

MEDICAL CENTER WIDE POLICY AND PROCEDURE MANUAL
Fontana & Ontario Medical Centers
Policies & Procedures

Section: Infection Control	<input checked="" type="radio"/> Medical Center Wide <input type="radio"/> Departmental	On-Line Number: IC.GG.004
Subsection(s): General Guidelines	Effective Date: 1/76	
Title: Hand Hygiene	Revision Date: 4/85, 1/87, 2/88, 5/91, 4/92, 5/96, 5/98, 5/00, 6/02, 3/03, 11/03, 5/04, 11/04, 8/05, 10/05, 6/06, 9/06, 8/08, 2/09, 6/11, 2/12, 1/13, 4/13, 11/14	
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Collaborating Department(s) or Committee(s): Nursing, Hospital Administration, Medical Group Administration, Infection Control	Page Number	1 of 7

REFERENCES:

- U.S Dept. of Health & Human Services, Centers for Disease Control and Prevention, Atlanta, Georgia "Guidelines for Hand Hygiene in Healthcare Settings", 2002.
- International Health Regulations (2005) from World Health Organization (WHO); <http://www.who.int/>
- Regional Policy and Procedure for Handwashing May 2002.
- APIC Guidelines for Handwashing and Hand Antiseptic in Health Care Settings.

PURPOSE:

1. The purpose of hand hygiene is to remove dirt, organic material and transient microorganisms from the hands to decrease the risk of cross contamination.

DEFINITIONS:

TYPE	PURPOSE	METHOD
Routine Handwashing	To remove soil and transient microorganisms.	Wash hands with soap and water for at least 15 seconds.
Hand rub/degerming	To destroy transient and resident microorganisms on UNSOILED hands.	Rub alcohol-based hand degermer into hands vigorously until dry.
Surgical hand scrub	To remove or destroy transient microorganisms and reduce resident flora.	Wash hands and forearms with antimicrobial soap and water with brush to achieve friction. Or alcohol-based preparation rubbed vigorously until dry.

1. **Red Rule** – is defined as:
 - Rules cannot be broken
 - Few in numbers, easy to remember
 - Associated only with the processes that can cause serious harm

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- Any staff member is empowered to speak up when the rule is not being followed

POLICY STATEMENT(S):

1. Red Rule is part of the hand hygiene program for Fontana / Ontario which promotes compliance by the health care workers with hand hygiene before and after every patient contact and it is managed through a Just Culture approach.
2. The choice of soap and water, alcohol-based hand degermer, or surgical hand scrub should be based on standards of care, the degree of hand contamination and whether it is important to reduce and maintain minimal counts of resident flora, as well as to mechanically remove the transient flora on the hands of healthcare personnel. Anything that precludes this is not permitted e.g. artificial nails, rings and wrist hand splints.
3. Hand decontamination with alcohol based degermer (gel, rinse or foam) is the recommended method of hand hygiene for all situations as defined by the World Health Organization (WHO) 5 moments of hand hygiene, unless hands are visibly soiled or patient has *Clostridium difficile* in which case hand hygiene with soap and water for 15 seconds is the method for all patient cares areas
4. Hand washing with soap and warm water if recommended method prior to food preparation.
5. Hand decontamination with alcohol based degermer should be used where no sinks are available.
6. Surgical hand scrubbing is required prior to surgical procedures.
7. All personnel and physicians must perform hand hygiene according to the World Health Organization (WHO) *Five Moments for Hand Hygiene Requirements* as supported by the CDC and defined as:
 - A. Before having direct contact with patients.
 - B. Before performing an aseptic task.
 - C. After exposure to blood or body fluids.
 - D. After patient contact
 - E. After contact with the patient's surroundings.
8. In addition to the WHO 5 moments, all healthcare workers (HCW) should perform hand hygiene:
 - A. Before donning sterile gloves in preparation for performing invasive procedures such as central intravascular catheter, inserting indwelling urinary catheters, or bronchoscopy;
 - B. Before and after removing gloves
 - C. At the start of the shift



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- D. Before administering medication
 - E. Before eating and/or drinking, after coughing or sneezing
9. Gloves:
- A. Gloves are NOT a substitute for hand washing gloves are microporous which can allow for the entry of micro organisms. Use of glove does not preclude hand hygiene. Gloves may become perforated and contaminate the hands and bacteria can multiply rapidly on gloved hands.
 - B. Always perform hand hygiene before & after gloves use. Please refer to In-Patient Pharmacy and Home Health Pharmacy policies for glove use in medication preparation areas.
10. The use of alcohol rinse products instead of handwashing is acceptable in situations where the hands are not soiled with physical dirt. Alcohols are poor cleaning agents and hands must be free from dirt for the alcohol to be effective.
11. Soap from wall-mounted dispensers is to be used for routine handwashing. Bar soap is unacceptable.
13. Hand lotion is provided to promote skin integrity and prevent skin dryness/
- A. Lotion is a potential media for bacterial growth and is provided only in small disposable containers or containers that are not refilled.
 - B. CHG (chlorhexidine gluconate), which is a component of some of Kaiser’s standard antimicrobial soap products and surgical scrubs, is compatible with Kaiser’s standard hand lotion. It is not compatible with most commercially available lotions, which can inactivate the CHG. Consequently, personal hand lotions should not be brought in for use at work.
14. Rings other than plain bands are discouraged for health care workers. Bands may be left in place while washing. In the Neonatal Intensive Care Unit (NICU) hand jewelry or long sleeve garments will not be worn.
15. The natural nails of health care workers are to be kept short, i.e. not extending beyond the tips of the fingers. Any nail polish must be intact, not chipped.
16. All artificial nail enhancements including but not limited to: **nail tips, jewelry, gels, wraps**, etc. are prohibited for all health care workers and providers who provide direct, “hands-on” patient care, across the continuum of care, including but not limited to: inpatient (including Perinatal services, Labor and Delivery, Post-Partum, Nursery), ambulatory and home care, invasive, or diagnostic procedures or therapies, Laboratory Services, Perioperative Services, Sterile Processing Dept, Intensive care units (adult, pediatric, newborn), etc. Other workers involved in aseptic

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procedures or who have contact with the patient environment, etc. must also comply e.g. pharmacy, food handlers, Environmental Services (EVS), Social Workers. .

17. Hand / wrist splints and any type of dressing that may have direct patient contact and may preclude handwashing and hand degerming are prohibited for all healthcare workers and providers. Consult with Infection Control Professional and Employee Health Services (EHS) for case by case assessment.
18. All members of the Surgical Team must properly complete a Surgical Hand Scrub prior to beginning the procedure.
20. Hands and forearms must be free of open lesions and breaks in skin integrity.

PROVISIONS/PROCEDURE:

1. PROCEDURE FOR HANDWASHING WITH SOAP AND WATER

- A. Stand near sink. Avoid touching the sink, as the sink may be a source of contamination.
- B. Use warm water to wet hands. Avoid splashing and keep moisture away from sleeves and clothing.
- C. Apply amount of soap recommended by the manufacturer (usually one pump of the dispenser).
- D. Rub hands vigorously together, causing friction, to clean between fingers, around and under fingernails, the back of the hands, wrists, and palms for at least 15 seconds.
- E. Rinse hands well under running water.
- F. Dry hands with paper towel.
 - 1) Use paper towel to turn off faucet if there is not a foot or knee control to prevent re-contaminating hands.
- G. FMC NICU staff must finish with alcohol based hand degermer after washing with soap and water.

2. PROCEDURE FOR USE OF HAND DEGERMERS (ALCOHOL BASED HAND RUBS)

- A. Apply product to palm of one hand.
- B. Rub hands vigorously together, causing friction, to degerm between fingers, around and under fingernails, the backs of the hands, wrists and palms until dry.
- C. Degermers are not to be used when hands are visibly soiled.
- D. Wash hands with soap and water when hands feel sticky or are visibly soiled.



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3. NICU INITIAL SCRUB:

- A. All NICU Staff must perform a one minute hand scrub at the beginning of each shift
- B. Remove all hand jewelry.
- C. Wet hands and wrist area.
- D. With firm rubbing, using circular motions, wash the palms, the back of the hands, each finger, tips of fingers, areas between the fingers, knuckles, wrists, and Forearms to the elbow.
- E. Using the clock above the sink, wash for one minute.
- F. Dry hands and wrists with a clean paper towel, going from fingertips ending at the elbows.
- G. FMC NICU must follow by rubbing with alcohol based degermer until dry.

4. **GENERAL PROCEDURE FOR SURGICAL SCRUB**

- A. All Personnel (providers, staff, physicians, others) scrubbing in for surgical/invasive procedures will adhere to the "Surgical Attire Practices" policy and follow the provisions for scrubbed personnel.
- B. Surgical hand scrub will be performed by all scrubbed personnel, using either an antimicrobial surgical scrub agent intended for surgical hand antisepsis or an alcohol-based antiseptic surgical hand rub with documented persistent and cumulative activity that have been approved by US Food and Drug Administration (FDA).
- C. All artificial nail enhancements including but not limited to: nail tips, jewelry, gels, wraps, etc. are prohibited for all health care workers and providers in Perioperative Services, Additionally, chipped fingernail polish, rings, watches, and bracelets are not permitted to be worn by scrubbed personnel and must be removed prior to scrubbing.
- D. Cuticles are in good condition and there are no cuts or skin problems (hands and forearms) present.
- E. **Surgical hand scrub procedure using an a traditional antimicrobial surgical scrub agent with a sponge or soft brush will be performed in the following manner:**
 - 1) Remove jewelry including rings, watches, and bracelets.
 - 2) Don a surgical mask. If others are at the scrub sink, a mask will be worn in the presence of scrub activity.

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- 3) Wash hands and forearms if visibly soiled with soap and warm, running water immediately before the first scrub of the day and whenever hands are visibly soiled.
- 4) Clean underneath the fingernails of both hands under running water using a disposable nail cleaner.
- 5) Rinse hands and forearms under running water.
- 6) Chlorhexidine Gluconate product:**
 - a. Apply 5ml of the product
 - b. Scrub hands for 3 minutes, paying particular attention to the nails, cuticles, and interdigital spaces.
 - c. Rinse thoroughly with water.
 - d. Scrub hands for an additional 3 minutes with 5ml of the product and rinse under running water.
- 7) Povidone Iodine product:**
 - a. Apply 5ml of the product,
 - b. Scrub hands for 5 minutes, paying particular attention to the nails, cuticles, and interdigital spaces.
 - c. Rinse thoroughly with water.
 - d. Scrub hands for an additional 5 minutes with 5ml of the product and rinse under running water.
- 8) Visualize each finger, hand, and arm as having four sides.
- 9) Wash all four sides effectively, keeping the hands elevated.
- 10) Repeat process with fingers, hand, and arms including elbow.
- 11) Avoid splashing surgical attire.
- 12) Discard used sponge in trash receptacle.
- 13) Rinse hands and arms under running water in one direction from fingertips to elbows as often as needed.
- 14) Hold hands higher than elbows and away from surgical attire.

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G. Surgical hand scrub procedure using a water-less alcohol-based surgical hand rub agent will be performed in the following manner:

- 1) Remove jewelry including rings, watches, and bracelets.
- 2) Don a surgical mask. If others are at the scrub sink, a mask will be worn in the presence of scrub activity.
- 3) Wash hands and forearms if visibly soiled with soap and warm, running water immediately before beginning the surgical scrub before the first scrub of the day and whenever hands are visibly soiled.
- 4) Clean underneath the fingernails of both hands under running water using a disposable nail cleaner.
- 5) Rinse hands and forearms under running water.
- 6) Dry hands thoroughly with clean paper towel.
- 7) 3-Pump Procedure with Waterless Alcohol-based Surgical Scrub:
 - a. After hand hygiene,
 - b. Use 1 metered dose pump (2 ml) of waterless product in palm of 1 hand
 - c. Dip the fingertips of the opposite hand into the scrub solution and work it under the nails.
 - d. Spread the remaining hand scrub over the hand and wrist up to the elbow, covering all surfaces until dry.
 - e. Repeat process with other hand.
 - f. Dispense a 3rd pump of waterless product into either hand; reapply to all aspects of both hands to the wrist until dry.
 - g. Allow product to dry before donning gloves.
 - h. Repeat process in between surgical procedures.