

Compliance Reports

Sample Reports for The NHS & Healthcare Sector

This pack includes three sample reports created by the NETconsent system and some additional background information on implementation services and the benefits of automating policy and procedure management.

Report 1

- Title:** Policy Compliance Summary Report
- Audience:** Board members responsible for corporate and clinical governance.
- Content:** Shows acceptance of all policies by employees.
- Benefits:** Board members can easily scrutinise the extent to which a policy has been successfully communicated and agreed to by employees.
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Report 2

- Title:** Healthcare Hand Hygiene Examination Report
- Audience:** Healthcare managers responsible for clinical practice.
- Content:** The percentage of employees who have passed and failed the hand hygiene exam and a breakdown score for each question.
- Benefits:** Evidence base to review and inform current infection control & hygiene practice. Quickly identify employees who demonstrate a lack of understanding of policies or a particular aspect of policy, which may have been poorly communicated.
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Report 3

- Title:** Healthcare Hand Hygiene Examination Certificate
- Audience:** Healthcare workers who must understand hand hygiene policies to undertake clinical practice safely.
- Content:** Shows score attained by an employee following completion of the hand hygiene policy examination.
- Benefits:** Provides employees with a tangible demonstration of personal achievement or an awareness that they need more help in understanding current policy.
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Compliance Summary

This report shows a graphical summary of the overall Compliance Status of all active policies for a healthcare organisation

Report Details

Report Date






18/01/2010

15:34:38




GMT Standard Time

Results

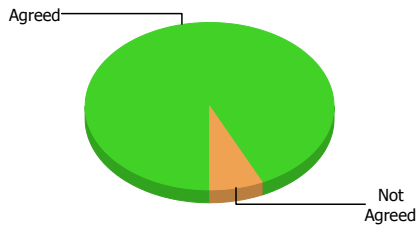
Summary

	Number of Active Policies	1
	Number of Users being Managed	478
	Number of Policy Reviews Accepted	403
	Number of Policy Reviews Declined	5
	Number of Policy Reviews Pending	70

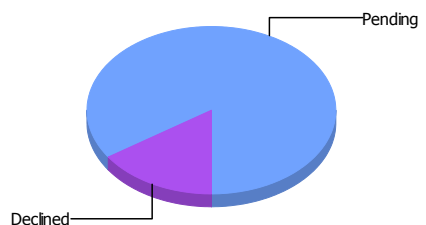
Compliance Status

	Agreed	84.31%
	Declined	1.05%
	Pending	14.64%

Compliance Status



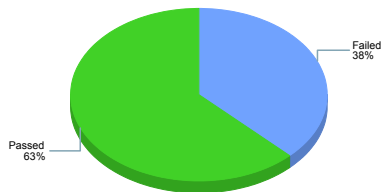
Non-Compliant Status



Examination Score Summary

Examination Folder: Hand Hygiene Policy Exam

Policy Category:	Health & Safety Clinical Policies
Policy Name:	Hand Hygiene Policy [0000.00.c]
Examinations Taken:	137
Exams Outstanding:	13
Target Pass Mark:	The target pass mark percentage is 60%



Id	Question Results	75% 882 / 1176	Correct
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Competency: Hygiene

67	Alcoholic hand rubs are an acceptable alternative to hand washing after visiting the toilet.	75%	
68	Which of the following require hand washing rather than decontamination with an alcoholic hand rub?	18%	
69	The only reason for having a Hand Hygiene policy is to eradicate MRSA.	100%	
70	Which of the following is the most effective means of removing transient bacteria?	43%	
71	Is formal Hand Hygiene training mandatory for all staff?	88%	
72	External Contractors are exempt from the Hand Hygiene policy.	98%	
73	It is permissible to leave wedding bands on my finger whilst cleaning my hands	36%	
74	Adherence to the Hand Hygiene policy is an optional issue.	92%	
		882/1176	75%

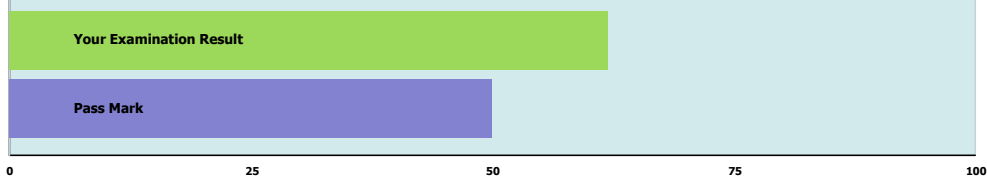
Examination Certificate

 Robin, Saunders (Saundersr)









Exam Date @ Time	24/02/2010 @ 17:06:09
Policy Category:	Health & Safety Clinical Policies
Policy Version:	0001.00
Examination Name:	Hand Hygiene Policy Exam
Your Result:	You answered 62% of the questions correctly. You were expected to achieve a target of 50%

PASS

Results Summary



Results Detail

1	Alcoholic hand rubs are an acceptable alternative to hand washing after visiting the toilet.	
2	Which of the following require hand washing rather than decontamination with alcoholic hand rub?	
3	The only reason for having a Hand Hygiene policy is to eradicate MRSA.	
4	Which of the following is the most effective means of removing transient bacteria?	
5	Is formal Hand Hygiene training mandatory for all staff?	
6	External Contractors are exempt from the Hand Hygiene Policy.	
7	It is permissible to leave wedding bands on my finger whilst cleaning my hands.	
8	Adherence to the Hand Hygiene policy is an optional issue.	

Ensure a Successful Implementation



NETconsent is a unique solution that solves a newly emerging business problem: demonstrating compliance with corporate policies and procedures. Therefore it is likely that your organisation may not have had experience of introducing an automated Policy & Procedure Management system. This is why NETconsent has developed a fully documented implementation methodology, which addresses people, processes and technology. It is proven to help clients save time, effort and cost as well as ensuring a successful project.

Why use the Methodology?

The NETconsent methodology follows Prince 2 principles and is built on the varied experiences and many lessons learned from an extensive customer base.

“How do I ensure that I achieve a trouble free implementation of the new system?”

Proven to save time, effort and cost

NETconsent has helped its clients over many years to run successful implementation projects.

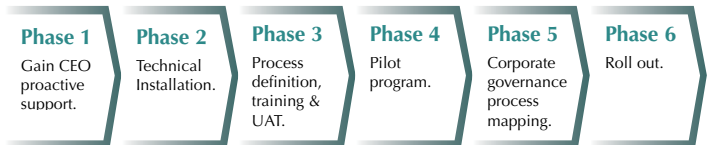
Along the way, our experts have developed and thoroughly documented a process which saves time and stress, and has been proven to ensure the delivery of the real benefits of NETconsent.

Get answers to these questions

- Where do I start?
- How do I take advantage of other people’s learning experiences?
- What are the key roles and responsibilities needed to ensure a smooth implementation?
- How do I make sure everyone understands how to get the best from the new system?
- What is the best way to ensure a successful implementation?
- How do I get professional support to ensure a successful outcome?

What are the key steps in the NETconsent Methodology?

The Methodology has fully documented supporting material for the key steps needed for a successful project.



The NETconsent Implementation Service is available in various modules, ranging from partial implementation support through to full project management. The service can be further tailored to your specific needs to ensure that your organisation enjoys the full benefits of NETconsent as rapidly as possible, and that the implementation process is completed in a stress-free and professional manner.

Automating Policy & Procedure Management

The overwhelming burden that organisations face in order to comply with the ever increasing array of new standards and regulatory requirements, combined with the imperative to become even more productive, is causing major headaches in today's Boardrooms.

An organisation's policies and procedures underpin every activity it undertakes.

Many are discovering that a more proactive adoption of their established policies and procedures, made possible by NETconsent, is enabling them to achieve these objectives in a very efficient manner.

Compliance

To meet the latest Corporate Governance standards, it is essential that all staff receive, read and understand relevant policies and procedures, in a way that enables the organisation to evidence delivery, acceptance and comprehension.

The overriding reason that short cuts are taken, is that the cost of doing the job properly has been prohibitive.

Improvements in Productivity & Customer Service Standards

Whilst compliance has been the principal impetus behind the drive to improve adherence to policies and procedures, another major benefit has been recognised: general productivity and standards of customer service also improve.

People will do a better job if they clearly understand what is expected.

The cost of getting it wrong

The cost of correcting avoidable errors (the result of staff not following policies and procedures) is estimated to cost an organisation more than 5% of its total overhead cost. Reducing this cost delivers directly to the bottom line.

Why take shortcuts?

Merely making reference to policies in a handbook or on an Intranet, or even keeping basic manual records fails to ensure that all staff have actually received, read and understood the policies and procedures.



Line managers find it an extremely difficult and time consuming exercise to get policies and procedures adopted in the workplace when using traditional methods.

...But now things have changed...

NETconsent transforms the way you handle policies and procedures

Key Features and Benefits

- **NETconsent automates the whole process of administering and distributing policies and procedures.**
- **NETconsent cuts overhead costs, whilst ensuring compliance.**
- **NETconsent releases the full potential of policies & procedures to improve productivity and customer service standards.**



Automated distribution of all relevant policies and procedures

NETconsent electronically distributes documents by job title or workgroup. It automatically reissues the latest version if a policy or procedure is amended.

Formal acceptance and sign-off

Policies can be mandatory or advisory, as determined by an administrator. If mandatory, the system can prevent use of the workstation or application, until the policy has been accepted.

Pro-active notification of policies and procedures

Policies can be presented as staff log onto their workstation and/or reviewed through a desktop link to the NETconsent Management Centre, where a personalised record of all policies and procedures associated with each user is maintained.

Full audit trail

Details of who has received which version of each document, when, and how long they spent reading it are automatically saved in the audit database

Confirmation of understanding

NETconsent provides an option to present a multi-choice questionnaire, which tests users' understanding of selected policies and procedures.

Powerful reporting suite

NETconsent enables managers and auditors to confirm the state of compliance at the touch of a button. In addition, the comprehensive summary and drill down reporting helps managers quickly identify areas of concern, enabling them to more proactively leverage the benefits of using policies and procedures.

Intuitive to use & easy to support

NETconsent is a web-based system, so training and support requirements are minimal. It is easy to install and has a very low IT overhead.

Additional features

Additional features facilitate time limited information broadcasts (to save clogging up your email inbox) and online assessments, such as risk and staff surveys.

Documented implementation program

The NETconsent implementation program avoids the need for organisations to reinvent the wheel. Our professional consultants and proven methodology ensure that each new project is completed rapidly and without fuss. Significant time, effort and money is saved.



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