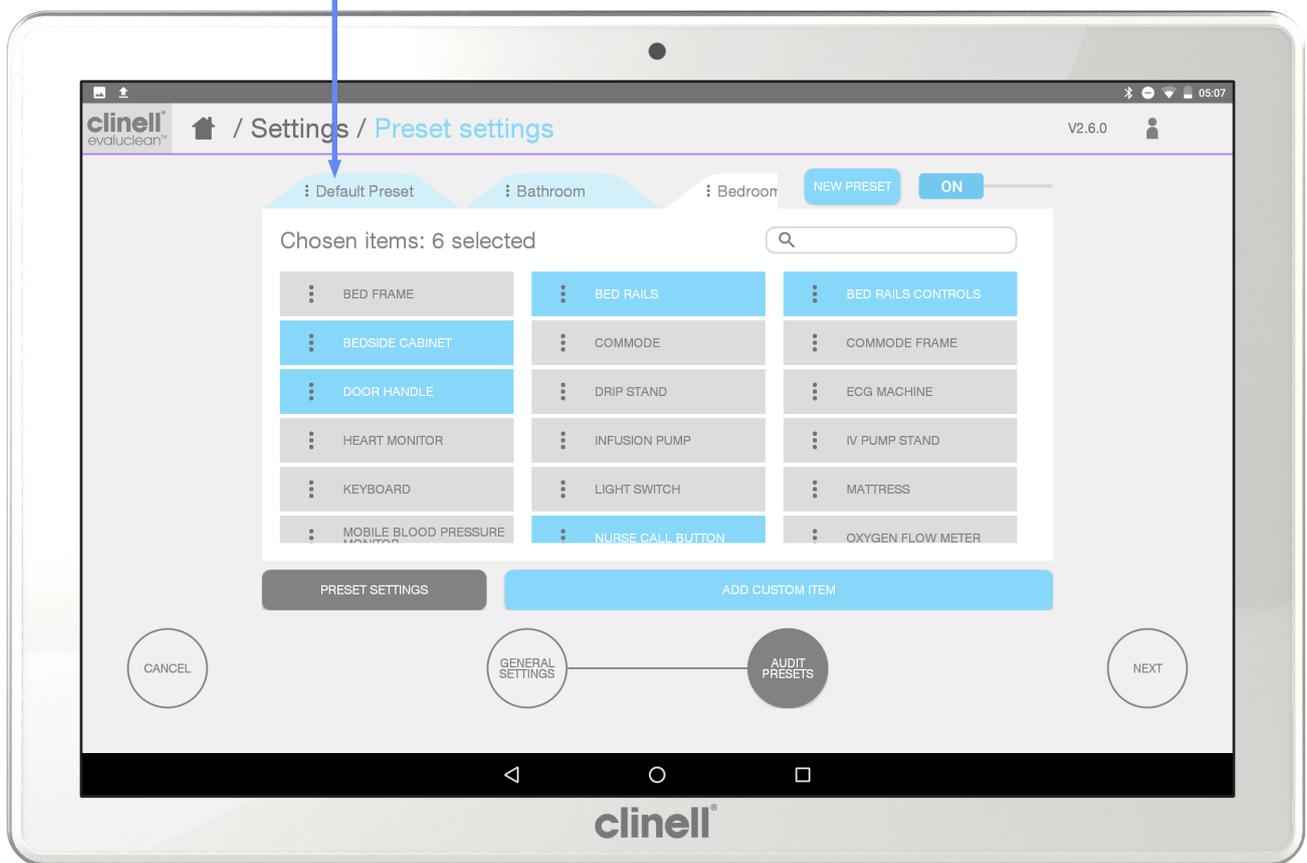
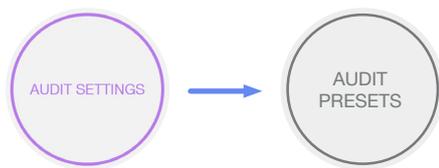


You can **add a custom item** to the list, if it is not there already. The item is **selected** when it is highlighted in blue.

/ Creating a new audit

Step 1.

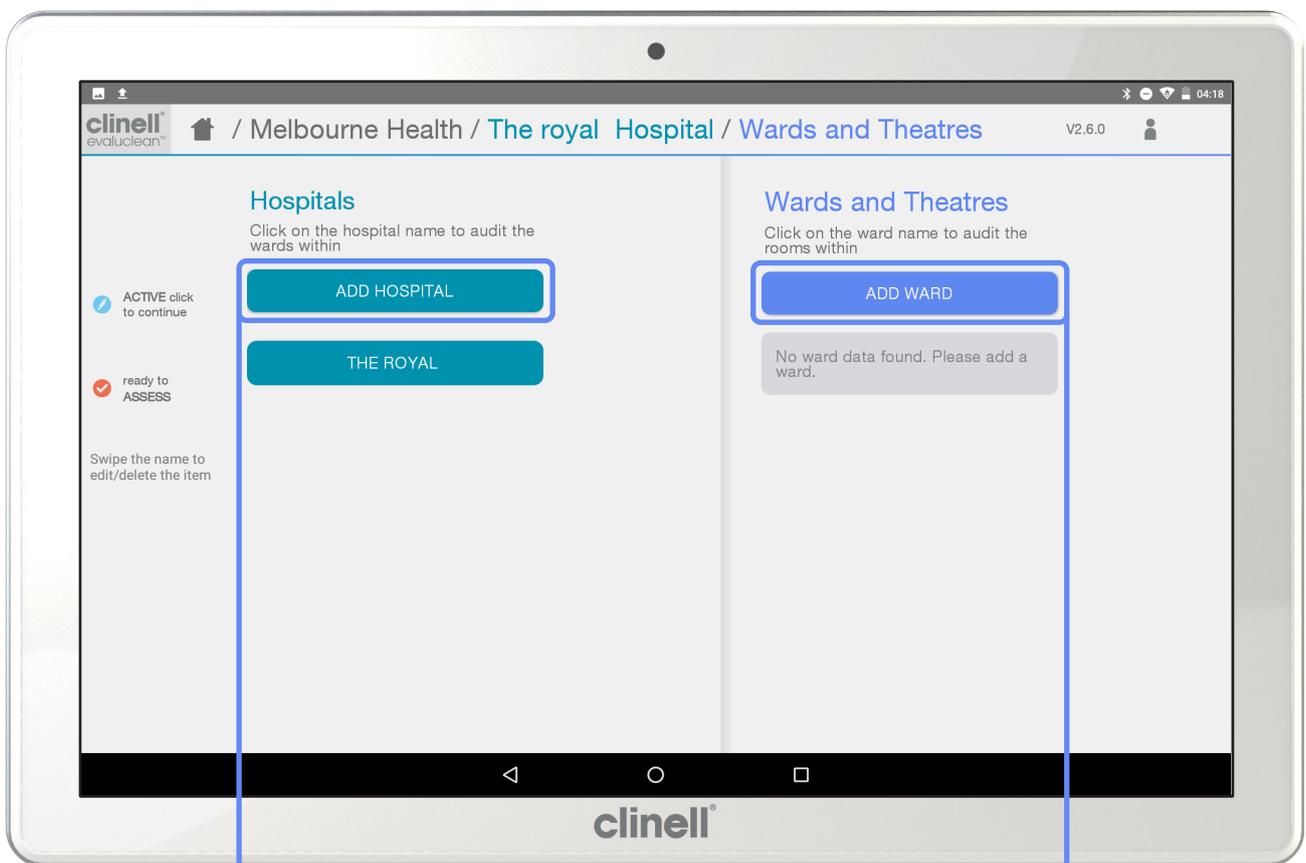
Select the **'Audit Presets'** tab that you would like to use.



Once selected, the elements are automatically selected for the audit you are setting up, you can still deselect an element whilst 'creating a new audit' by tapping on the item.

Step 2.

Select **'Audit'** from the **'HOME SCREEN'** to create a new audit.



Step 3.

Tap here.

Add hospital

Step 4.

Tap here.

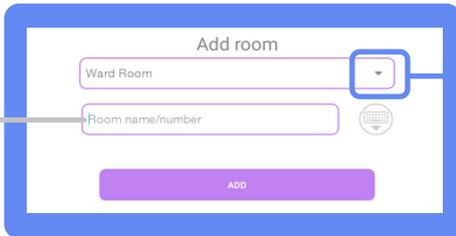
ADDING WARD

/ Setting up the hospital/ward/room to audit

Step 1.

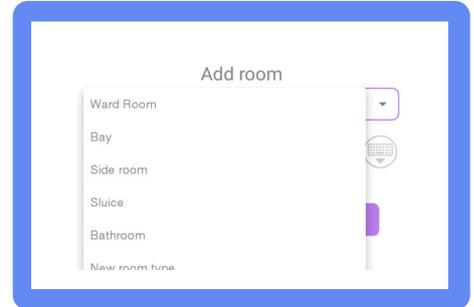
Tap on 'Add room'.



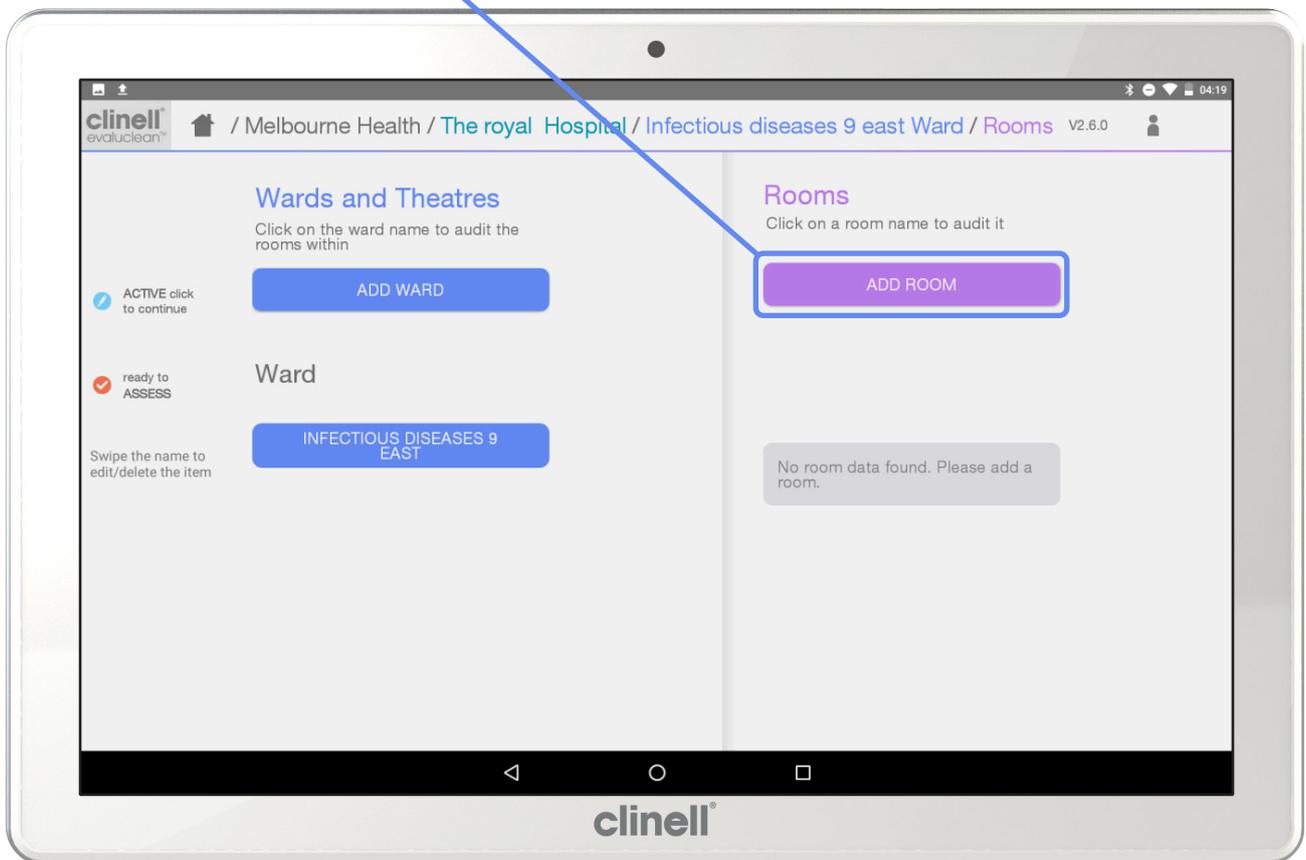
The screenshot shows the 'Add room' form with two input fields: 'Ward Room' and 'Room name/number'. A blue box highlights the dropdown arrow on the right side of the 'Ward Room' field. A blue arrow points from this box to the right, towards the next step's dropdown menu.

Step 2.

Tap on the drop down arrow to select the type of room you want to audit.



The screenshot shows the 'Add room' dropdown menu with a list of room types: Ward Room, Bay, Side room, Sluice, Bathroom, and New room type. A blue box highlights the entire dropdown menu.



TIP

Call it 'BED #' or 'BATH #'

This makes it easier to identify in the reports. Remember, be consistent with all audits

Step 3.

Repeat the steps until all rooms to be audited are entered.

TIP

If you wish you can pre enter all the wards and rooms when you set up the tablet or enter as you go

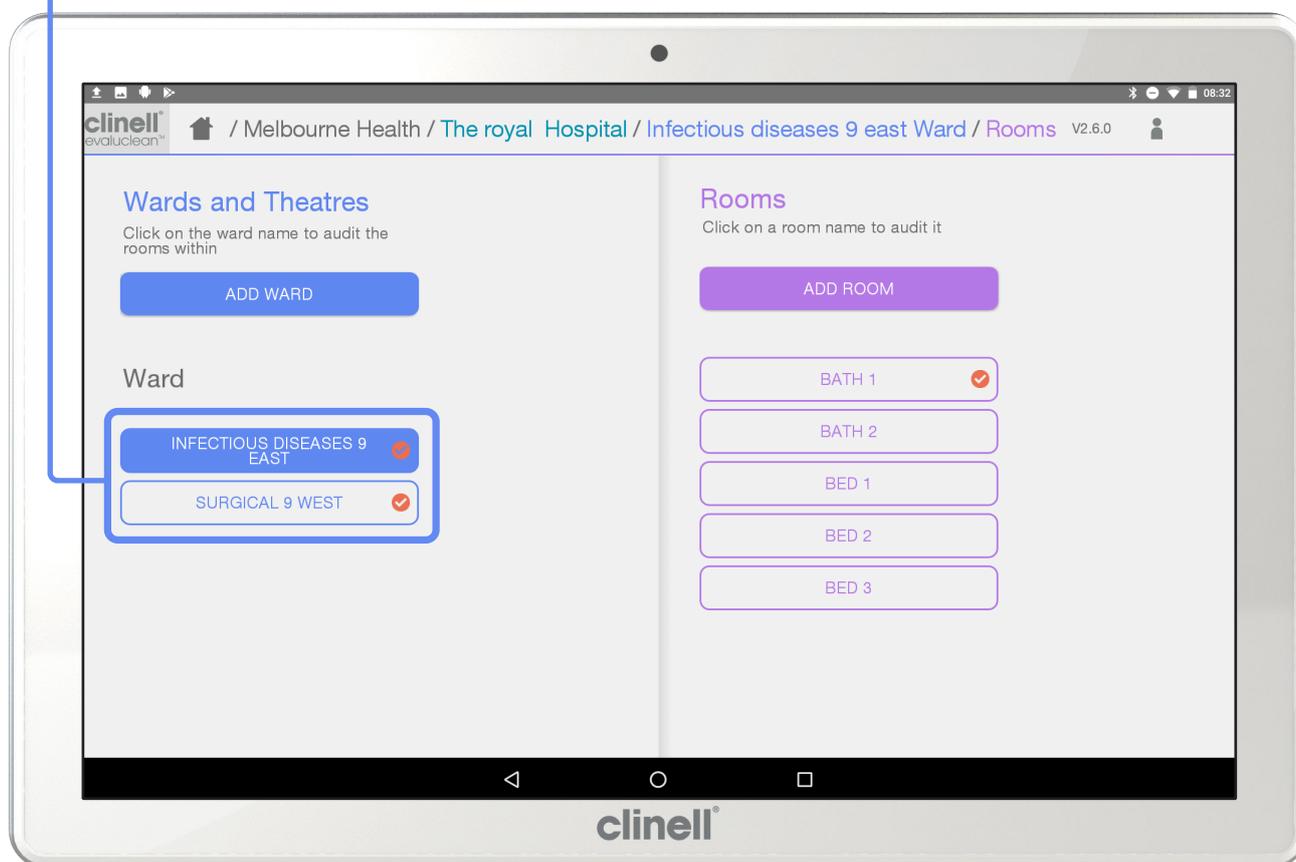
Creating a new audit - from pre-set ward/room list

Step 1.

Return to the **'Home Screen'** and select **'Audits'**, select the hospital, ward and room you would like to conduct the audit in.

To create a new audit from a pre-set room

Tap on the hospital, ward, room



Step 2.

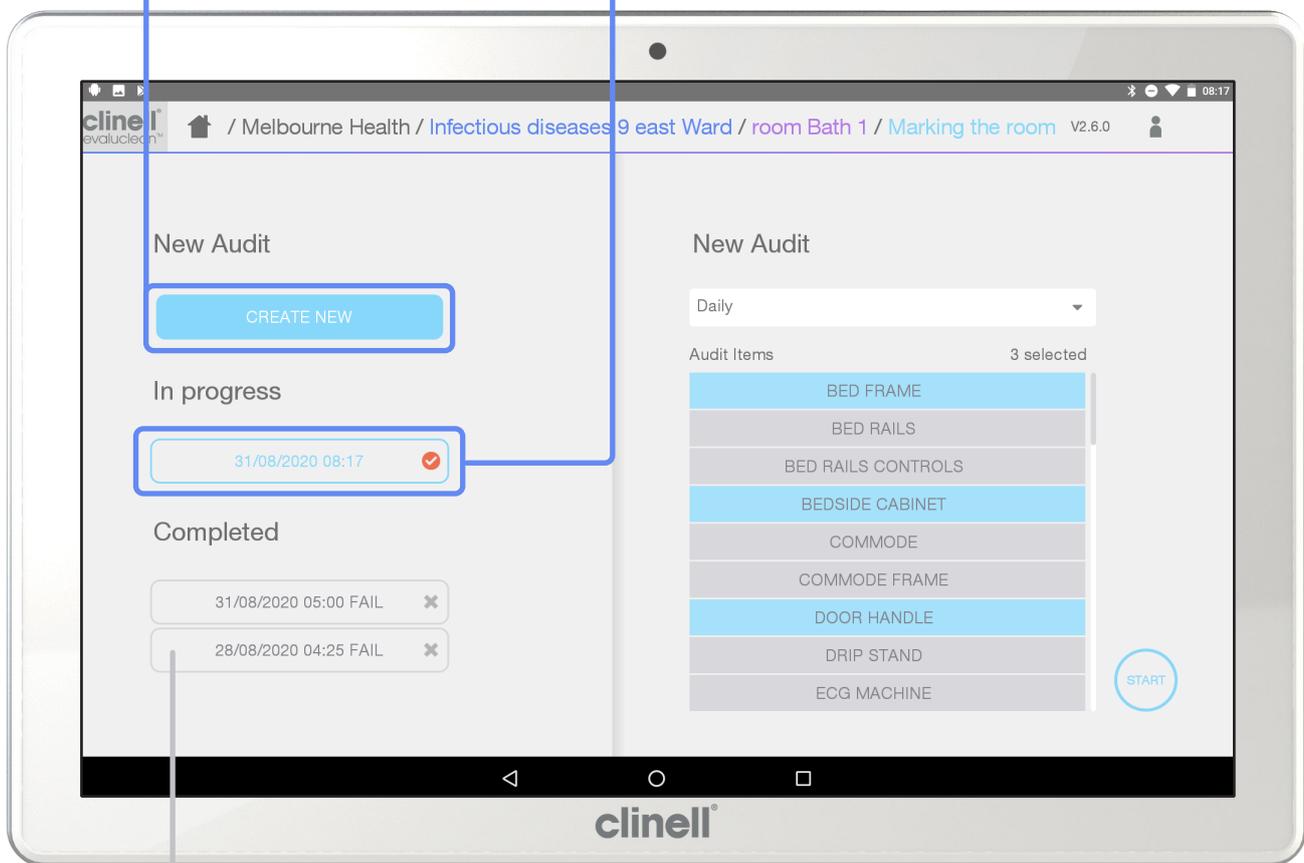
Tap on **'create new'** to create a new audit.

Tap here

To **create a new audit for the same room** but it will register as a different audit date

Tap here

Click on the Applicable date - assess or complete



TIP

You can review previously completed audits

Step 3.

Follow the steps on page 16 to select the elements you wish to audit.

/ Marking items & recording in EvaluClean

Step 1.

Tap on the areas of the item where you have Applied the fluorescent dots
(To select multiple dots, go to audit settings)

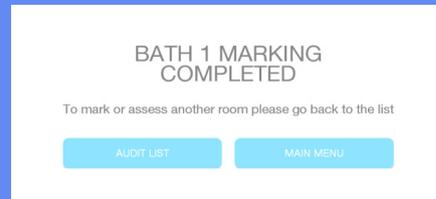
TIP

For shared or moveable items, record the asset number in the notes section

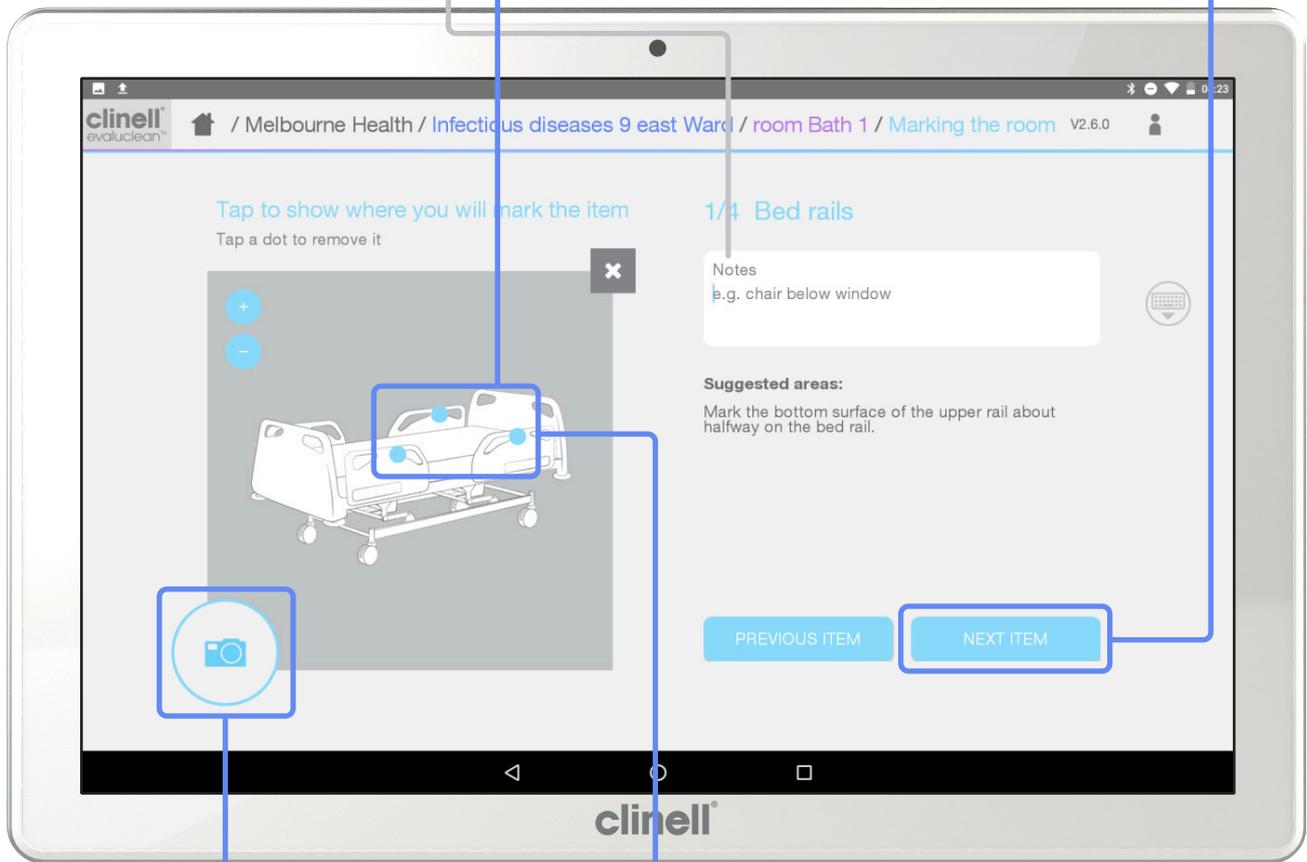
Step 2.

Tap here

Repeat this process until all items have been recorded & this window pops ups



Return back to main menu or audit list



Use the **camera** if a specific image is required

To **DELETE** marks/dots, re-tap the dot and it will disappear

Once all the UV markings have been Applied to the items and then recorded in the EvaluClean App, cleaning can then take place.

Once the area(s) have been cleaned, the assessment of the room can begin.

When you return to the main menu, the audit will show one of the below symbols.



READY TO ASSESS



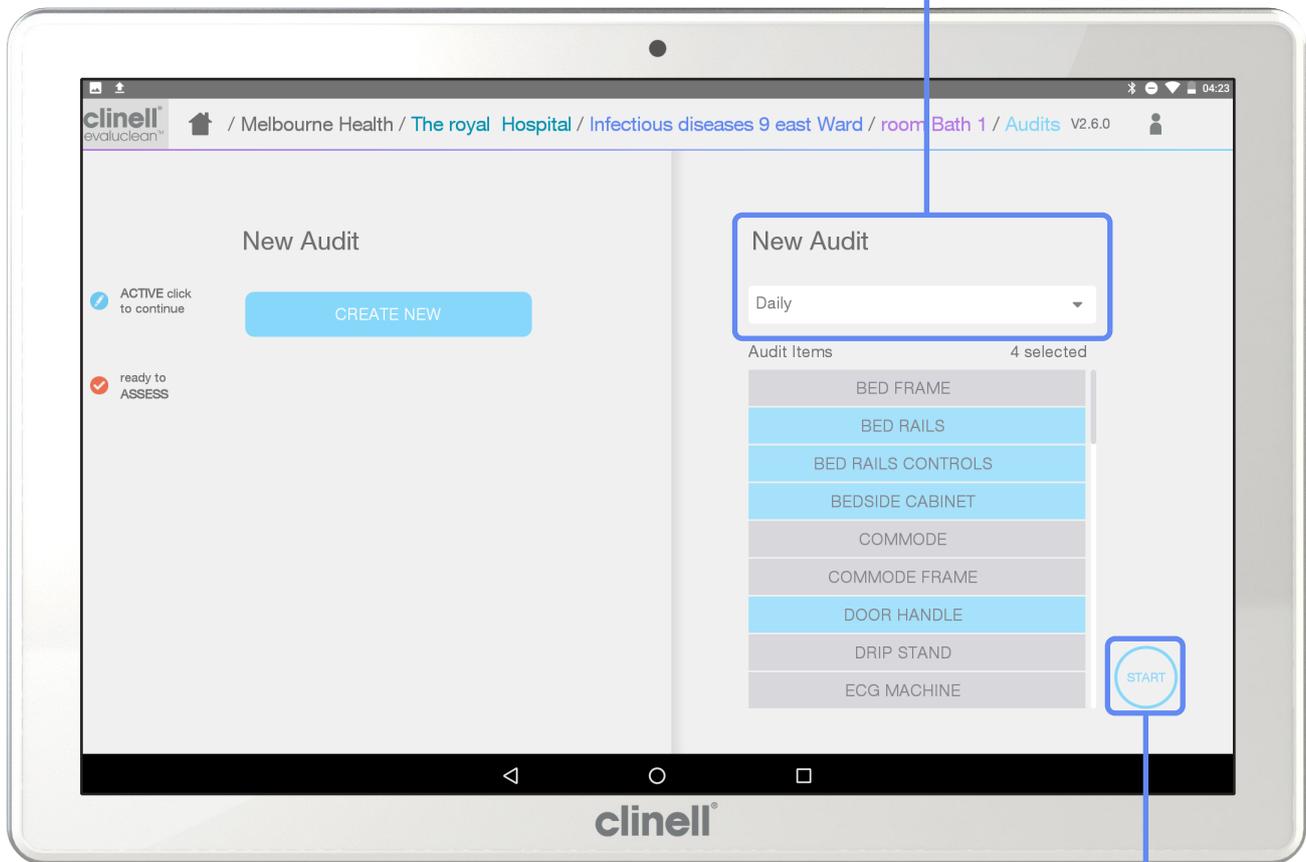
ACTIVE AUDIT

Previously set up may be incomplete

/ Selecting the items to be marked & audited

Step 1.

Select Appropriate type of clean.



Step 2.

Tap here

To start recording the fluorescent marks on each of the items that have just been selected

Repeat this process until all items have been recorded.

TIP

The items will automatically Appear highlighted as per the **Tab selected** in 'Audit Presets'

DESELECT by tApping on the item

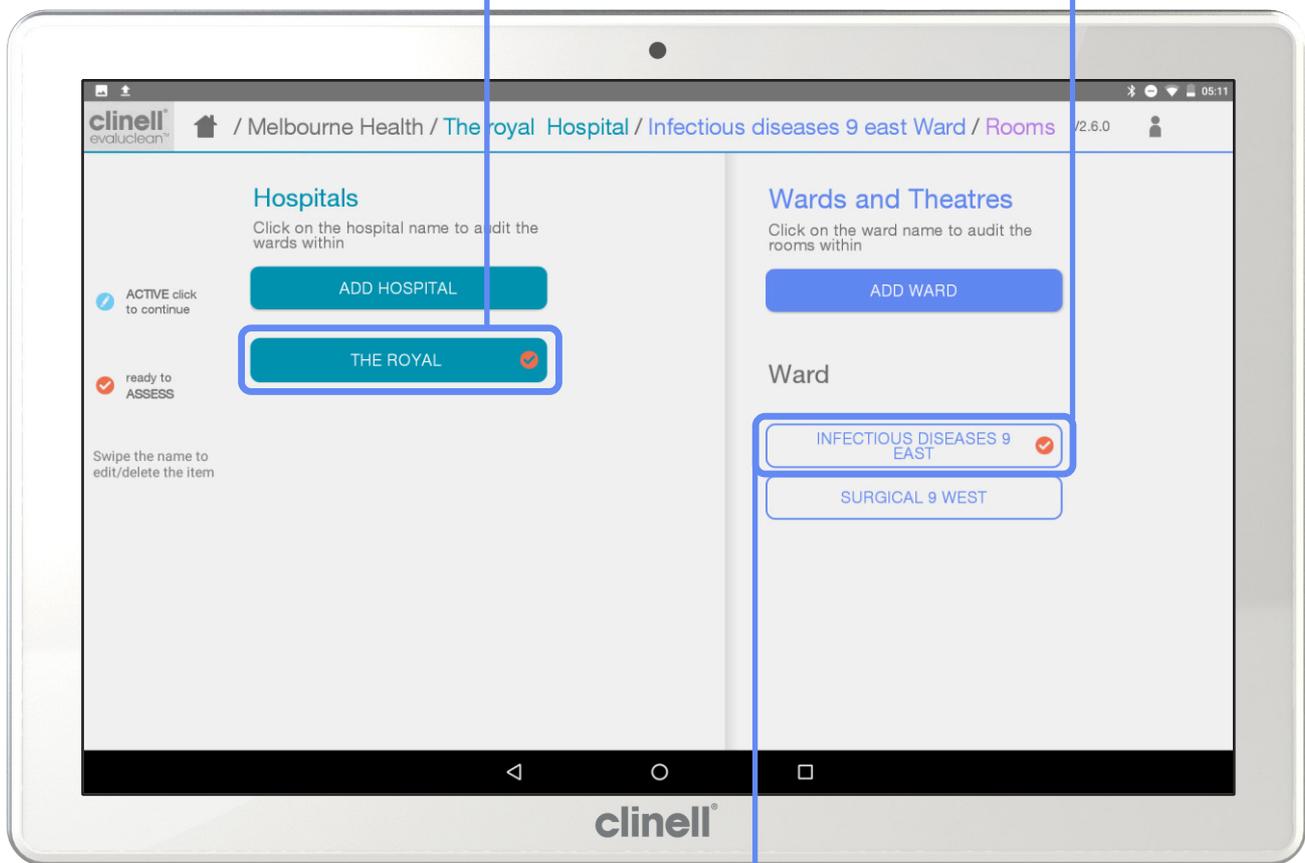
/ Assessing the room

Step 1.

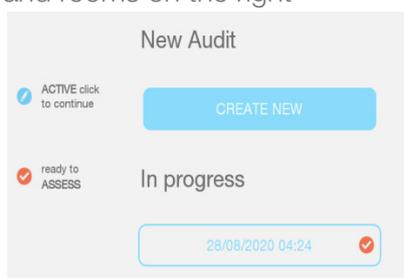
Return to the 'Home Screen' and select 'Audits'.

Tap here
On the audit you want to assess

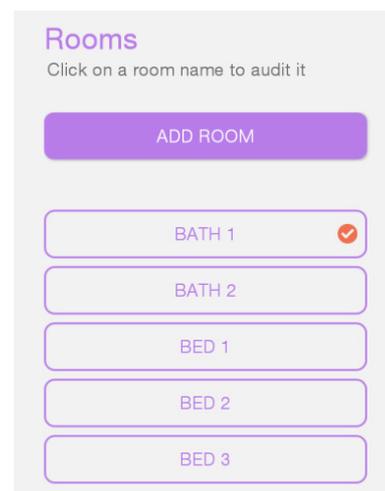
Tap here
On the audit you want to assess



This pops up on the left hand side and rooms on the right

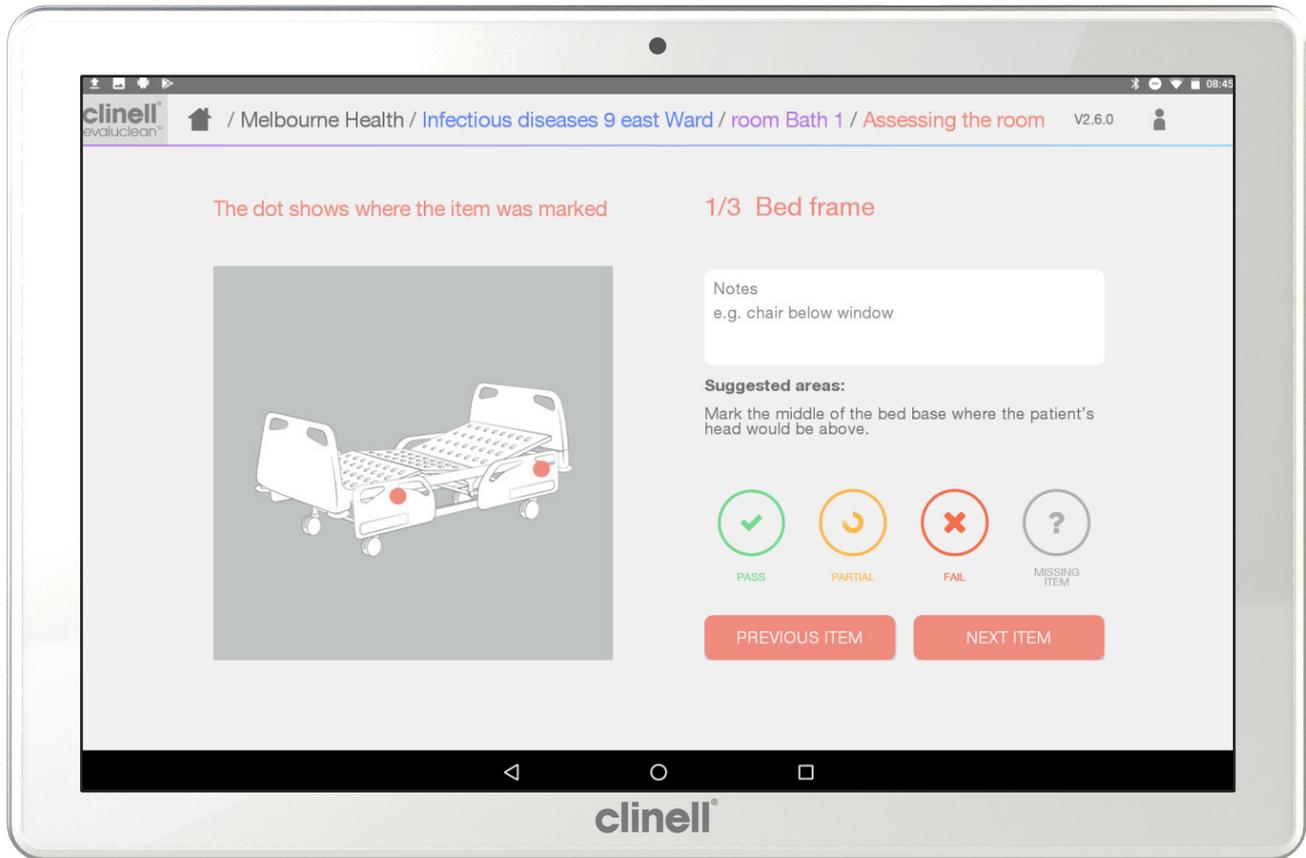


Rooms - pops up after you tap on the ward i.e: Infectious Diseases 9 East



Step 2.

Review each item.



Pass – If ALL the dots were completely removed

Partial – If cleaning was attempted. Some dots may be visible or smearing may be evident. (A partial is still recorded as a failed item)

Fail – All dots are present

TIP

Decide what constitutes a Pass, Partial and Fail.
Everyone must then audit and assess the same way

Audit Overview

4 items audited
1 items passed

Item Breakdown



BACK TO LIST

MAIN MENU

VIEW FULL REPORT



A summary will appear once assessment is complete.
Tap **'BACK TO LIST'** if there are more rooms to assess—then repeat these steps.

Or tap **'VIEW FULL REPORT'** if audit is complete.

/ Generating a report

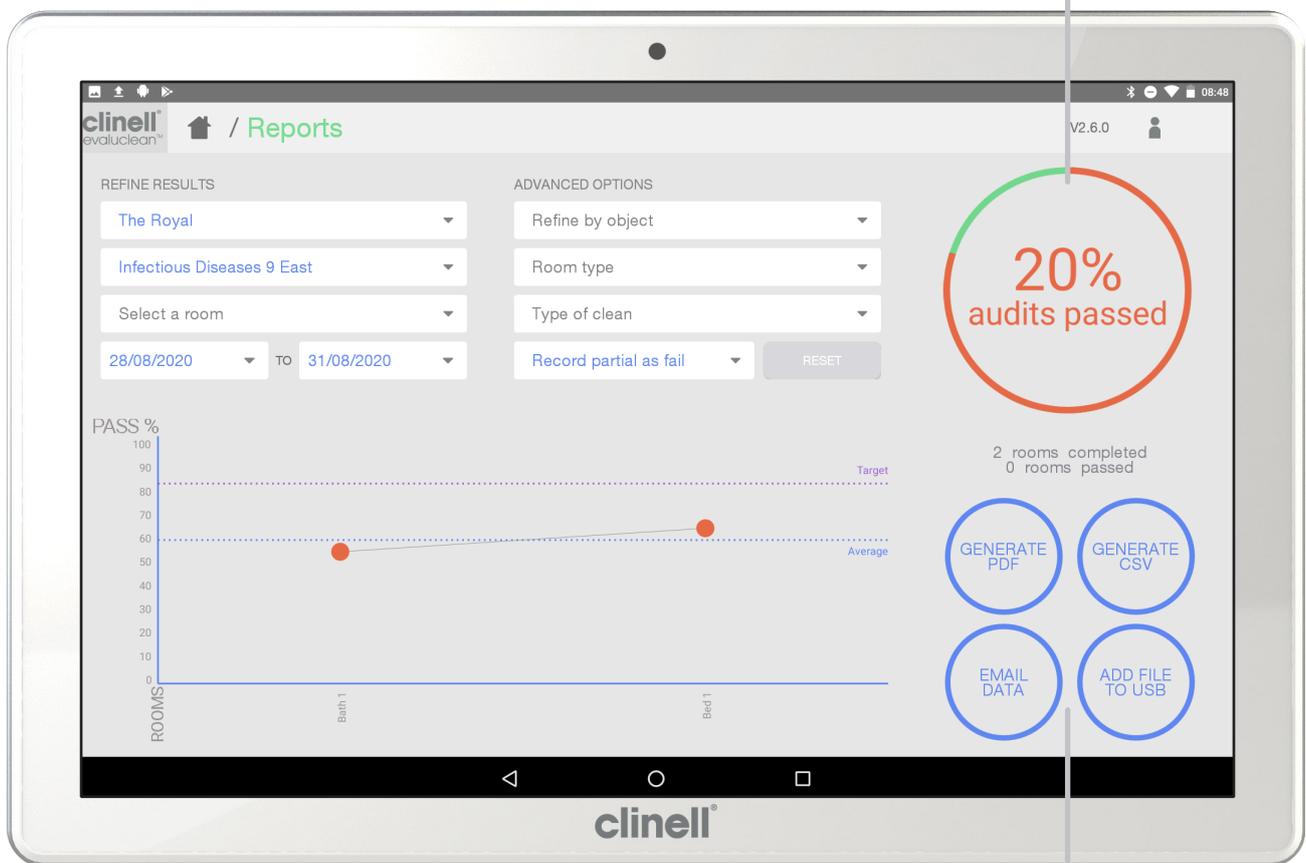
Step 2.

Tap on **'Reports'** in the **'Home Screen'**.



TIP

Always check what the percentage value represents!
Especially in the PDF report



TIP

Refine the results to get a more accurate report

TIP

- Generate a CSV (Excel) file
- Copy and paste every report into a master file
- Generate pivot tables and meaningful data and reports

Also good practice to back up results

There are 2 different ways you can generate a report.

- A pre-set PDF report
- CSV file (spreadsheet)

This data can be emailed, saved on Google Drive or downloaded to a USB.

Step 1. Set up a Gmail /Google Drive account

Step 1.

Setting up a '**Gmail**' account.

Set up a generic Gmail email account for the tablet. This can be done from any device.

<https://accounts.google.com/signup/v2/webcreateaccount hl=en&flowName=GlifWebSignIn&flowEntry=SignUp>

To create an account:

1. Go to www.gmail.com.
2. Click Create Account.
3. The sign-up form will Appear.
4. Follow the steps to create an account.

Share the log in details with your department or staff managing the data from the audit results/tablet.

Step 2.

This email account information will be used to set up 'Google Drive'.

- You can use this email/account on multiple tablets
- Everyone who conducts an audit (even on a different tablet) should use this account to send the data to a centralised location

You can search 'how to set up Google Drive' or type in the link below into your browser.

https://support.google.com/drive/answer/2424384?hl=en&ref_topic=14940

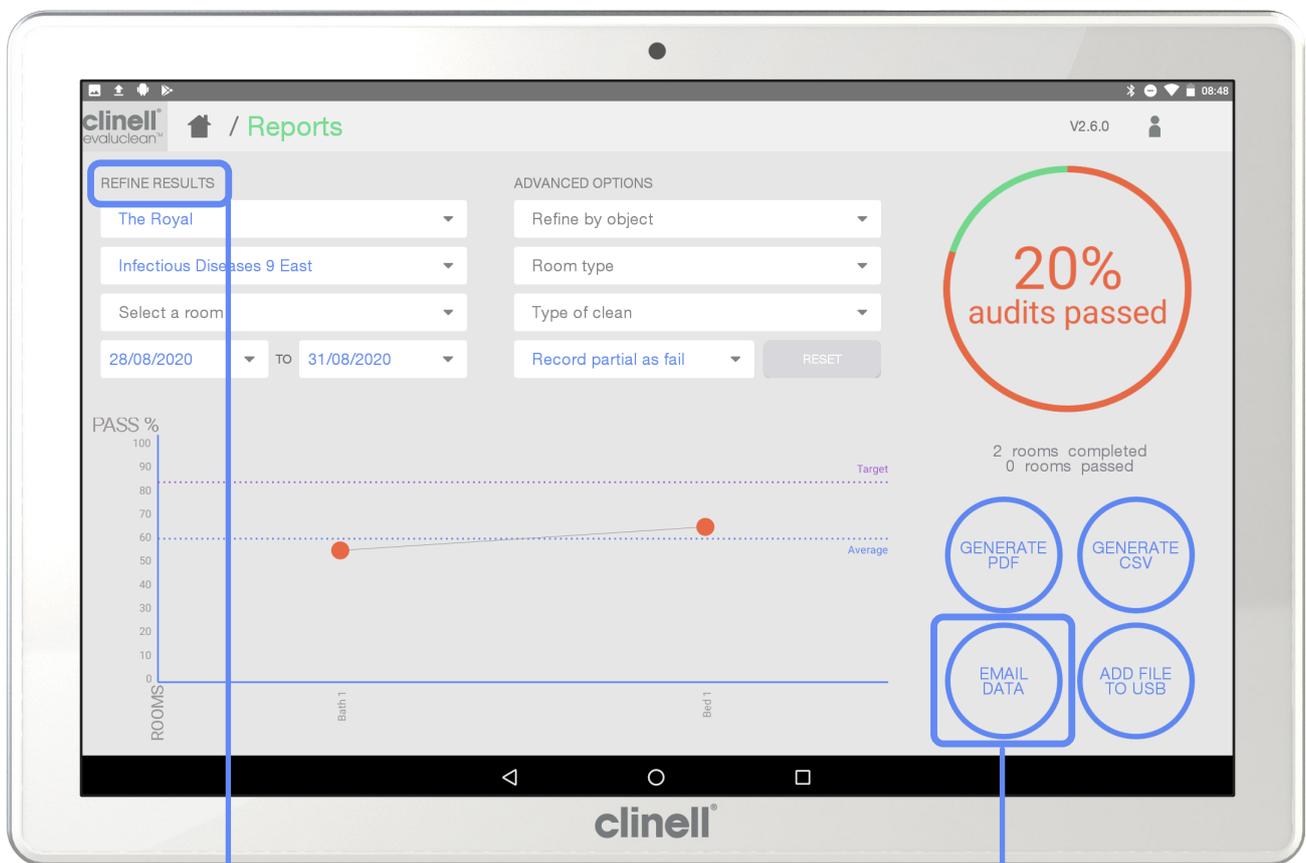
Option 1. Emailing data from tablet (Gmail) to any other email account

Step 1.

Tap on 'Reports' in the 'Home Screen'.



Ensure your new Gmail account is created and set up on the tablet.
Tap on Reports in the Home Screen.



Step 2.

Use the Refine Results section to narrow down the results you require

Step 3.

Tap on 'Email Data'

Step 4.

PLEASE SELECT THE TYPE OF PDF

Filename GAMA_UVAuditReport_200908_02

Step 5.

Generating report for email

Generating page 3/5

Step 6.

The screenshot shows an email compose interface. At the top, it says 'Compose'. Below that, the 'From' field is filled with 'gamaclinical@gmail.com'. The 'To' field contains 'Example@gmail.com'. The subject line is 'Report Evaluclean'. Below the subject, it says 'Compose email'. At the bottom, there are two attachments: a PDF file named 'GAMA_UVAuditReport_200908_03.pdf' (451 KB) and a CSV file named 'GAMA_UVAuditReport_200908_03.csv' (1 KB). A blue box highlights the 'To' field, and another blue box highlights the 'send' arrow icon in the top right corner.

Step 7.

Insert email address here to send

A preformatted PDF report and CSV file will be sent to your nominated email address.

Step 8.

Tap on - the 'send' arrow to send email

TIP

Once you have received the reports, copy and paste the CSV file results into a master file Excel spread sheet. Use this data to create pivot tables and meaningful reports
It is also good practice to back up the data!

/ Connect tablet to Wi-Fi

Step 1.

Tap on **'Reports'** in the **'Home Screen'**.



Ensure your new Gmail account is created and set up on the tablet.

Tap on Reports in the Home Screen.



Step 2.

Use the Refine Results section to narrow down the results you require

Step 3.

Tap on 'Generate CSV'

Step 4.

CSV complete

Your CSV file has been created.

/storage/emulated/0/GAMA/UVAuditTool/Reports/CSV/
GAMA_UVAuditReport_200907_05.csv

CLOSE

VIEW CSV FILE

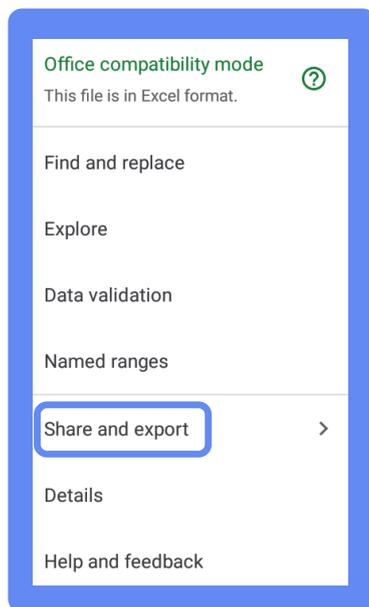
Step 5.

Once the CSV file has opened, tap on the 3 vertical dots

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	AssesDate	Trust	Hospital	Ward	Room	RoomType	CleanType	ItemName	Status	Notes	CleanerId		
2	1 September 202	Gama	Rmh	Infectious Disea	Bed 1	Ward Room	Daily	Bed frame	PARTIAL				
3	1 September 202	Gama	Rmh	Infectious Disea	Bed 1	Ward Room	Daily	Bed rails control	PASS				
4	1 September 202	Gama	Rmh	Infectious Disea	Bed 1	Ward Room	Daily	Bedside cabinet	PASS				
5	1 September 202	Gama	Rmh	Infectious Disea	Bed 1	Ward Room	Daily	Door handle	FAIL				
6	1 September 202	Gama	Rmh	Infectious Disea	Bed 1	Ward Room	Daily	Nurse call button	FAIL				

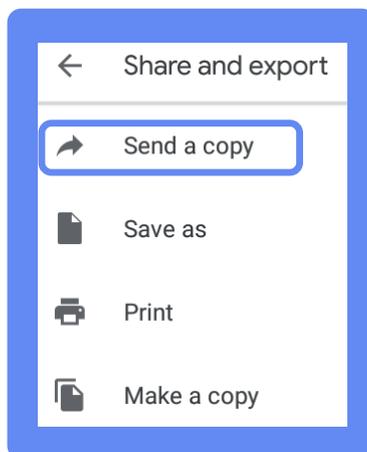
Step 6.

Tap on 'Share and export'.



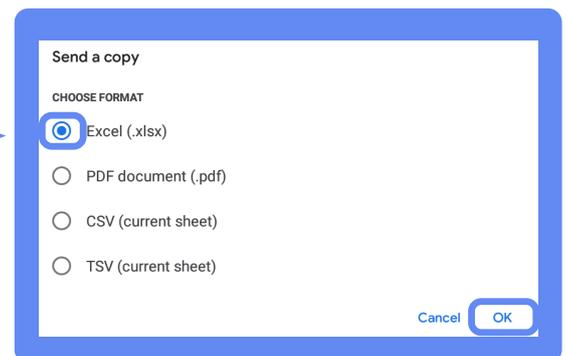
Step 7.

Tap on 'send a copy'.



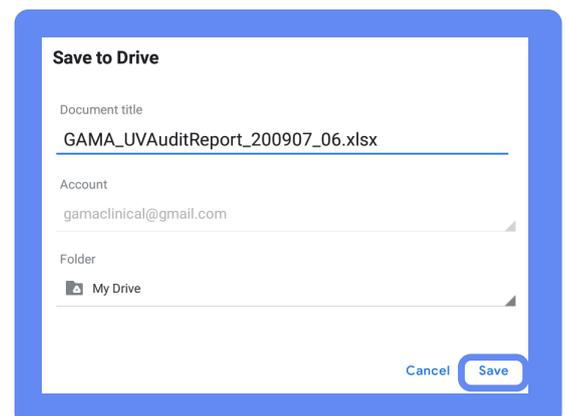
Step 8.

Tap to choose format 'Excel (.xlsx)' then Tap 'OK'.



Step 9.

Check the email account and folder is correct. Tap on 'Save'.



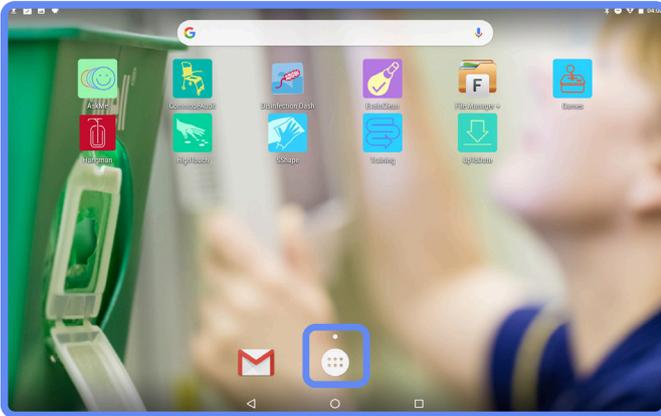
TIP

Once saved, log into 'Google Drive' from any computer to access the data.

Copy and paste the CSV file results into a master file Excel spreadsheet. Use this data to create pivot tables and meaningful reports

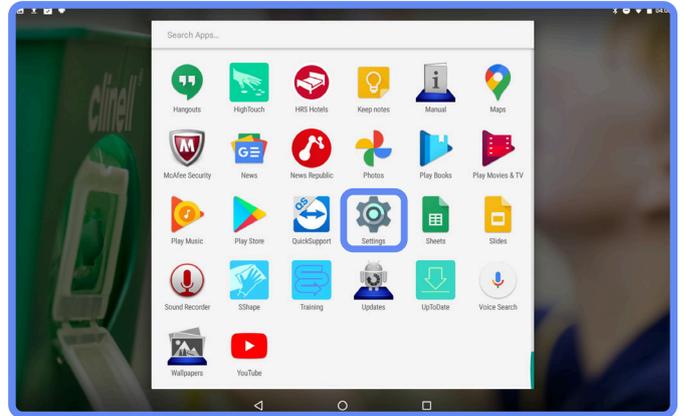
/ Connect tablet to Wi-Fi

Step 1.



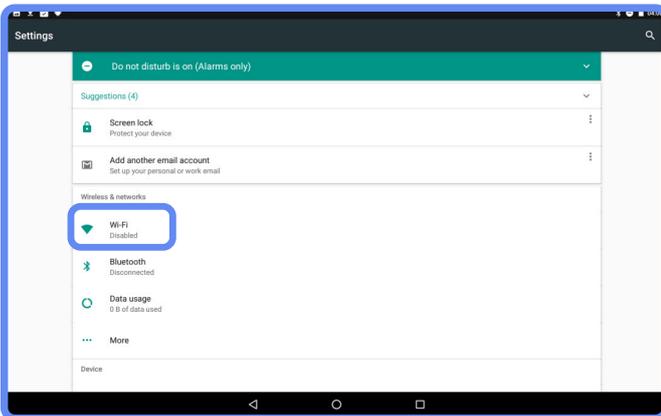
Tap on - the 'Search Apps' icon in the home screen of the tablet.

Step 2.



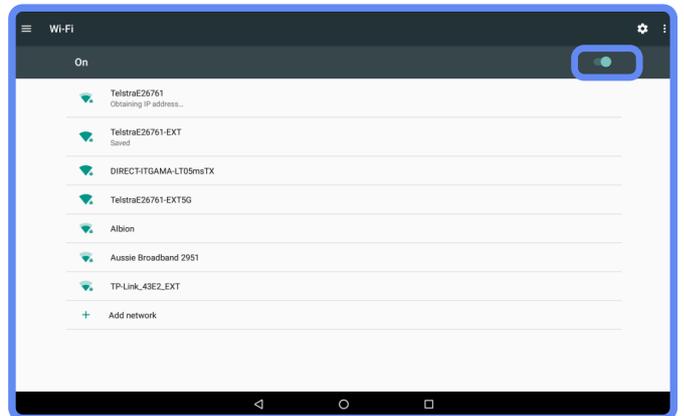
Tap on - the 'Settings' icon.

Step 3.



Tap on - the 'Wi-Fi' icon.

Step 4.



Tap on - 'Turn Wi-Fi ON' button.

Select the Wi-Fi you want to use from the list, insert password and connect.

TIP

You can also use the hotspot internet off your phone if you cannot connect to a Wi-Fi

/ Before You Begin - Helpful Tips

Before you begin auditing

- Check if there is a cleaning schedule and organisational policies or procedures around environmental cleaning.
- Determine what will be marked in a bedspace, bathroom and on shared equipment.
- Determine who's responsibility it is to clean all the items to be marked (this may be different for different wards or departments).
- Ensure responsible staff are aware of their cleaning duties—who cleans what?
- Determine a rectification process for failed items; especially for discharged rooms that have failed and have or are awaiting a new admission.
- Determine an escalation process for repeated failed areas.
- Determine how staff will be educated on how to clean effectively.
- Test the item you will audit with the fluorescent marker - check that the dot can be easily removed after 24hrs. i.e.: avoid rough or porous surfaces.
- Determine pass percentages.

Examples

- Daily bedspace and bathroom – 80%
- Discharge bedspace and bathroom – 100%
- Shared equipment – 100%

Create awareness and acceptance

- Let the staff know that you will be auditing compliance with their cleaning schedules.
- Show them the UV torch and fluorescent marker kit.
- Demonstrate how it works and let them have a play.
- Explain how the auditing process will work; what items you will place the dots on and why, what constitutes a 'pass', 'partial' or 'fail' result.
- Discuss the target compliance for daily cleans and discharge cleans.
- Explain what the data will be used for i.e. to guide specific educational needs and who the results will be reported to.
- Explain the rectification process to the staff.
- Apply the same size dot every time.

/ Tips, Troubleshooting & FAQ's

Create awareness and acceptance

Keep auditing technique consistent to get valid and reliable data

Use that data to identify education needs and areas for improvement.

Examples

- Put 3 fluorescent dots on every item (these can be placed in random spots on the item) - this gives a better representation that the whole item gets cleaned.
- Pick 10 items in a bedspace and 10 items in a bathroom and always mark these items every audit—audit as per cleaning schedule.

If you want to delete something

Try sliding over the cell right to left— if it allows, you can delete or edit.

Once an audit is in progress it cannot be deleted

If you don't want these results to be included/recorded in your overall data, go through the audit and put in **“missing item for each item within the room”**.



