



## **Interactive Contents**

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Accessing a Dashboard Navigating the Dashboard Dashboard Criteria Selection Data Views Exporting and Printing the Data Accessing a Prebuilt Report Getting more help

# **Accessing a Dashboard**

ePACT2 includes several dashboards which provide high level information to help measure, benchmark and prioritise areas organisations may like to focus their resources on.

The majority of the dashboards currently available are SICBL based and do not include Hospital Trust information. They can still be useful to provide information on how the SICBLs in your area are prescribing.

Dashboards provide easy-to-use analysis and reports supporting patient safety and improving patient outcomes and medicines optimisation.

Detailed information and specification documents for the dashboards are available via the NHSBSA website here:

https://www.nhsbsa.nhs.uk/epact2/epact2dashboardsspecifications

### Accessing a Dashboard

1. Select the 'Dashboards' link from the Landing page.

Welcome to ePACT2									
News	Dashboards	Prescribing Reports	Quick Search						
NEWS FEED		MY FOLDERS	ePACT2 LATEST DATA						
NEW 31 July 2023  New Dependency and Withdrawal formi Weive extended the Onioid Dashbased on that the Trend view po	ng medicines comparators added to the Opicid (Trend) Dashboard w includes two comparators that covers a broader range of dependency and	My Folders	Prescription Data: Jun-23						
withdrawal forming medicines. These comparators were based or	w includes two comparators that covers a broader range of dependency and those recommended by the prescribed medicines review and describe the ming medicine classes for a short period and over a 12 month period.	a number of	Remuneration Report: May-23						
It is now possible to analyse patients receiving prescriptions for a Gabapentinoids, Z-Drugs) in the short and long term.	ny of the five medicines classes (Antidepressants, Opioids, Benzodiazepine	es,							

2. The dashboard page will open and display all available dashboards. From here click the blue link of the dashboards you want to open.

	ePACT2 Dashb		
News	Dashboards	Prescribing Reports	Quick Search
Clinical Dashboards Alerts Dashboard Antimicrobial Stewardship Antimicrobial Stewardship - Children Antimicrobial Stewardship - Children Antimicrobial Stewardship - Children Madication Stafety Indicators Inder Markan Person Prescribing Comparators Optical Prescribing Comparators Optical Prescribing Comparators Optical Prescribing Comparators Polytharmary, Prescribing Comparators Respiratory Respiratory Respiratory Stafer Management of Controlled Drugs Valproate Prescribing in Pennie Patients Under 55	Medicines Value Programme Dashboards Evidence Based Interventions Items not for Routine Prescripting Medicines Optimisation Over the Counter Headines (OTC) Potential Generic Savings - (2022/3-02) Potential Generic Savings - (202/3-02) Potential Generic Savings - (202/3-02) Potential Ge	EPS and eRD Utilis EPS and eRD Utilisation Volume & Cost Dasi Volume & Cost Out of Area Dispensing Out of Area Dispensing	Dashboard hboard
Notuced by the NHS Business Services Authority (NHSBSA) Data Services device at accossibility statement here account NHSBSA 2023 © lemms & Conditions		Business Service	NHS s Authority

# **Navigating the Dashboard**

For this guide we will look at the Polypharmacy dashboard, however all the dashboards produced by the NHSBSA work in a similar way.

## Selecting a dashboard page

Dashboards are made up of several different pages which allow you to select different sets of information. For example, you can view information at different organisation levels.

1. To navigate to a different page, click on the tab of the page you would like to view.

SICBL         Providers         PCN         Practice         Datasets         Supporting Information           SICBL in National         Value         SICBL in ICB         SICBL in ICB (Normalised)         SICBL in ICB         SICBL in ICB (Normalised)								
Third Month of Rolling Three Months: Jun-23     SICBL								
Number of unique patients prescribed both a benzodiazepine and an opioid concurrently in the same month highlighted within results for all SICBLs during the rolling three months ending Jun-23								
Graph -	SICBL Value							

2. The dashboard will open the selected page.

SICBL Providers PCN Practice Datasets Supporting Information
Providers in National Providers in ICB Unidentified Prescribers
* Comparator Number of unique patients prescribed both a benzodiazepine and an opioid concurrently in the same month
* Third Month of Rolling Three Months Jun-23 🔹 * Prescribing Organisation

## **Dashboard Criteria Selection**

The dashboard will have a 'Dashboard Criteria Selection' pane, here you can select the data you want the dashboard to show.

SICBL Providers PCN	Practice Datasets Supporting Information
Providers in National Pr	oviders in ICB Unidentified Prescribers
	* Comparator Number of unique patients prescribed both a benzodiazepine and an opioid concurrently in the same month
	* Third Month of Rolling Three Months Jun-23 🗸 * Prescribing Organisation

The dashboard will default to show data for the latest time period available and the Hospital Trust you are registered under. It will still default to the Hospital Trust even if the dashboard only includes SICBL information so it may initially not show any data.

The options available in the pane will change depending on the dashboard you are looking at.

To change what is shown in the dashboard all you need to do is select an option from the boxes in the criteria pane

1. Click on the drop-down arrow to the right of the box you would like to update.

SICBL Providers PCN Practice Datasets Supporting Information	
Providers in National Providers in ICB Unidentified Prescribers	
* Comparator Number of unique patients prescribed both a benzodiazepine and an opioid concur	irrently in the same month
* Third Month of Rolling Three Months Jun-23	EAST KENT HOSPITALS UNIVERSITY NHS FOUNDAT
Number of unique patients prescribed both a benzodiazepine and an opioid concurre	EAST AND NORTH HERTFORDSHIRE NHS TRUST
EAST KENT HOSPITAL UNIVERSITY MHS FOUND TO THE MONTH OF THE AND THE MANNESS AN	EAST ANGLIA CB HUB EAST CHESHIRE NHS TRUST
Graph ▼	EAST COAST COMMUNITY HEALTHCARE C.I.C
	<pre></pre>
- te	
S	Search

#### 2. Click on the data you want to view from the list

SICBL Providers PCN Practice Datasets Supporting Information	
Providers in National Providers in ICB Unidentified Prescribers	
* Comparator Number of unique patients prescribed both a benzodiazepine and an opioid conc	urrently in the same month
* Third Month of Rolling Three Months Jun-23 🚽 * Prescribing Organisation	EAST KENT HOSPITALS UNIVERSITY NHS FOUNDAT▼
	HERTS URGENT CARE
Number of unique patients prescribed both a benzodiazepine and an opioid concurre	HINCKLEY & BOSWORTH MEDICAL ALLIANCE LIMITED
EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUS highlighted within results for all providers during the rolling three months endi	
Graph 💌	HOUNSLOW AND RICHMOND COMMUNITY HEALTHCARE NHIS T
	HULL CITY COUNCIL
ati e	
	Search

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

## **Data Views**

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

It may be useful for you to see the data that is making the chart. Sometimes the data can give you more insight, for example in the polypharmacy dashboard by looking at the data tab you can see the patient count rather than the percentage of patients.

To change the view

1. Select the drop-down option



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# **Exporting and Printing the Data**

Information can be export from the dashboard in several ways and in a number of different formats, these formats are standard throughout the system.

Print Formats:

- Printable PDF
- Printable HTML

Export Formats:

Formatted:

- PDF
- Excel
- PowerPoint
- Web Archive

Data:

- Excel
- CSV
- Tab Delimited
- XML

### **Exporting & Printing a Dashboard Page**

### Exporting a Dashboard Page

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

SICBL Providers PCN Practice Datasets Supporting Information		Print
Providers in IN3tional         Providers in ICB         Unidentified Prescribers           * Comparator         Number of unique patients prescribed both a benzodiazepine and an opioid concurrently in the same month <ul></ul>	Export Current Page	Export to Excel
Number of unique patients prescribed both a benzodiazepine and an opioid concurrently in the same month ngnlighted within results for all providers during the rolling three months ending Jun-23 Graph. ●	244 Protect Value	Create Prompted Link Apply Saved Customization Save Current Customization Edit Saved Customization Clear My Customization

### **Printing a Dashboard Page**

- 1. Select the 'cog' icon in the upper right-hand corner
- 2. From the drop-down list presented select the option to 'Print'

#### 3. Select print format required

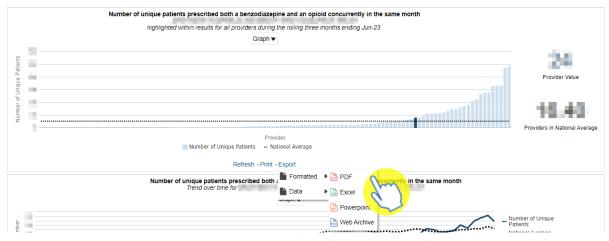
SICBL Providers PCN Practice Datasets Supporting Information			0 0
roviders in National Providers in ICB Unidentified Prescribers	Durrent Page as PDF	🖴 Print	(how
	Current Page as HTML	Export to Excel	0
* Comparator Number of unique patients prescribed both a benzodiazepine and an opioid concurrently in the same month		G Refresh	N-
* Third Month of Rolling Three Months Jun-23 🔹 * Prescribing Organisation		Add To Briefing Book	
		Create Bookmark Link	
Number of unique patients prescribed both a benzodiazepine and an opioid concurrently in the same month		Create Prompted Link	
highlighted within results for all providers during the rolling three months ending Jun-23 Graph ▼		Apply Saved Customization	•
		Save Current Customization	
	24	Edit Saved Customizations	
	Provider Value	Clear My Customization	

## **Exporting & Printing Individual Reports**

#### **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

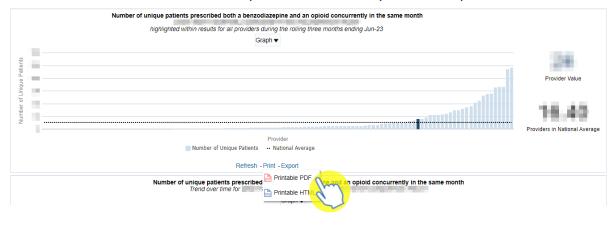


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### **Printing Individual Reports**

4. Select the 'Print' option below the report required

#### 5. Select the format required from the drop-down list presented



## **Accessing a Prebuilt Report**

Prebuilt 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 some report templates which allow users to set the criteria for the data.

### Accessing a Pre-built report

6. To access 'Prescribing Reports' from the Landing page select 'Prescribing Reports'



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

#### ePACT2 Prescribing Reports

News	Dashboards	Prescribing Reports	Quick Search
Key reports	Prescribing Monitoring	Controlled Drug Reports	Hospital Trust Reports
A Invoice Reconciliation Reports	Prescribing Comparators	Controlled Drug Comparators	Common Information Reports
Invoice Reconciliation Report - Prescribing Costs April 201 onwards (F1a)	Prescribing Information	Controlled Drug Monitoring	▶ MOKTT
Invoice Reconciliation Report - Prescribing Costs pre-Apr 2018 (F1b)	Comparators		Advanced Service Flu Report - Pharmacy Contractors
Cost Comparators			
b Omeniantian 8 Demonstration			

### **Using a Standard Report**

The 'Standard Reports' all work in a similar way which is very similar to the dashboards.

The reports will be made up of numerous pages, these can be accessed in the same way as in the dashboards

8. Select the report page you wish to view

Potential Generic Savings					Home	Catalog	Favorites *	Dashboards •	Create •	Open 🔻	0
National ICB Commissioner/Provider Practice Practices with Commissioner/Provider - Quarterly	in a Commissioner/Provider hly	Supporting Information								¢	0 ^
	* QUARTER Apr - Jun 23	ICB Select Value 🔻	* COMMISSIONER/PROVIDER	Apply Reset •							L
PG1(C1). Potential Generic Savings											Ŀ
Total cost of all drugs prescribed in	20 Brost 84	in Apr - Jun 23	}								Ŀ
Net ingredient cost (£)											
								RUN AT	F 24/08/2023	13:50:20	

9. The criteria selection pane can be used to select the criteria for a report

要 Potential Generic Savings					Home	Catalog	Favorites *	Dashboards •	Create •	Open 🕶	0
National ICB Commissioner/Provider Practice Practices within a	Commissioner/Provider	Supporting Information								Φ	0
Commissioner/Provider - Quarterly Commissioner/Provider - Monthly											^
-	QUARTER	ICB	* COMMISSIONER/PROVIDER								
A	Apr - Jun 23 🛛 🔻	Select Value	the second second second second second	Apply Reset •							
PG1(C1). Potential Generic Savings Total cost of all drugs prescribed in in Api								L			
Net ingredient cost (£)											
								RUN AT	24/08/2023	13:50:20	

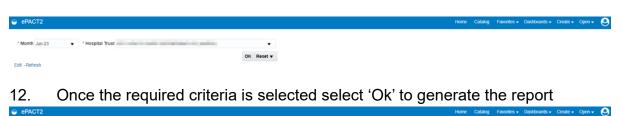
10. Once generated the report can be printed or exported using the links beneath the report

Potential Generic Savings					Home	Catalog	Favorites •	Dashboards •	Create •	Open 🕶	9
National ICB Commissioner/Provider Practice Practices within	a Commissioner/Provider	Supporting Information								¢	0
Commissioner/Provider - Quarterly Commissioner/Provider - Monthl	ly .										^
	* QUARTER Apr - Jun 23	ICB Select Value	·	COMMISSIONER/PROVIDER     Apply Reset							L
PG1(C1). Potential Generic Savings Total cost of all drugs prescribed in		in Apr	r - Jun 2:	3							L
Net ingredient cost (£)											L
29,406.74								RUN A	T 24/08/2023	13:50:20	
Print - Export										1	

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## **Using a Report Template**

11. When you open the 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.





13. The report will be generated, the table will contain fields specific to the report selected

ePAC	CT2											Home C	Catalog	Favorites •	Dashboards • Cre	ate 👻 Open 🔻
NHS Im	HS Improvement - Model Hospital Report															
Year Month	Commissioner / Provider	Commissioner / Provider Code	Practice	Practice Code	Prescriber	Prescriber Code	BNF Presentation	BNF Presentation Code	Actual Cost (£)	Quantity X Items	Items	Quantity		Pack Size Unit	Supplier Name	Supplier Code
202306	-		-		Hospital Doctor	-	Amoxicillin 500mg capsules	0501013B0AAABAB	1.74	15	1		15	capsule	-	
202306	State.		1000	-	Hospital Doctor	-	Amoxicillin 500mg capsules	0501013B0AAABAB	1.74	15	1	15	21	capsule	-	
202306	State.	10100	1000		Hospital Doctor	-	Digoxin 125microgram tablets	0201010F0AAAEAE	3.54	30	1	30	28	tablet		
202306	1000		1000		Hospital Doctor		Furosemide 40mg tablets	0202020L0AABDBD	1.84	60	2	30	28	tablet		
202306	10,000	-	10.00	-	Hospital Doctor	-	Atomoxetine 18mg capsules	0404000S0AAACAC	6.33	14	1	14	28	capsule	-	
202306	2007	in the		-	Hospital Doctor	- 114	Atomoxetine 25mg capsules	0404000S0AAADAD	12.92	28	1	28	28	capsule	-	
202306	Sec.	-		100	Hospital Doctor		Atomoxetine 25mg capsules	0404000S0AAADAD	22.70	49	1	49	28	capsule		
202306	10,000	-		1000	Hospital Doctor	-	Atomoxetine 25mg capsules	0404000S0AAADAD	25.83	56	1	56	28	capsule	100.000	

14. Once generated the report can be printed or exported using the links beneath the report

202306	Color March		100.00		1000	-	Carbocisteine 750mg/10ml soln 10ml sachets sugar free	03			
202306	100		-		100	-	Digoxin 250microgram tablets	02			
202306	10,000	1000			100		Nitrofurantoin 100mg modified-release capsules	05			
202306	Color Mar						Epaderm ointment	21			
Return - Edit - Refresh - Print - Export - Add to Briefing Book - Create Bookmark Link											

## **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 out more and book your webinar by going to our ePACT2 training page