Steps to creating a Dashboard/Report Card

Example 1: HAND WASHING

1. Perform hand washing observations. Determine what a sufficiently representative number of observations would be. For example, on each unit, throughout one week have three individuals conduct observation of 20 patient encounters. Following is a sample chart. The assigned individuals can be changed to include supervisors, DON, risk manager, Administrator and other department heads.

	Week 1 – observations	Week 2 – observations	Week 3 – observations	Week 4 – observations
SubAcute Charge Nurse DSD DSD assist.	20 evening (5) 20 days (5) 20 nights (5)	20 days (7) 20 nights (7) 20 evenings (7)	20 nights (10) 20 evenings (10) 20 days (10)	20 evening (15) 20 days (15) 20 nights (15)
Station A Charge Nurse DSD DSD assist	20 nights (5) 20 evenings (5) 20 days (5)	20 days (7) 20 nights (7) 20 evenings (7)	20 nights (10) 20 evenings (10) 20 days (10)	20 evening (15) 20 days (15) 20 nights (15)
Station B Charge Nurse DSD DSD assist	20 nights (5) 20 evenings (5) 20 days (5)	20 days (7) 20 nights (7) 20 evenings (7)	20 nights (10) 20 evenings (10) 20 days (10)	20 evening (15) 20 days (15) 20 nights (15)
TOTALS	180 observations 45 completed	180 observations 63 completed	180 observations 90 completed	180 observations 135 completed

Tally the number of times the hand washing protocol was followed. Example: Noted above in "red".

Add the number of times hand washing was accomplished. Using example:
    45 + 63 + 90 + 135 = 333

Add the number of times hand washing was observed. Using example:
    180 + 180 + 180 + 180 = 720

Divide the number of times accomplished by the total number of observations:
    333/720 = 46%

In excel spreadsheet enter 46% for the month's observation findings.
Color the entry block in accordance with the goal established

    Goal met = green
    Goal not met = red
You can incorporate a yellow block if there is a pattern of making significant progress toward the goal.