

## Hand Hygiene Training - Instructions

1. Click on the link to the left which will take you directly to the training
2. Please click **START** to commence your training
3. Simply review each page a section at a time and then click **TAKE TEST** at the end of each section
4. *If you choose an incorrect answer in any of the TESTs you will be prompted with the correct answer and can take the test again*
5. When you pass the TEST at the end of each section, you can then move onto the next section
6. Continue through the four sections until you have **SUCCESSFULLY PASSED ALL SECTIONS**
7. Please click "CONTINUE" to submit your details
8. **Congratulations** you have now successfully completed the HHA online learning package
9. Please leave the Organisation details as blank (Not Applicable) and enter your First Name and Last Name and click **SUBMIT**
10. Please click on **VIEW CERTIFICATE**, it will open as a pdf file and you can print or save it to your own file
11. Please email, fax or mail a copy to our office so we can record this against your training records