NHS
Business Services Authority

Hints & Tips Prescription Information Services

Special Edition **ePACT2**

Welcome to this Special Edition of Hints & Tips which focuses on ePACT2

If you've got a hint or tip that you would like us to write about in a future edition, please email it to:
nhsbsa.communicationsteam@nhs.net

Special
Edition
ePACT2

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Foreword

Welcome to this Special Edition of Hints & Tips which focuses on ePACT2.

Many of you have been in touch to tell us what you like about the new system, and some of you have also shared details of areas where you feel you might need a bit of help. This edition brings together some useful information on what you can do in ePACT2, how to perform some of the tasks you're used to doing in ePACT and some handy hints for getting the best from the new system.

We've also been listening to your feedback and we've included details of some of the improvements we've made and are working on as a result.

Lastly, we've also included details of where you can find help and information on ePACT2 on social media.

What's new?
Future developments

Following your feedback from the ePACT2 survey and directly to our support desk, we're working to incorporate a number of your suggestions:

Shared ePACT2 folder

Currently in ePACT2 you can create and save content within your own 'My Folder' area. This is your personal folder which only you have access to. However, in future releases of ePACT2 you'll be able to share content you've created with other system users via a 'Shared Folder'. We're still determining the structure and use arrangements for the 'Shared Folder' feature, but once finalised we'll contact everyone already registered for ePACT2 to check whether you would like to share your content. If so, we'll amend your account to include access to the 'Shared Folder'.

Quick search facility

This will be a a standard report template in the 'Useful Reports' folder. The report will allow you to quickly return data for a pre-set selection of fields. You will be able to generate the report for any organisation or BNF level you select in the analysis prompts.

Respiratory dashboard

We're currently developing this dashboard and it will be available soon. The dashboard will allow prescribers to view some clinically appropriate metrics developed by clinicians to support better prescribing.

Opioids dashboard

We are also developing a dashboard to help with the identification of existing and emerging trends in the prescribing of opioids and controlled drugs in both primary care and private prescribing.

Hospital Trust reports

We've used feedback from Hospital Trust users of ePACT2 to create standard reports that can be used to easily access the data you need.

The 'Hospital Trust Volume & Cost Report' and the 'Invoice Reconciliation Report – Prescribing Costs' allow you to quickly access the information you use to monitor prescribing within the Trust and to reconcile the invoice you receive from the NHSBSA.

Guides on using the reports are available at **www.nhsbsa.nhs.uk/epact2.**

Handy Tips

➡ Prompt tips

☑ When applying prompts within a dashboard please be aware it's not always appropriate to carry selections over to any other pages you might access. This is because not all prompts apply to all pages.

☑ You can make multiple selections in some of the prompts on the NHSBSA Useful Reports and Dashboards. For example, you can select multiple months when using the 'Volume and Cost' Dashboard.

☑ If you select items from a prompt or create a filter, only the first 250 items will be shown in the values drop down list. If the item you need is not shown you can use the search facility to find it quickly. It might also be easier to use the search facility to find all the items required if you need multiple selections.

➡ Analysis tips

☑ When you add columns to an analysis you have already created, they will appear at the end of any table views. This happens regardless of whether you have reordered them in the criteria. You can re-order columns within your results by selecting the 'Edit View' icon for the table view to access the 'Layout' pane. Alternatively, you can delete the table view and add a new table view. The system will apply the order of columns shown in the Criteria when creating the new table view.

☑ To accumulate data in an analysis, create a filter for the items required but do not include a column for that item in the analysis. For example, to accumulate results for 3 months add a filter for the months required but do not include a time period column in the analysis.

➡ Filter tips

☑ When creating a filter you can limit the results displayed by applying other filters to your analysis. For example, when creating a filter at Practice level you may wish to limit the items displayed to only those practices under a specific CCG. To do this, create a filter for the CCG and then select the 'Limited Values' option when creating the Practice filter. The results will then only show the practices under the CCG chosen.

☑ To return information for all branded and generic products under a specific Chemical Substance, include the BNF Presentation column in your analysis and create a filter for the BNF Chemical Substance required.

☑ When creating a new filter, the items included must be at the same BNF level as the column selected. For example, you cannot filter for a presentation in the chemical substance column.

> " You can make multiple selections in some of the prompts on the NHSBSA Useful Reports and Dashboards. "

☑ You don't have to filter on every column in your analysis. The columns selected instruct the system on how you would like the data to be displayed.

☑ When filtering for a time period, apply the filter to the 'Year Month' column regardless of the time period column which is included in the analysis. This will improve the performance of the system.

➡ Column tips

☑ Manufacturer information is available in ePACT2. If you wish to access information on the manufacturer of an item or to identify branded and generic products, include the column 'Supplier Name' in your analysis.

Did you know...?

- To view the filters you have applied in your analysis, select the 'New View' icon from your analysis results and then select the 'Filters' option.

- The Restricted Items dashboard focuses on a list of 18 treatments deemed to be ineffective, over-priced and of low clinical value.

- For details of how many items have been prescribed on FP10MDA forms, filter on 'FP10MDA' in Reporting Fields > Reporting Attributes > Paper Type.

- If you want a list of drugs only, you must use the 'Drug Year Month' field to filter your analysis.

- You can select the 'Quantity' field in the 'Reporting Fields/Reporting Attributes' folder.

- If you need to amend your report criteria after you have returned your results, select the 'Criteria' tab which will allow you to alter your analysis.

- Our **video** shows how you can share your saved analysis criteria with your colleagues. However, you won't be able to do this if you have used saved filters/columns in your analysis.

- The EPS Utilisation Dashboard is available via #ePACT2 and aims to drive growth of EPS and electronic Repeat Dispensing (ERD).

- Age Band Filtering is now available in ePACT2; you can use "greater than or equals to" to filter 5 and 10 year age band columns.

- Age Bands in ePACT2 have been rationalised and all ages above 110 are displayed as 110+.

- ePACT.net will soon be decommissioned, as the technology which underpins ePACT is no longer supported. The system will therefore be decommissioned in June 2018. Starting to use ePACT2 as soon as you can will make sure the transition is as smooth as possible for you.

- ePACT2 includes more organisation breakdowns than ePACT.net. For example, you can run data at AHSN, CCG/Trust, Similar 10, Local Office and STP levels.

- Private CD prescription data is available via ePACT2. Include the columns 'Private Controlled Drug Items' or 'Private Controlled Drug Quantity X Items' within your analysis.

- Our **video guide** shows you how to produce a double axis chart in ePACT2.

- To produce a chart with two vertical axes, select New View > Graph > Line Bar > Standard Graph. One axis will be represented by a line and the other by a bar.

- The **Data Dictionary** explains the fields within ePACT2.

- Include the 'Out of Pocket Expenses' column (available via the 'Reporting Fields' folder) to display the total out of pocket expenses claimed on an item. To show only items were Out of Pocket Expenses were claimed, filter the column using 'is greater than' and a value of 0.

- The EPS Utilisation Dashboard can help you to identify the growth opportunity for EPS and ERD within your CCG.

- Our **guide** shows you how to use Standard PU, Astro PU and STAR PU figures in your analysis.

- ePACT2 includes details of items prescribed in England but dispensed in Scotland or Wales.

- In ePACT2 generic prescribing can be split by generic and generic prescribed with a supplier.

- If a prescriber has not been linked to a practice for six months, their prescriptions will be allocated to National Undentified in ePACT2.

- There are two types of filters in ePACT2: inline and saved. Our **guide** shows you how best to use them in an analysis.

- You can show multiple organisation or BNF levels within an ePACT2 analysis using Selection Steps. Include a hierarchical column in an analysis to drill down through the various levels of the hierarchy and present data at the required level. Selection Steps can be used to create 'Groups' within the hierarchy which will allow data to be displayed for different localities or groups of drugs. Our **guide** includes more information on using Selection Steps.

Did you know...?
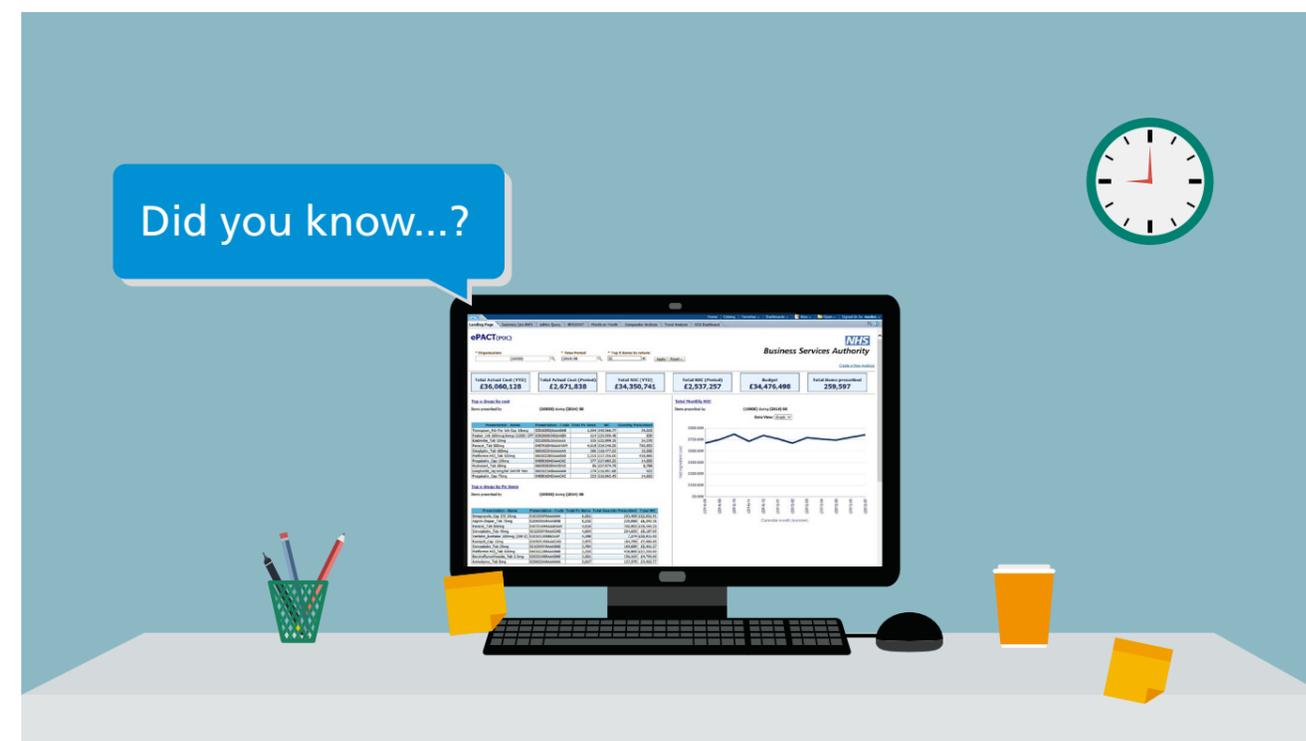
ePACT2 social media

You can find out more about ePACT2 on YouTube and Twitter.

▶ YouTube

Our YouTube playlist includes tutorials on using the ePACT2 system. Click on the link above or search 'TheNHSBSA'. The videos will help you to navigate the system, run analyses and create filters. We'll also create new videos based on your feedback, so make sure you let us know what might help you. Tutorials already available include a 'Quick start guide' and 'Helping you recreate your ePACT tags in ePACT2'.

🐦 Twitter - @NHSBSA_ePACT2

Our ePACT2 Twitter account was launched in September 2017 and is a useful way of keeping updated on what's happening with the system.

We use Twitter to share tips, offer advice and keep you up to date with the latest developments. If you have any comments or queries regarding ePACT2 or if you have questions on the data you have generated using the system, why not join the #ePACT2 conversation and follow us at @NHSBSA_ePACT2.
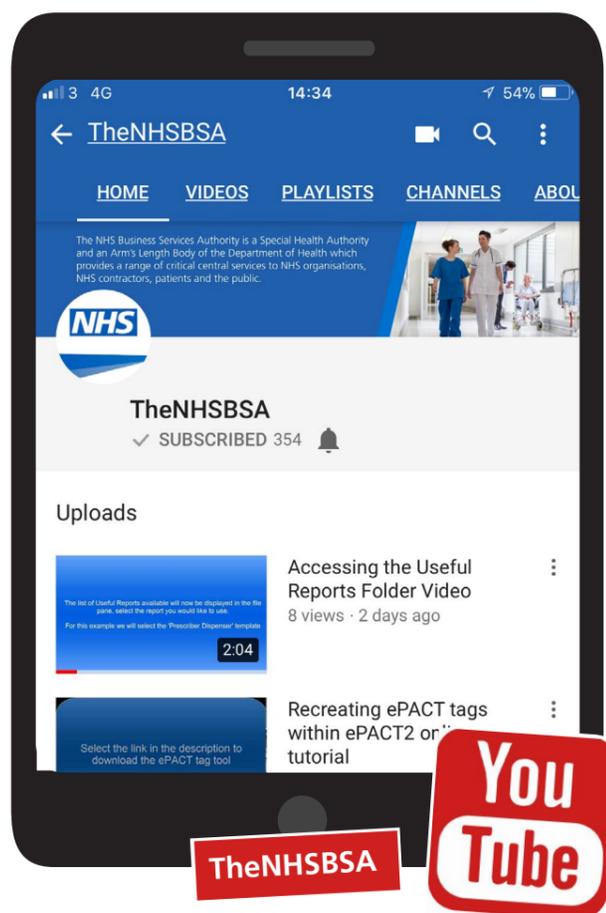
Learn more

To support you in using all the features of ePACT2, you might like to consider taking part in some further training.

We offer various training options for the system, so if you have not yet logged onto ePACT2 and would like a basic overview and to see how to get started running your analysis why not join up to one of our **WebEx sessions?**

If you have some experience with ePACT2 and would like a WebEx to cover a specific topic, we can also offer bespoke WebEx sessions. If you'd like to organise a WebEx session covering a topic specific to your organisation, you can email us with details at **nhsbsa.epact2training@nhsbsa.net.**

If you prefer face to face training, we're offering training at the NHSBSA Head Office in Newcastle (Stella House, Newburn, NE15 8NY). This training is free of charge, however anyone attending will need to cover the cost of their own expenses. If you'd like to come along, please email us at **nhsbsa.epact2training@nhsbsa.net.**

We can also offer off-site training for up to 10 delegates per session, to be held at a venue of your choice. There will be a charge on application for this training and you can arrange as many sessions as required. To arrange your session, please email us at **nhsbsa.epact2training@nhsbsa.net.**

Full details of the training available can be found on our **ePACT2 training webpage.**
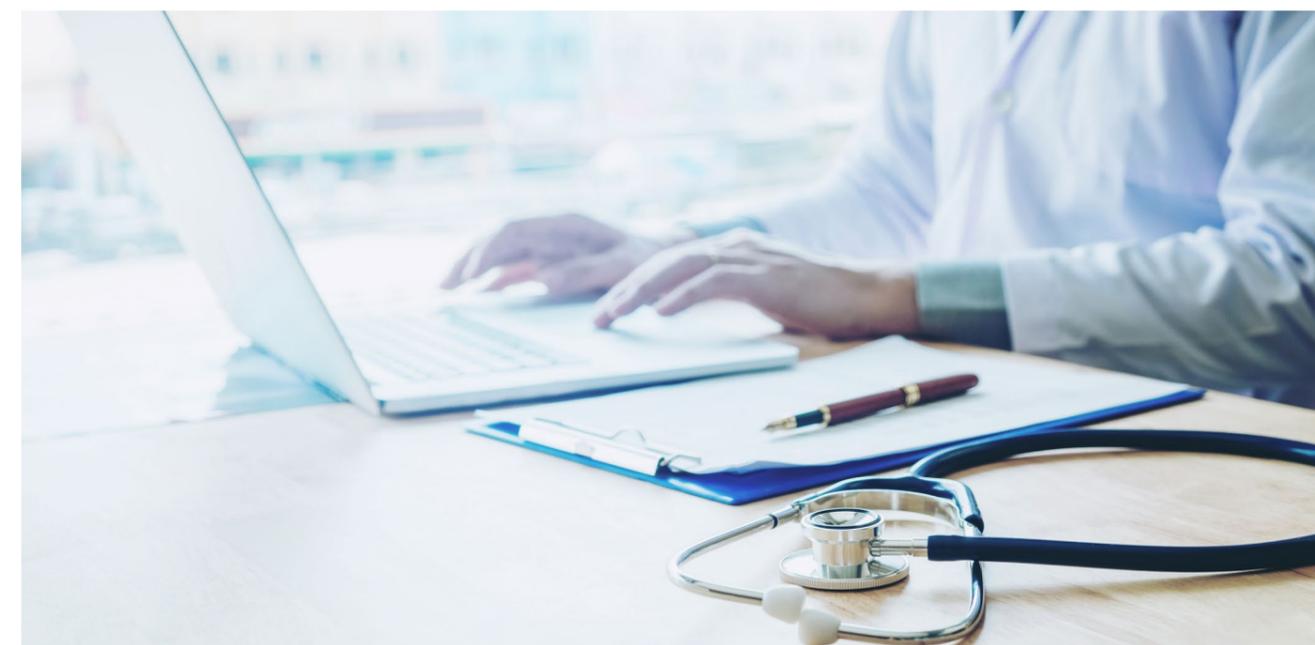
> **We can also offer off-site training for up to 10 delegates per session, to be held at a venue of your choice.**

Your dedicated
helpline

For further information please contact the Information Services Support Team:

✉ **nhsbsa.help@nhs.net**

📞 **0191 2035050**

For updates and information on ePACT2, why not follow us on Twitter:

🐦 **www.twitter.com/nhsbsa_ePACT2**