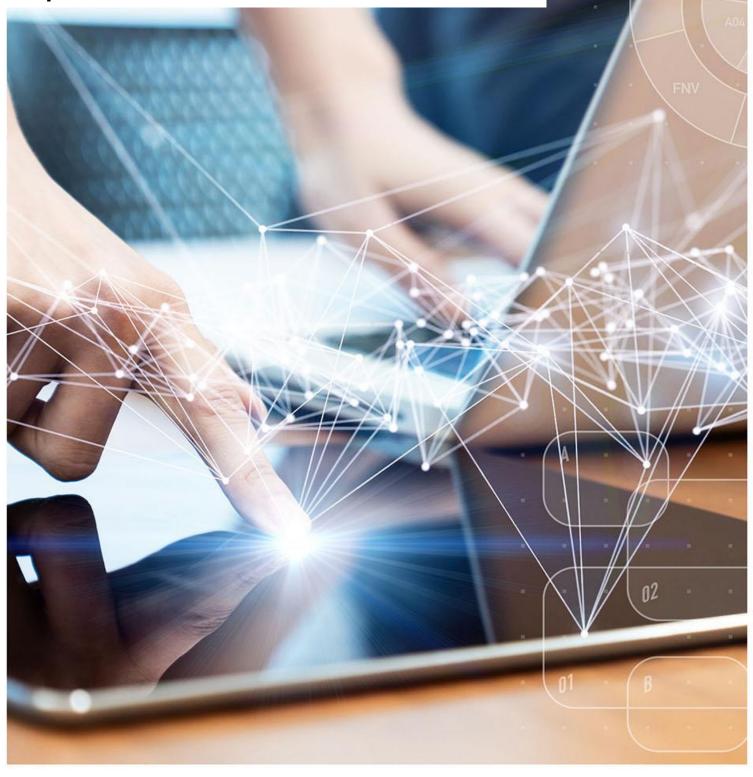




Accessing and Using Dashboards, Pre-built Reports & Quick Search



Interactive Contents

Use this interactive contents list to jump straight to the content you want to see. Just click the titles below to go directly to that section:

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Accessing the Dashboards

The system provides easy-to-use analysis, reports and dashboards, supporting patient safety, improving patient outcomes and medicines optimisation. Data contained within the system includes dashboards supporting the Medicine Value Programme such as:

- Medicines Safety
- Medicines Optimisation: Polypharmacy
- Antimicrobial Stewardship
- Medicines Optimisation: Generic Prescribing
- Items which should not be routinely prescribed in primary care
- Electronic Prescribing Service Utilisation
- Volume & Cost
- Respiratory Prescribing

Detailed information and specifications of the dashboards are listed here: <u>https://www.nhsbsa.nhs.uk/epact2/epact2-dashboardsspecifications</u>

			Home Catalog Favorites ▼ Dashboards ▼ Create ▼ C	Open 🔹 🔮
				¢ 0
	Welcome to e	PACT2		- İ
News	Dashboards	Prescribing Reports	Quick Search	
NEWS FEED		MY FOLDERS	PACT2 LATEST DATA	
NEW 22 March 2023 ► Carbon Impact dashboard upo We've been working on some improvements and the com have now been reinstated as below:	ate parators for preventer prescribing in the Carbon Impact dashboard	My Folders My Folders My Dashboard	Prescription Data: Feb-23	
Prescribing of low carbon preventer inhalers as a proport Prescribing of very high carbon preventer inhalers as a proport		Amy Clifford Archive	Remuneration Report: Jan-23	

To access the dashboards from the Landing page select the 'Dashboards' icon:

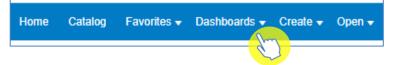
You will then navigate to the dashboard page which will display all available dashboards, from here select the blue link for the dashboards you wish to view.

ePACT2 Dashboards					
News	Dashboards	Prescribing Reports	Quick Search		
Clinical Dashboards	Medicines Value Programme Dashboards	EPS and eRD Utilisa	tion Dashboard		
Alerts Dashboard	Evidence Based Interventions	EPS and eRD Utilisation	Dashboard		
Antimicrobial Stewardship	Items not for Routine Prescribing	Volume & Cost Dash	hand		
Antimicrobial Stewardship - Children	Medicines Optimisation		Disod		
Antimicrobial Stewardship - RightCare UTI Focus Pack	Over the Counter Medicines (OTC)	Volume & Cost			
Children's Standard Liquid Concentration	Potential Generic Savings - (2021/22-Q3 Oct-Dec)	Out of Area Dispens	Out of Area Dispensing		
Diabetes Prescribing Comparators	Potential Generic Savings - (2021/22-Q4 Jan-Mar)	Out of Area Dispensing			
Medication Safety Indicators	Potential Generic Savings - (2022/23-Q1 Apr-Jun)				
Mental Health Prescribing Comparators	Potential Generic Savings - (2022/23-Q2 Jul-Sep)				
Opioid Prescribing Comparators (Snapshot)	Premium Priced Generics				
Opioid Prescribing Comparators (Trend)					
Polypharmacy Prescribing Comparators					
Respiratory					
Respiratory - Carbon Impact					
Safer Management of Controlled Drugs					
Valproate Prescribing in Female Patients Under 55					

Navigating the System

If you wish to navigate back to the landing page after you have viewed other ePACT2 content:

1. From the 'ePACT2' toolbar select 'Dashboards'.



2. From the available list select 'Menu' and 'ePACT2'.



3. Alternatively, use the breadcrumb trail at the bottom of any page by selecting 'ePACT2: 01News'.

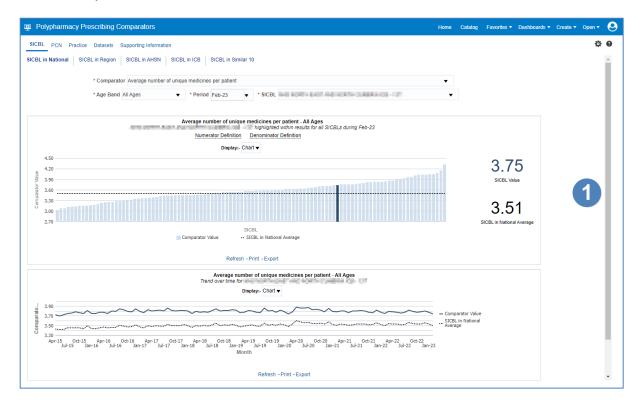


Navigating the Dashboards

All dashboards provided by the NHSBSA operate in a similar way. For the purposes of this guide, the 'Polypharmacy Prescribing Comparators' dashboard will be used, however, the functionality is uniform across the dashboards.

Selecting a dashboard page

1. You may need to use the scroll bar to view the entire dashboard.



- 2. A selection of links will be available to allow you to navigate across different organisation levels of the dashboard. Select the link for the area of the dashboard you would like to view.
- 3. You can then choose between different sub-tabs.



4. The dashboard will then generate according to the options selected.

Dashboard Criteria Selection

 The Dashboards have a range of criteria options to allow you to select the data you want the dashboard to show. The options available to select will change depending on the dashboard you are viewing.

Polypharmacy Prescribing Comparators	
SICBL PCN Practice Datasets Supporting Information SICBL in National SICBL in Region SICBL in AHSN SICBL in ICB SICBL in Similar 10	
* Comparator Average number of unique medicines per patient	•
*Age Band All Ages • * Period Feb-23 • * SICBL	•

All dashboards will default to show the latest time period available and the organisation the user is registered under. National users will default to the first organisation alphabetically.

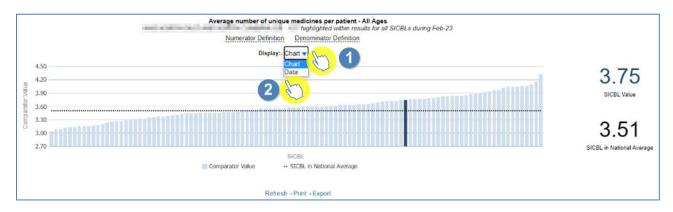
- 2. Select the drop-down arrow to the right of the criteria that you would like to update.
- 3. Click on the option you want to view from the list.

Polypharmacy Prescribing Comparators
SICBL PCN Practice Datasets Supporting Information
SICBL in National SICBL in Region SICBL in AHSN SICBL in ICB SICBL in Similar 10
* Comparator Average number of unique medicines per patient
* Age Band Al 🖋 Average number of unique medicines per patient
Multiple prescribing of anticoagulants and antiplatelet medicine
Percentage of patients prescribed 8 or more unique medicines
Percentage of patients prescribed 10 or more unique medicines
Percentage of patients prescribed 15 or more unique medicines
Percentage of patients prescribed 20 or more unique medicines
Search

4. Once selected the dashboard will automatically update and display the required data.

Data Views

Some reports contained within the dashboard will be available in both 'Chart' and 'Data' formats.



- 1. Select the drop down option for the 'Display'.
- 2. The views available will be displayed to select.

Exporting and Printing the Data

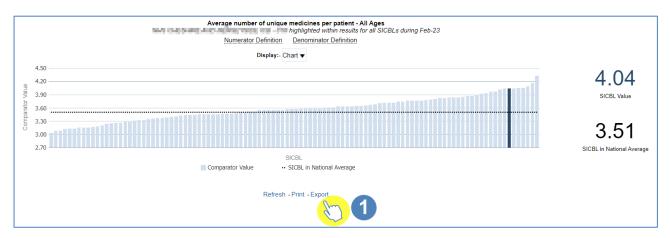
Exporting Dashboard Page

Polypharmacy Prescribing Comparators	Home Catalog Favorites	🔹 Dashboards 🔻 Create 👻 Open 👻 😔
SICBL PCN Practice Datasets Supporting Information SICBL in National SICBL in Region SICBL in AHSN SICBL in ICB SICBL in Similar 10		✓ Edit Dashboard
* Comparator Average number of unique medicines per patient * Age Band All Ages Period Feb-23 SICBL SICBL	Export Current Page	Berrort to Excel Create Bookmark Link
Average number of unique medicines per patient - All Ages highlighted within results for all SICBLs during Feb-23 <u>Numerator Definition</u> Display:- Chart		Create Prompted Link Apply Saved Customization Save Current Customization
4.50 4.20 [§] 3.30 ^b 3.60	4.0	Edit Saved Customizations Clear My Customization

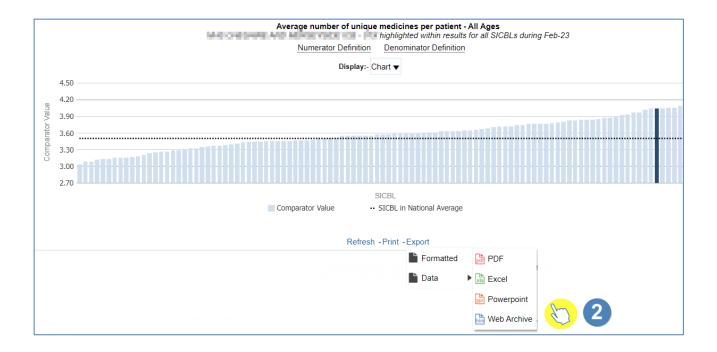
- 1. Select the 'cog' icon in the upper right hand corner.
- 2. From the drop-down list select the option to 'Export to Excel'.
- 3. Select 'Export Current Page'.

Exporting Individual Reports

1. Select the 'Export' option below the report required.

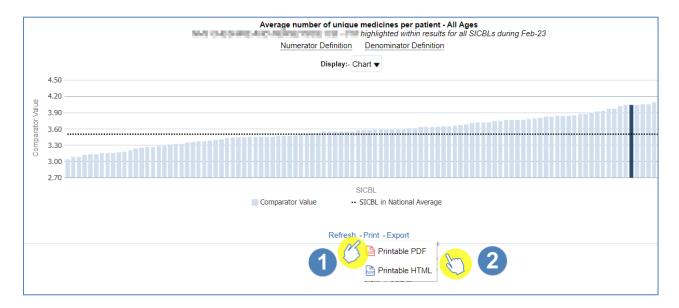


- 2. A drop-down list with the formats available to export in will be displayed.
- 3. Select the format required from the list presented.



Printing

- 1. Select the 'Print' option below the report required.
- 2. Select the format required from the drop-down list presented.



Accessing the Pre-built Reports

The pre-built 'Prescribing Reports' are available in two different formats. 'Standard reports' are available which allow users to access data for a specific prescribing area. There are also 'Report Templates' which allow users to set a more specific, narrowed criteria for the data.

1. From the Landing page select 'Prescribing Reports'

	Welcome	to ePACT2	
News	Dashboards	Prescribing Reports	Quick Search
NEWS FEED		MY FOL	ePACT2 LATEST DATA

2. You will then be taken to the 'Prescribing Reports' section, all reports are accessed by expanding the report category and selecting the link for the report you wish to view.

	ePACIZ Pre	scribing Reports	
News	Dashboards	Prescribing Reports	Quick Search
▶ Key reports	Prescribing Monitoring	Controlled Drug Reports	▶ Hospital Trust Reports
Invoice Reconciliation Reports	Prescribing Comparators	Controlled Drug Comparators	Common Information Reports
▶ Cost Comparators	Prescribing Information	Controlled Drug Monitoring	▶ MOKTT
Organisation & Demographic Information	Prescribing Cost Analysis Drug Table 1 - Monthly Drug Table 1 - Quarterly Drug Table 1 - Quarterly Drug Table 2 - Monthly Drug Table 2 - Monthly Drug Table 2 - Quarterly	2	Advanced Service Flu Report - Pharmacy Contractors
	Drug Table 2 - Annually Drug File Download (PR1) SVM Drug File Download (PR2) Chemist Table C20 - National (PR7) Chemist Table C20 - Regional (PR7) Exemption Category Data (PR9)		
	Volume Comparators		

Using a Standard Report

The 'Standard Reports' are visually similar to the dashboard reports, in style and layout and are made up of several tabs/pages, that can be accessed in the same manner as the dashboard reports.

- 1. Once you have selected a report, select the main Tab/Page you wish to view.
- 2. Then select the Sub-tab.

Potential Generic Savings				Home	Catalog
National ICB Commissioner/Provider Practice F Commissioner/Provider - Quarterly Commissioner/Provider - Quarterly Commissioner/Provider F	Practices within a Commission	er/Provider Supporting Information	1		
	* QUARTER	ICB	* COMMISSIONER/PROVIDER		
	Jan - Mar 23 (2 Months) 🔻	NOT THE REPORT OWNER AND	ния нолетнонет моннолти саменалися - тет ру Ар	ply Rese	t 🔻
PG1(C1). Potential Generic Savings Total cost of all drugs prescribed in Total and	RTH CAST AND NOR	11-0.00FMA-CB-157(107)	in Jan - Mar 23 (2 Months)		
		Net in	gredient cost (£)		
			12,994,159.85		

- 3. The 'Criteria Selection' can then be used to restrict the report to your chosen criteria.
- 4. Select 'Apply' to update the report to return the data for the relevant changes made.

Potential Generic Savings	Home Catalog
National ICB Commissioner/Provider Practice Practices within a Commissioner/Provider Supporting Information	
Commissioner/Provider - Quarterly Commissioner/Provider - Monthly	
3 * QUARTER ICB	* COMMISSIONER/PROVIDER
Jan - Mar 23 (2 Months) 🗸	Apply Reset V
PG1(C1). Potential Generic Savings Total cost of all drugs prescribed in	in Jan - Mar 23 (2 Months)
Net in	ngredient cost (£)
	12,994,159.85

5. The report will now return the data for the criteria selected, and beneath each of the views in the report there are the options to 'Export' or 'Print' the data from the report.

Potential Generic Savings				Home	Catalog
National ICB Commissioner/Provider Practice Commissioner/Provider Quarterly Commissioner/Provider Commissioner/Provider	Practices within a Commission	er/Provider Supporting Information			
PG1(C1). Potential Generic Savings Total cost of all drugs prescribed in	* QUARTER Jan - Mar 23 (2 Months) 🔻	ice Ten bolivasi varihtari sorv	* COMMISSIONER/PROVIDER	Apply Rese	: •
		Net ing	gredient cost (£) 12,994,159.85		
		2	Print - Export		

Using a Report Template

The 'Report Templates' are the second type of prescribing reports within the system. These reports will be found within the 'Key Reports' category in the 'Prescribing Reports' section of the system.

When you open a report, you will be prompted with the report criteria pane. In this
pane you must select the criteria you want the report to run for. N.B. – if these
prompts/drop-down lists have an '*' (asterisk) then these will require a selection in
order for the report to return the data.

ePACT2		2		3	н
* Month Feb-23	•	* Commissioner / Provider plus Code	BNF Chapter plus Code	Select Value	•
		* Practice plus Code	BNF Section plus Code	Select Value	•
			BNF Paragraph plus Code	Select Value	•
			BNF Sub Paragraph plus Code	Select Value	•
			BNF Chemical Substance plus Code	Select Value	•
			BNF Product plus Code	Select Value	•
			BNF Presentation plus Code	Select Value	•
					OK Reset V
lit - Refresh					

1) Month	Enables you to select a time period by using the drop-down option
2) Organisation	Enables you to select an organisation via the drop-down option
3) BNF	Enables you to select something from the BNF via the drop-down option

2. Once the criteria has been selected then click 'OK' to generate the report:

● ePACT2		Home
	7	
* Month Feb-23	BNF Chapter plus Code	Select Value
* Practice plus Code	BNF Section plus Code	Select Value
	BNF Paragraph plus Code	Select Value
	BNF Sub Paragraph plus Code	Select Value
	BNF Chemical Substance plus Code	Select Value
	BNF Product plus Code	Select Value
	BNF Presentation plus Code	Select Value
		OK Reset ▼
Edit - Refresh		

3. After the report has been run with the selected criteria, then a table of data will be returned based on the criteria selected.

Editing a Pre-built Report

Editing and Saving a report

If you wish to edit the information returned within a 'Report Template' report it is possible to edit the report.

The edited version can then be saved to your 'My Folders' to be accessed.

Editing a Pre-built report will not affect the version saved within the system; the changes will only affect the version saved within the users 'My Folders'.

1. From the Landing page select 'Prescribing Reports'



2. Select the report you wish to view by selecting the blue link of the report.

	ePACT2 P	rescribing Reports	
News	Dashboards	Prescribing Reports	Quick Search
∡ Key reports	Prescribing Monitoring	Controlled Drug Reports	Hospital Trust Reports
BNF Codes and Names (P2) Budget Report (P1)	Prescribing Comparators	Controlled Drug Comparators	Common Information Reports
Dispensing Doctors (P3)	Prescribing Information	Controlled Drug Monitoring	▶ MOKTT
High Cost Drugs (Practice Level) (P5p) High Cost Drugs (Prescriber Level) (P5e)	▶ Prescribing Cost Analysis		Advanced Service Flu Report - Pharmacy Contractors
Prescriber - Dispenser (P4) Prescribing Itemised (P6)	Volume Comparators		Contractors
Special Order Items (P7) Top 50 Paragraphs by Cost Prescriber (P10) Top 50 Paragraphs by Items Prescriber (P11)			
Invoice Reconciliation Reports			
Cost Comparators			
Organisation & Demographic Information			

3. From the criteria pane select 'Edit'.

ePACT2			Home
* Month Feb-23 🗸	* Commissioner / Provider plus Code	BNF Chapter plus Code	Select Value
	* Practice plus Code	BNF Section plus Code	Select Value
		BNF Paragraph plus Code	Select Value
		BNF Sub Paragraph plus Code	Select Value
		BNF Chemical Substance plus Code	Select Value
		BNF Product plus Code	Select Value
		BNF Presentation plus Code	Select Value
			OK Reset ▼
Edit - Refresh			

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- 4. With the 'Criteria' tab selected in the analysis builder, make any required changes.
- 5. Once any changes have been made select 'Save As' to save the updated copy of the report.

 High Cost Drugs Report (Press) 	actice Level)	Home Catal	og Favorites - Dashboar	ds • Create • Open • 🔘
Criteria Results Prompts Advance	ced			
->	T Z m			<u> </u>
G ePACT 2 Time Period	J Selected Columns			± 30 €
Grganisation Drug / Appliance	England Prescribing Organisations	Drug / Appliance	BNF Presentation Code 🚯	Reporting Fields
Reporting Fields Patient				
∡ Catalog 🔹 🐘 🖉 🚱	- Filters		-	« الأسلام الأس

- 6. Select the folder you want to save the report to.
- 7. Name the report appropriately.
- 8. Select 'Ok' to save the report.



Users are only able to save content to their 'My Folder' or a sub folder under this, if another folder is selected an error message will be returned.

Accessing an updated report

1. From the 'Landing' page select the hyperlink for the report within the 'My Folders' section.

更 ePACT2			Home Catalog Favorites - Dashboards - Create -	Open 🔻	9
				ф	0
	Welcome to e	PACT2			Î.
News	Dashboards	Prescribing Reports	Quick Search		L
NEWS FEED		MY FOLDERS	ePACT2 LATEST DATA		L
NEW 22 March 2023 ► Carbon Impact dashboard upda We've been working on some improvements and the comp	te arators for preventer prescribing in the Carbon Impact dashboard	My Folders	Prescription Data: Feb-23		L
have now been reinstated as below:		High Cost Drugs Report ()	Practice Level) Remuneration Report: Jan-23		5

Using Quick Search

The Quick Search analysis is a standard report template and can be found via the landing page.

The report will allow you to quickly return data for a preset selection of fields. The report will be generated for any organisation or BNF level selected by you in the analysis prompts.

The additional benefit of the Quick Search is that you can see the BNF Hierarchy structure when selecting your products.

1. From the 'Landing page' select 'Quick Search'.



2. The 'Quick Search' will then open in a new tab, and you will be presented with the 'Quick Search' criteria pane.

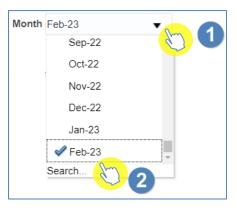
1		2	3
Month Feb-23	Prescribing Organisation	O BNF - Hierarchy	٥,
			OK Reset v
Edit - Refresh			

1) Month	Select the time period you want the report to run for
2) Organisation	Select the organisation you want the report to run for
3) BNF	Select something from the BNF you want the report to run for

Completing the Quick Search criteria

The time period selected will default to the latest month held in the system.

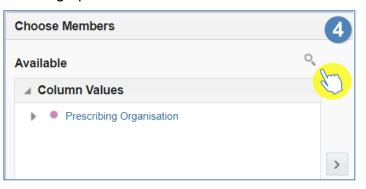
- 1. To view a different time period, select the drop-down arrow for the time period.
- 2. Select the time period you require.



3. Select the magnifying glass icon next to the 'Prescribing Organisation' box.

Prescribing Organisation		0
	3	

4. Select the magnifying glass icon at the top of the 'Choose Members' box, this will bring up the search function.



5. Type your organisation name into the 'Name' box and untick 'Match Case'.

Choose	Members	;			
Availab	le				Q,
Name S	itarts	•	Newcastle		
0	Children of	Root			• 5
	At Level	<any></any>			•
			Se	arch Mate	ch Case

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6. Select the drop down arrow of the 'At Level' box and select the organisation level you wish to search at.



CCG's, Hospital Trusts and ISHP's are held at Commissioner/Provider level. Selecting your organisation level will ensure your results are returned quicker, as the system is only looking for your organisation in this level.

7. Select 'Search' to search for your organisation.

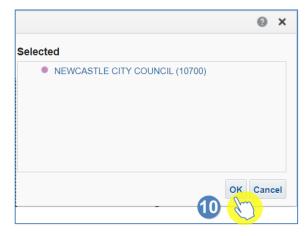
Choose Members						
Availa	ble				Q,	
Name	Starts	•	Newcast	lle		
	Children of	Root		•	T	
	At Level	Commiss	ioner / Pro	ovider Level 🔹	,	
			7	Search Match C	ase	

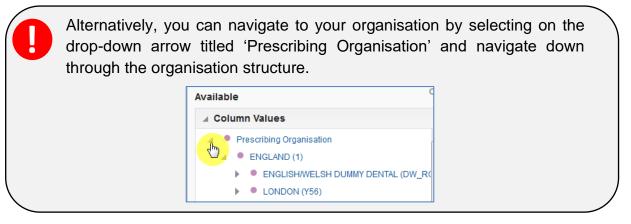
- 8. Click on your organisation.
- 9. Select the single arrow icon.

Choos	se Members	5					
Availa	ble					Q,	
Name	Starts	•	Newcas	tle			
	Children of	Root			•	T	
	At Level	Commiss	ioner / Pr	ovider Lev	vel 🔹	,	
				Search	Match (Case	9
	olumn Valu	es		(8		> [m
•	NEWCAS	TLE CITY	COUNCI	L (1070 <mark>0</mark>	m		»
•	NEWCAS	TLE NORT	TH AND E		(00) (0	01-	
•	NEWCAS	TLE WEST	T CCG (0	0H00) (C (01-Apr-15)		<
►	NEWCAS	TLE (5D70	00) (C 01-	Jan-14)			~

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10. Select 'OK'.





11. Select the magnifying glass for the 'BNF – Hierarchy' box.

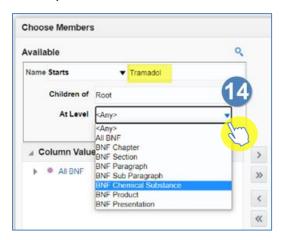


12. Select the magnifying glass icon to bring up the search function.

Choose Members							
1	Available						
	Name Starts		T	E.			
		Children of	Root 🗸	77.			
		At Level	<any></any>				

13. Type the name of the drug you are searching for, in this example it is Tramadol.

14. Change the 'At Level' to the level you want to search the BNF for, in this example it is Chemical substance.





If you do not know the level of the product you are searching for, by leaving the 'At Level' box as 'Any' this will bring back every level of the BNF that contains the name of the drug you are searching for.

15. Untick 'Match Case' and click 'Search'.

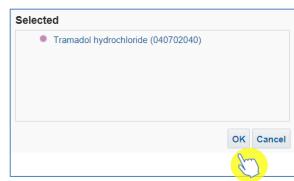
Choose Members									
Available									
Name	Starts	•	Tramado	1					
	Children of	Root		▼ 5.					
	At Level	BNF Cher	mical Sub	stance 🔹					
				Search Match Case					

- 16. Click on the item you want, in this example it is 'Tramadol Hydrochloride (040702040)'
- 17. Select the single arrow, to move the item to 'Selected'.

Choos	se Members	6					
Availa	ble					Q,	
Name	Starts	•	Tramado	ol			
	Children of	Root		•	• 5		
	At Level	BNF Chemical Substance				1	
				Search	Match C	Case	Y
. ⊿ C o	olumn Valu	es				:	> 💊
1	Tramadol	hydrochlo	ride (0407	'02040)		>	»

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18. Click on OK



19. Select OK, to run the analysis with the selected criteria

Month Feb-23	•	Prescribing Organisation	NENCIISTLE GATERHEAR CHPR	51 (FSI43Q)		BNF - Hierarchy	Tramadol hydrochloride (040702040)		o,	
								ок	Reset	•
Edit - Refresh								- {	γ	

Getting more help



Additional training material and user guides

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our <u>ePACT2 user guides page</u>

Webinar sessions

We offer a free webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find our more and book your webinar by going to our ePACT2 training page