

Appendix B

Hand Hygiene Pilot Project Letter of Intent Requirements

The following information must be included in your Letter of Intent:

General information

1. Name of contact person and contact information for questions related to Letter of Intent.
2. Description of hospital (number of beds, services provided).
3. Description of recent or current hand hygiene initiatives (pilots will include a combination of hospitals with and without current hand hygiene programs).
4. List of current hand hygiene champion (s) within your institution and why they are perceived as champions.

Pilot Site Requirements

1. Demonstrated commitment from management, CEO, staff and physicians including a letter of commitment signed by the CEO
2. Commitment to provide alcohol-based hand rub at point of care within the three month preparation phase
3. Established process for collecting MRSA/VRE rates
4. Agreement to include hand hygiene questions on patient satisfaction surveys (eg. NRC Picker)
5. Identification of unit preferences for inclusion in the pilot
6. Completion of web-based baseline survey (See accompanying memo from Dr. Sheela Basrur)

If selected, pilot hospitals will agree to:

- test and evaluate materials and processes including; implementation guides, promotional materials, materials designed to encourage patients to become involved in their own health care, teaching materials and Q & As, evaluation tools including staff and patient surveys, interview guides,
- conduct routine hand hygiene compliance audits using a standard observation tool and process
- identify and address human factors/barriers
- assess program impact on hand hygiene practice and awareness levels
- appoint an onsite project coordinator
- make healthcare workers available for training sessions and meetings related to the project
- obtain ethics approval from their institution

Selection Criteria

Sites will be selected based on the following criteria:

- quality of Letter of Intent;

- evidence of senior level support and commitment;
- readiness to implement the hand hygiene pilot program
- representative of a variety of sizes and geography and including;
 - Academic Teaching
 - Community Hospitals (small, medium and large)
 - Chronic and Rehabilitation

Submission Deadline

Letters of Intent are **due by 4:00 p.m. on Thursday, July 6, 2006.**

Letters of Intent and any questions should be directed to:

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