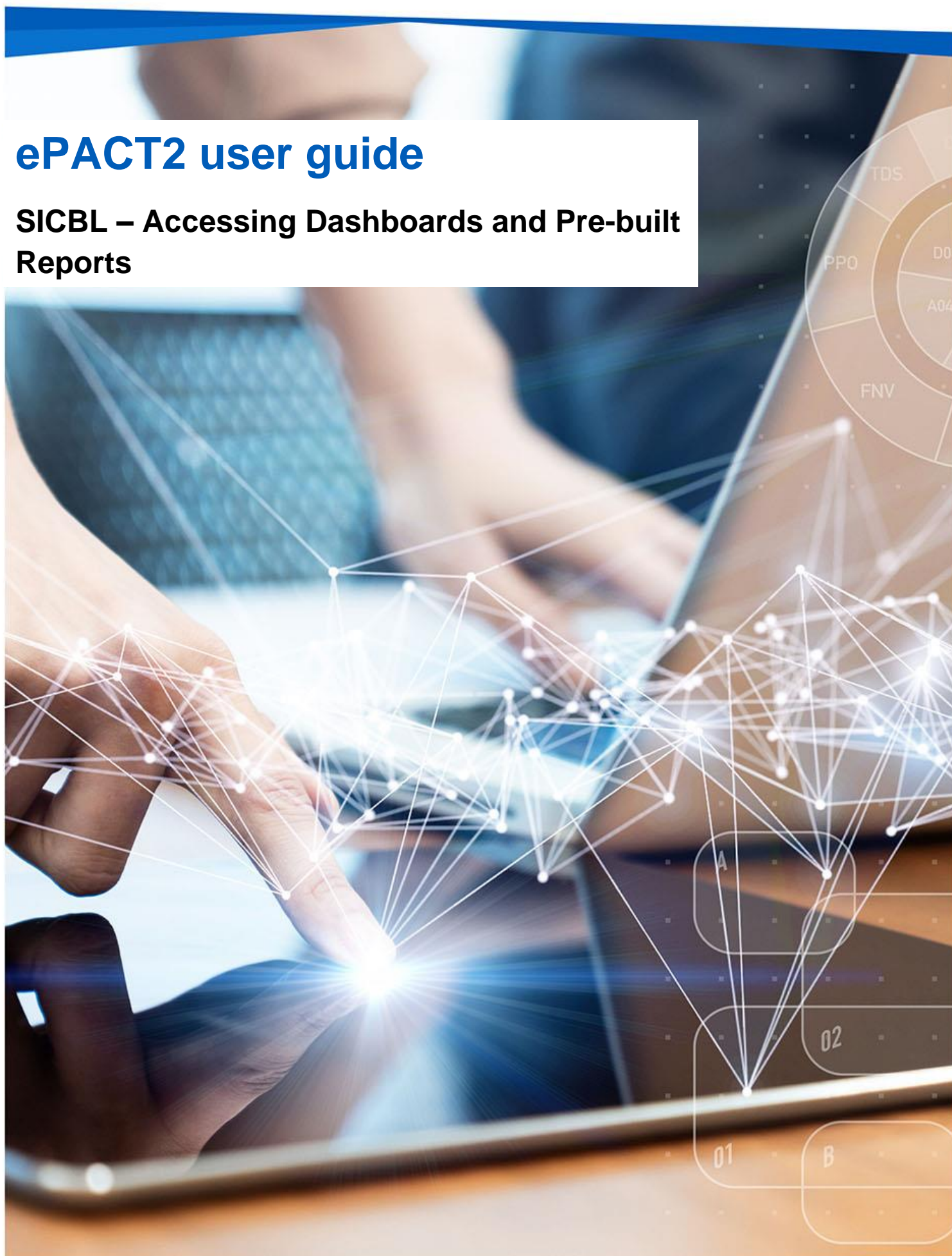


ePACT2 user guide

SICBL – Accessing Dashboards and Pre-built Reports



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 a Dashboard

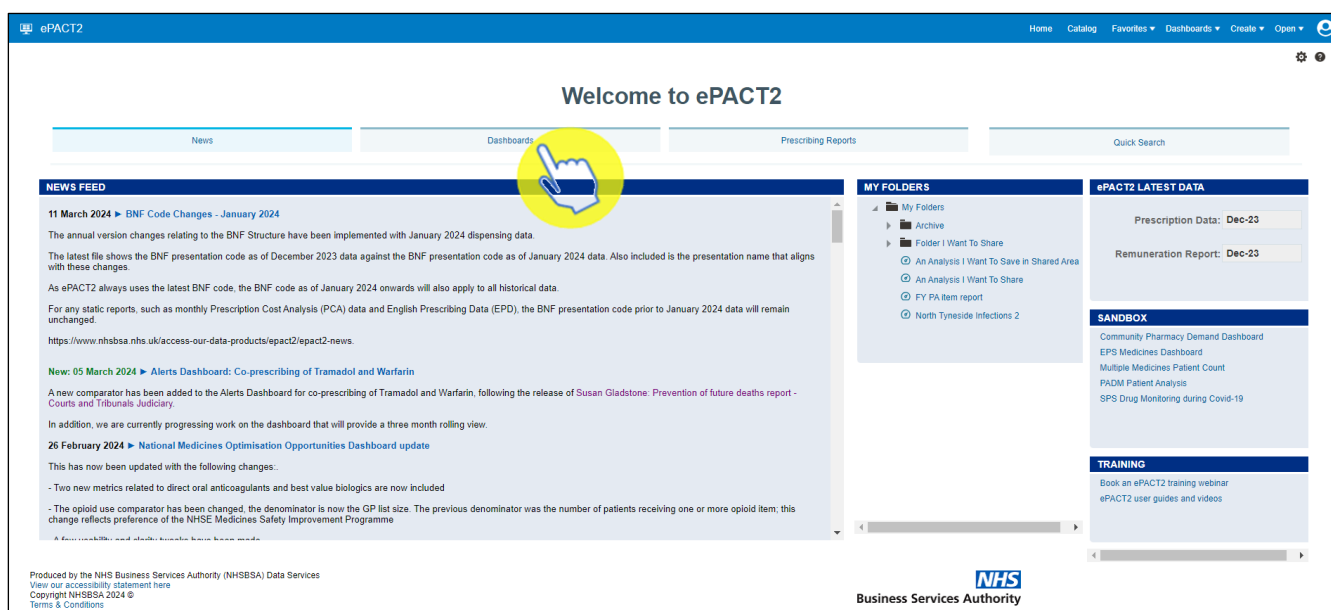
ePACT2 has a multitude of dashboards available for SICBL users, with their aim to provide high level information for users to be able to easily benchmark their organisation against others within the different structural levels of the NHS (National/ICB/Commissioner/Provider/PCN/Practice).

In addition to this, these dashboards help users to monitor prescribing within different areas in order to support medicines optimisation, patient safety, improving patient outcomes and prioritising areas you may wish to focus more resources on.

Detailed information and specification documents for the dashboards are available via the NHSBSA website here: <https://www.nhsbsa.nhs.uk/access-our-data-products/epact2/dashboards-and-specifications>

Dashboard Selection

1. Select the 'Dashboards' link from the ePACT2 Landing page:



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

ePACT2 Dashboards

News Dashboards Prescribing Reports

Clinical Dashboards
 Alerts Dashboard
 Antimicrobial Stewardship
 Antimicrobial Stewardship - Children
 Antimicrobial Stewardship - RightCare UTI Focus Pack
 Children's Standard Liquid Concentration
 Diabetes Prescribing Comparators
 Medication Safety Indicators
 Mental Health Prescribing Comparators
 Opioid Prescribing Comparators (Snapshot)
 Opioid Prescribing Comparators (Trend)
 Polypharmacy Prescribing Comparators
 Respiratory
 Respiratory - Carbon Impact
 Safer Management of Controlled Drugs
 Valproate Prescribing in Female Patients Under 99

Medicines Value Programme Dashboards
 Evidence Based Interventions
 Items not for Routine Prescribing
 National Medicines Optimisation Opportunities
 Over the Counter Medicines (OTC)
 Potential Generic Savings - (2022/23-Q4 Jan-Mar)
 Potential Generic Savings - (2023/24-Q1 Apr-Jun)
 Potential Generic Savings - (2023/24-Q2 Jul-Sep)
 Potential Generic Savings - (2023/24-Q3 Oct-Dec)
 Premium Priced Generics

EPS and eRD Utilisation Dashboard
 EPS and eRD Utilisation Dashboard
Volume & Cost Dashboard
 Volume & Cost
Out of Area Dispensing
 Out of Area Dispensing

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NHS
 Business Services Authority

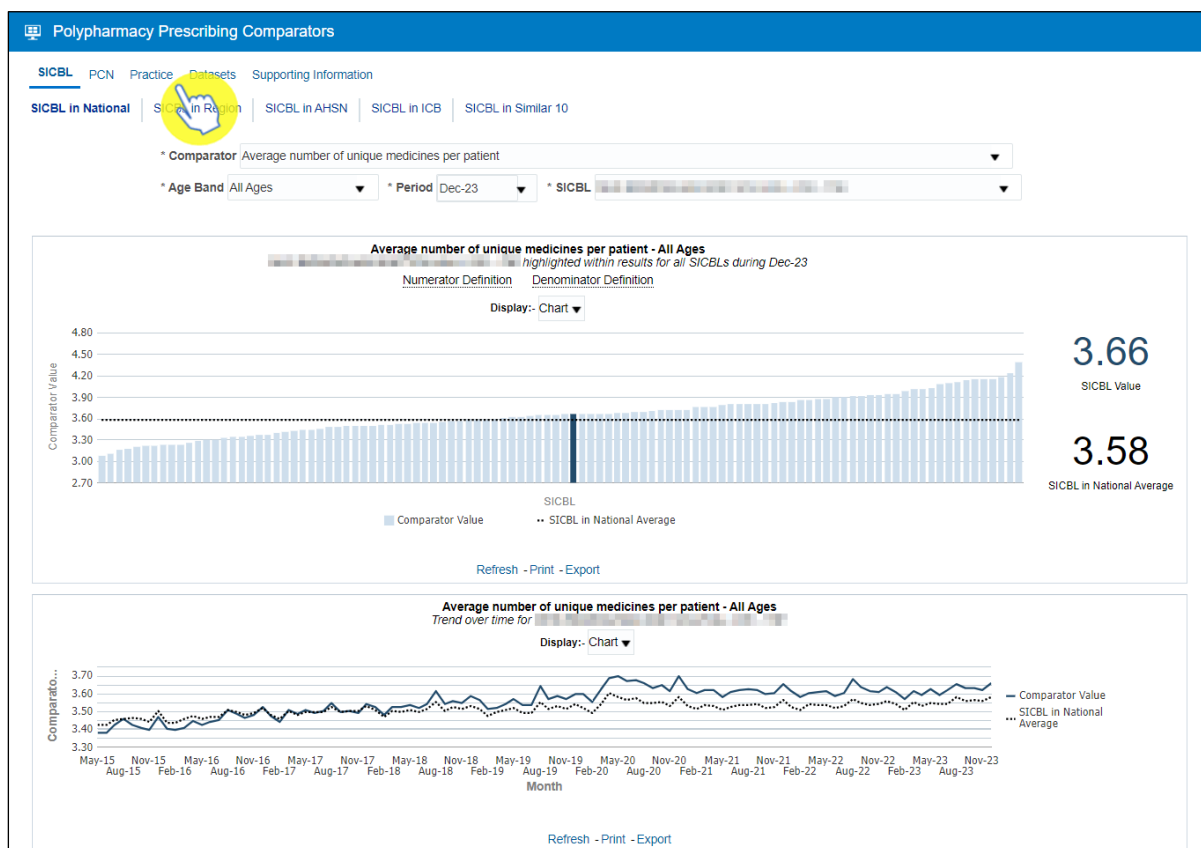
Navigating the Dashboard

For the purposes of this guide we shall use the 'Polypharmacy' dashboard as an example. With all of the dashboards contained within ePACT2, these dashboards will operate with the same general functionality and ease of use.

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 (the Polypharmacy dashboard will default to the SICBL tab when first accessed):



Once the organisation level tab of your choice has been selected, the data displayed on the page will update to reflect the level you have chosen to view it at.

2. You can then choose between the different sub-pages to see, in this case, the chosen SICBL compared Nationally, Regionally, within its AHSN or ICB.

Dashboard Criteria Selection

Underneath the Pages and Sub-pages you will find the 'Criteria Selection'. It is here you can select the criteria you want, in order to return the data you wish to see:

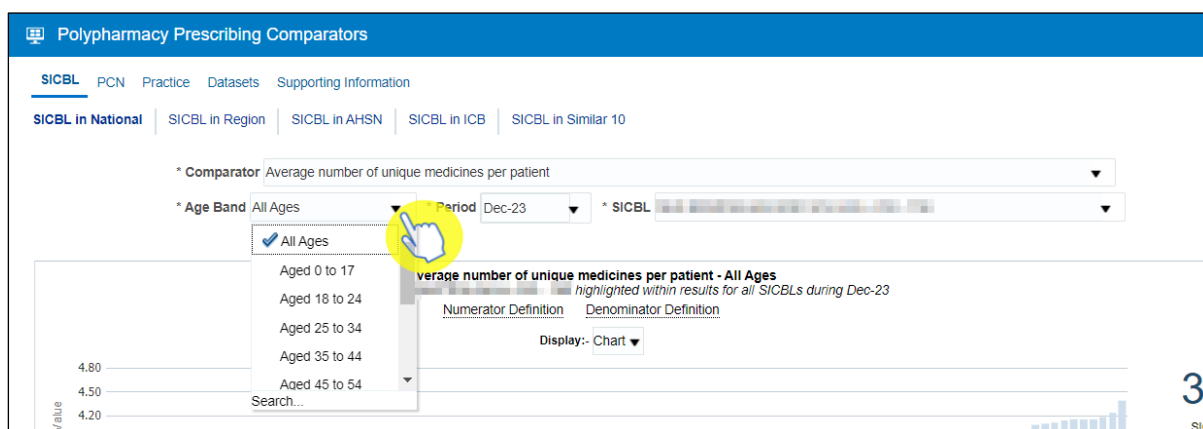
The screenshot shows the 'Polypharmacy Prescribing Comparators' dashboard with the 'Criteria Selection' section highlighted by a red box. The section includes three dropdown menus: '* Comparator' (set to 'Average number of unique medicines per patient'), '* Age Band' (set to 'All Ages'), and '* Period' (set to 'Dec-23'). There is also a '* SICBL' dropdown menu.

The dashboard will default to show data for the latest time period available and the SICBL you are registered under. As the data in all dashboards is available at practice level and above you will be able to access the data for any organisation.

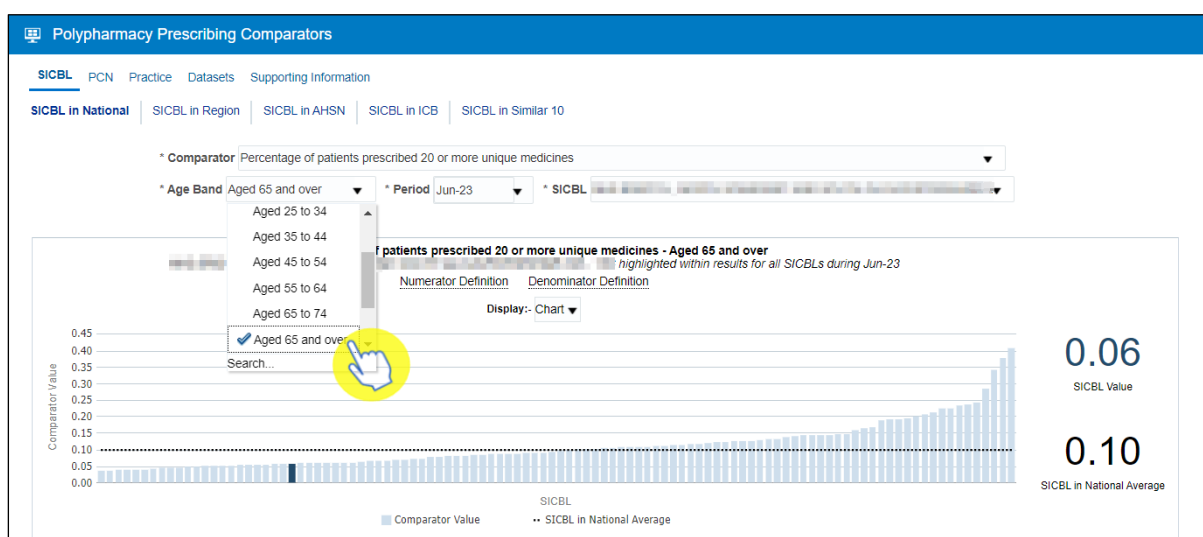
The options available in the 'Criteria Selection' will change depending on the dashboard you are looking at.

To change the data shown in the dashboard simply select an option from the drop-down boxes in the Criteria Selection

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



2. Select a change to the criteria by clicking on the option in the drop-down box you want to see:

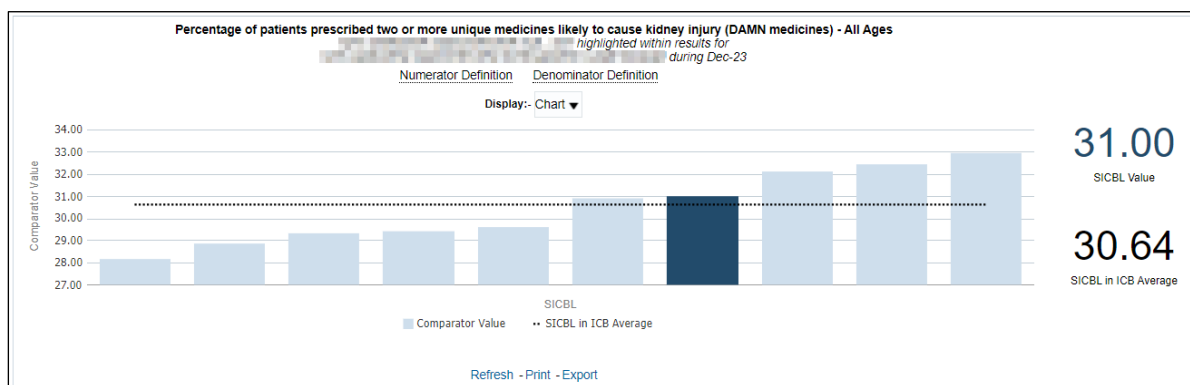


Once selected the dashboard will automatically update and display the required data. If a dashboard has an 'Apply' button next to the criteria selection make sure you click 'Apply' after making your selections. Some dashboards have an Apply button so be careful to check the data is returned as you've selected.

Chart/Data Views

Reports within the system will generally come with 2 different views:

- A 'Chart' view, where the system will represent the data returned as a visualisation - such as a Bar chart or a Trend Line graph for example, in order to give the user an easier, visual way of interpreting the data:



And/or

- A 'Table' view, where the data will be represented in numerical form within a table of data:

Percentage of patients prescribed two or more unique medicines likely to cause kidney injury (DAMN medicines) - All Ages
highlighted within results for during Dec-23

Numerator Definition Denominator Definition

Display:- Data

SICBL Name	Numerator	Denominator	Comparator Value	SICBL in ICB Average
	12,107	43,001	28.16	30.64
	6,941	24,038	28.88	30.64
	8,032	27,386	29.33	30.64
	6,837	23,250	29.41	30.64
	10,628	35,917	29.59	30.64
	8,287	26,812	30.91	30.64
	10,759	34,703	31.00	30.64

31.00
SICBL Value

30.64
SICBL in ICB Average

Refresh - Print - Export

If a report has both views you can switch between these 'Chart' and 'Data' views by opening the Display drop-down box and selecting between the two options:

Percentage of patients prescribed two or more unique medicines likely to cause kidney injury (DAMN medicines) - All Ages
highlighted within results for during Dec-23

Numerator Definition Denominator Definition

Display:- Data

SICBL Name	Numerator	Denominator	Comparator Value	SICBL in ICB Average

External Request Procedure for Patient Identifiable Information

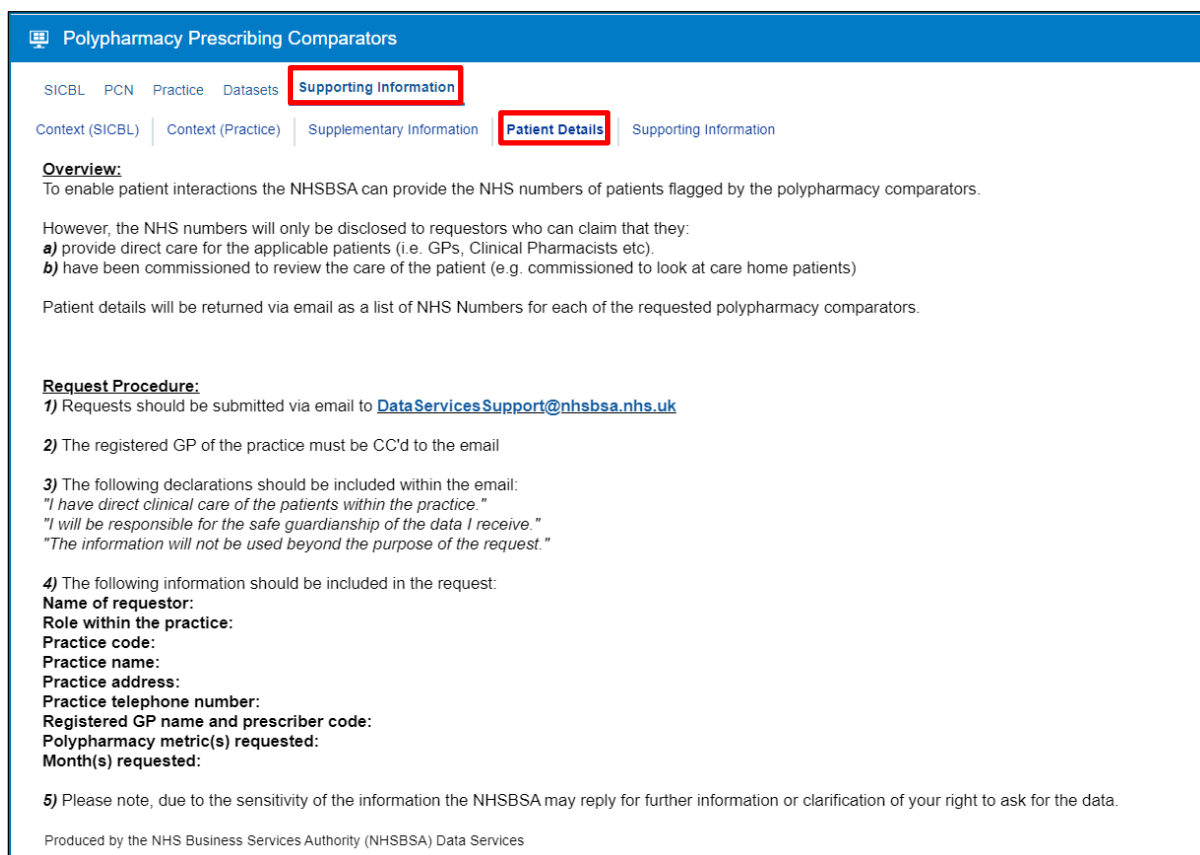
If the user identifies a patient/group of patients within the results, and they may wish to initiate an investigation/SMR (Structured Medication Review) into them, then there is an external procedure to obtain that patient identifiable information.

Due to patient confidentiality, the actual patient identifiable information cannot be stored within the system itself but can be requested externally using the following process.

[Return to Interactive Contents page](#)

Within the Polypharmacy dashboard there is a tab titled 'Supporting Information', when clicked on this tab has various sub-tabs one of them being 'Patient Details'.

Select this 'Patient Details' sub-tab to then bring up the external request procedure needed to request patient identifiable information (patient identifiable information is usually in the form of a patients' NHS Number when requested):



Polypharmacy Prescribing Comparators

SICBL PCN Practice Datasets **Supporting Information**

Context (SICBL) Context (Practice) Supplementary Information **Patient Details** Supporting Information

Overview:
To enable patient interactions the NHSBSA can provide the NHS numbers of patients flagged by the polypharmacy comparators.

However, the NHS numbers will only be disclosed to requestors who can claim that they:

- a) provide direct care for the applicable patients (i.e. GPs, Clinical Pharmacists etc).
- b) have been commissioned to review the care of the patient (e.g. commissioned to look at care home patients)

Patient details will be returned via email as a list of NHS Numbers for each of the requested polypharmacy comparators.

Request Procedure:

- 1) Requests should be submitted via email to DataServicesSupport@nhsbsa.nhs.uk
- 2) The registered GP of the practice must be CC'd to the email
- 3) The following declarations should be included within the email:
"I have direct clinical care of the patients within the practice."
"I will be responsible for the safe guardianship of the data I receive."
"The information will not be used beyond the purpose of the request."
- 4) The following information should be included in the request:
Name of requestor:
Role within the practice:
Practice code:
Practice name:
Practice address:
Practice telephone number:
Registered GP name and prescriber code:
Polypharmacy metric(s) requested:
Month(s) requested:
- 5) Please note, due to the sensitivity of the information the NHSBSA may reply for further information or clarification of your right to ask for the data.

Produced by the NHS Business Services Authority (NHSBSA) Data Services

Please note: This request procedure is only in place for the dashboards that have the accompanying Supporting Information - Patient Details page with the request procedure detailed.

Exporting and Printing the Data

Information can be exported 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 -

[Return to Interactive Contents page](#)

ePACT2 – SICBL Accessing Dashboards
and Pre-built Reports 13/03/2024

- PDF
- Excel
- PowerPoint
- Web Archive

Data -

- Excel
- CSV
- Tab Delimited
- XML

Exporting and Printing Individual Reports

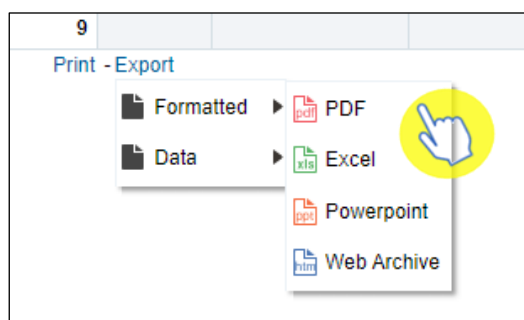
The reports within the dashboard will have options to 'Print' or 'Export' (highlighted) below each of the reports:

	8,032	27,386	29.33	30.64
	6,837	23,250	29.41	30.64
	10,628	35,917	29.59	30.64
	8,287	26,812	30.91	30.64
	10,759	34,703	31.00	30.64

Refresh - Print - Export

Exporting Individual Reports

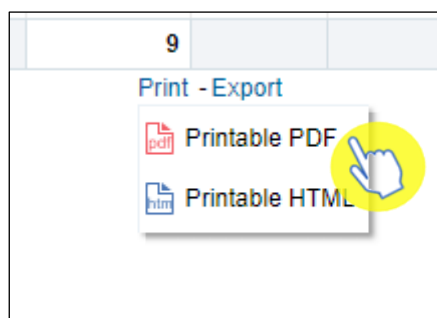
1. Select the 'Export' option below the report required
2. A drop-down list with the formats available to export in will be displayed
3. Select the format required from the list presented



The 'Formatted' export options will keep any formatting when exporting, such as a visual or particular formatting on a table of data (boldness of font etc.) The 'Data' export options will remove any formatting, producing just the raw data.

Printing Individual Reports

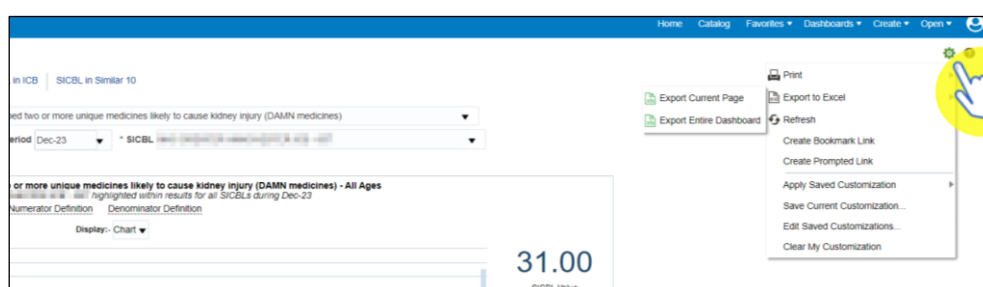
1. Select the 'Print' option below the report required
2. Select the format required from the list presented



Exporting and Printing a Dashboard Page

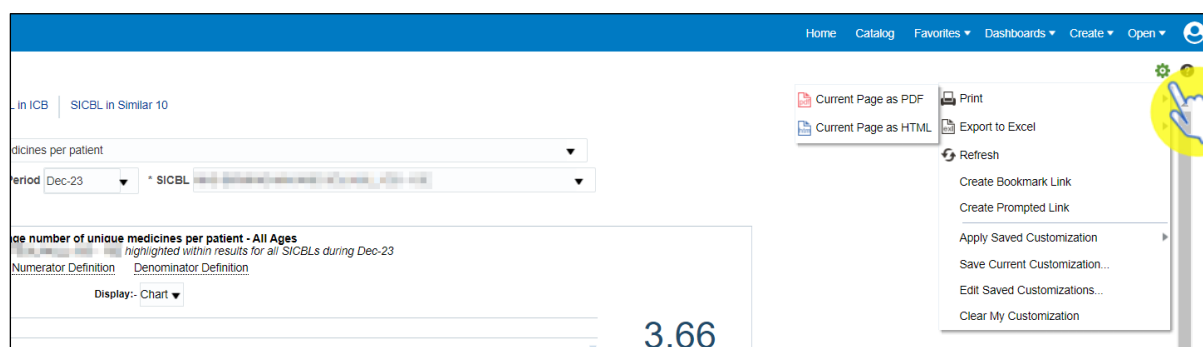
Exporting a Dashboard Page

1. Select the 'Cog' icon in the upper right-hand corner of the page
2. From the drop-down list presented hover over the option 'Export to Excel'
3. Then select 'Export Current Page'



Printing a Dashboard Page

1. Select the 'Cog' icon in the upper right-hand corner of the page
2. From the drop-down list presented hover over the option to 'Print'
3. Then select the 'Print' format you require



Accessing a Pre-built Report

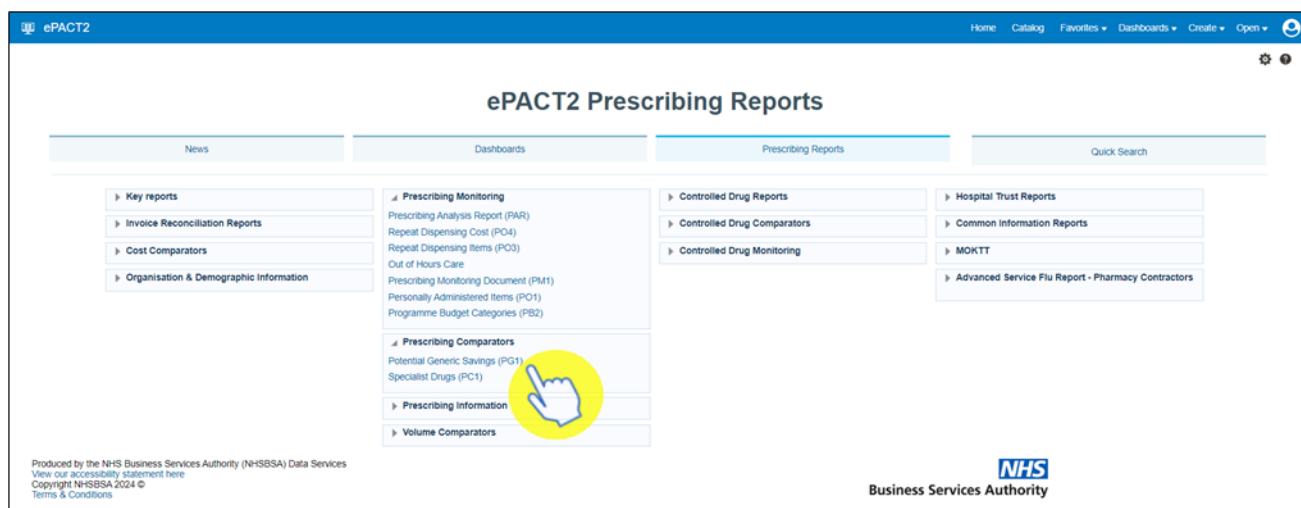
The pre-built 'Prescribing Reports' are available in two different formats. 'Standard reports' are available which allow users to access data for a specific prescribing area. There are also some 'Report Templates' which allow users to set a more specific, narrowed criteria for the data.

Selecting a Pre-built Report

1. To access the 'Prescribing Reports' from the Landing page simply select the 'Prescribing Reports' tab:

The screenshot shows the ePACT2 landing page. At the top, there's a navigation bar with 'Home', 'Catalog', 'Favorites', 'Dashboards', 'Create', and 'Open'. Below this, the main content area displays a 'Welcome to ePACT2' message. There are four tabs: 'News', 'Dashboards', 'Prescribing Reports', and 'Quick Search'. The 'Prescribing Reports' tab is highlighted with a yellow callout bubble. Below the tabs, there's a 'NEWS FEED' section with several news items. To the right, there's a 'MY FOLDERS' section with a tree view showing 'My Folders', 'Archive', and 'Folder I Want To Share'. Further right, there's an 'ePACT2 LATEST DATA' section with 'Prescription Data: Dec-23' and 'Remuneration Report: Nov-23'. Below that, there's a 'SANDBOX' section with links to 'Community Pharmacy Demand Dashboard', 'EPS Medicines Dashboard', 'Multiple Medicines Patient Count', 'PACM Patient Analysis', and 'SPS Drug Monitoring during Covid-19'. At the bottom, there's a 'TRAINING' section with a link to 'Book an ePACT2 training webinar' and 'ePACT2 user guides and videos'. The footer includes 'Produced by the NHS Business Services Authority (NHSBSA) Data Services', 'View our accessibility statement here', 'Copyright NHSBSA 2024 ©', 'Terms & Conditions', and the NHS Business Services Authority logo.

2. You will 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:

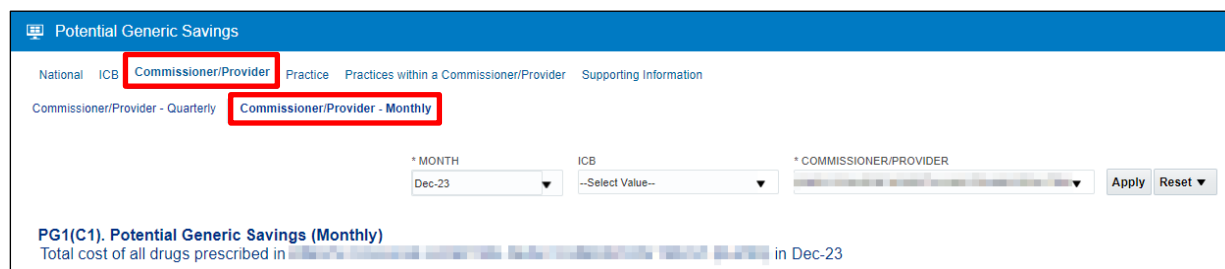


Using a Standard Report

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

With this 'Standard Reports' example we are using the 'Potential Generic Savings' standard report.

1. Select the main Page you wish to view, and then the Sub-page:



2. The 'Criteria Selection' can then be used to restrict the report to your chosen criteria. N.B - within this Standard Report the selection criteria has an 'Apply' button (highlighted), this means that any change to the selection criteria must be applied by clicking this 'Apply' button to update the report, which in turn will return the data for the relevant changes made:

Potential Generic Savings

National ICB Commissioner/Provider Practice Practices within a Commissioner/Provider Supporting Information

Commissioner/Provider - Quarterly Commissioner/Provider - Monthly

* MONTH
Dec-23
Jul-23
Aug-23
Sep-23
Oct-23
Nov-23
Dec-23
Search...

ICB
--Select Value--

* COMMISSIONER/PROVIDER
--Select Value--

Apply Reset

PG1(C1). Potential Generic Savings (Monthly)
Total cost of all drugs prescribed in [redacted] in Dec-23

Net ingredient cost (£)
5,921.69

3. The report will now return the data for the criteria selected, and beneath each of the views in the report there is again the options to 'Export' or 'Print' the data from the report (as detailed in the previous 'Exporting and Printing the Data' section):

Potential Generic Savings

National ICB Commissioner/Provider Practice Practices within a Commissioner/Provider Supporting Information

Commissioner/Provider - Quarterly Commissioner/Provider - Monthly

* MONTH
Sep-23

ICB
--Select Value--

* COMMISSIONER/PROVIDER
--Select Value--

Apply Reset

PG1(C1). Potential Generic Savings (Monthly)
Total cost of all drugs prescribed in [redacted] in Sep-23

Net ingredient cost (£)
2,097,112.38

Print - Export

PG1(C2). Potential Generic Savings (Monthly)
Top 30 potential savings for proprietary drugs prescribed in [redacted] in Sep-23

Proprietary drug	Generic equivalent drug	Items	Quantity	Proprietary cost (£)	Generic equivalent cost (£)	Potential saving (£)	Potential saving (%)
Ganfort 0.3mg/ml / 5mg/ml eye drops (1106000AIBBAAAA)	Bimatoprost 300micrograms/ml / Timolol 5mg/ml eye drops (1106000AIAAAAAA)	170.00	750.00	3,529.89	1,020.00	2,509.89	71.10
Circadin 2mg modified-release tablets (0401010ADBAAAA)	Melatonin 2mg modified-release tablets (0401010ADAAAAA)	64.00	4,582.00	2,350.56	812.54	1,538.02	65.43
Vagifem 10microgram vaginal tablets (0702010G0BCABAG)	Estradiol 10microgram pessaries (0702010G0AAGAG)	150.00	3,548.00	2,471.72	1,266.93	1,204.79	48.74
Lumigan 100micrograms/ml eye drops (1106000AFBBABAB)	Bimatoprost 100micrograms/ml eye drops (1106000AFAAABAB)	105.00	435.00	1,697.95	527.80	1,170.15	68.92
Dovobet ointment (1305020D0CAAAF)	Calcipotriol 0.005% / Betamethasone dipropionate 0.05% oint (1305020D0AAAFAF)	38.00	2,610.00	1,687.58	752.55	935.03	55.41
Losec 20mg gastro-resistant capsules (0103050P0BBAAAA)	Omeprazole 20mg gastro-resistant capsules (0103050P0AAAAAA)	29.00	1,414.00	843.35	106.56	736.80	87.37
Xalatan 50micrograms/ml eye drops (1106000L0BBAAAA)	Latanoprost 50micrograms/ml eye drops (1106000L0AAAAAA)	31.00	115.00	574.08	79.12	494.96	86.22
Asacol 400mg MR gastro-resistant tablets (0105010B0BAAAA)	Mesalazine 400mg gastro-resistant tablets (0105010B0AAAAAA)	22.00	5,080.00	1,660.08	1,179.29	480.79	28.96

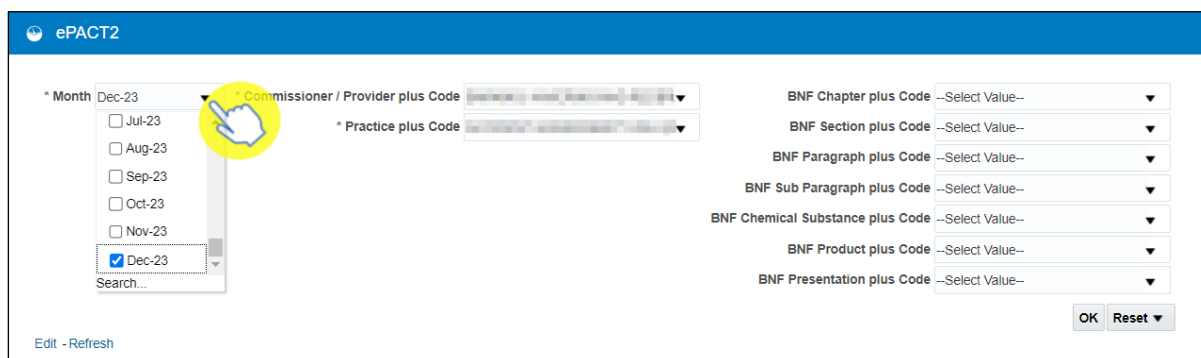
RUN AT 13/03/2024 09:50:48

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.

We will select the 'High Cost Drugs (Practice Level) (P5p)' report template (within the Key reports category) as an example.

- When you open the report, you will be prompted to enter your criteria within the selection prompts. 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

* Month: Dec-23
☐ Jul-23
☐ Aug-23
☐ Sep-23
☐ Oct-23
☐ Nov-23
☒ Dec-23
 Search...

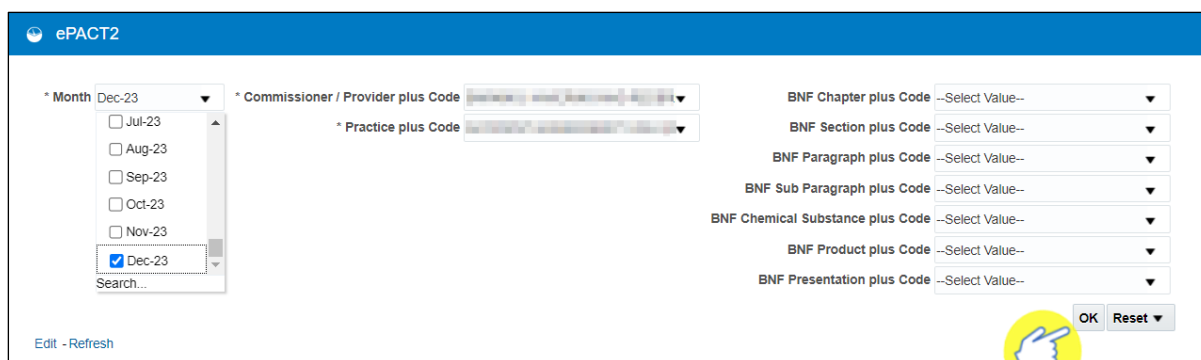
* Commissioner / Provider plus Code: [dropdown]
 * Practice plus Code: [dropdown]

BNF Chapter plus Code: --Select Value--
 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

- Once the criteria has been selected then click the 'OK' button (beneath the BNF prompts) to generate the report:



ePACT2

* Month: Dec-23
☐ Jul-23
☐ Aug-23
☐ Sep-23
☐ Oct-23
☐ Nov-23
☒ Dec-23
 Search...

* Commissioner / Provider plus Code: [dropdown]
 * Practice plus Code: [dropdown]

BNF Chapter plus Code: --Select Value--
 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

- After the report has been run with the selected criteria, then a table of data will be returned to show the 'High Cost Drugs' report. Essentially, this report will show an itemised view of prescribed and dispensed drugs within the criteria selected, with the highest cost drugs being at the top of the table:

ePACT2 Home

High Cost Drugs Report

Month is equal to Dec-23
 and Commissioner / Provider plus Code is equal to [dropdown]
 and Practice plus Code is equal to [dropdown]

Practice	Practice Code	BNF Presentation	BNF Presentation Code	Actual Cost (£) per Item	Actual Cost (£)	Items	Quantity X Items
[link]	[link]	Omeprazole 40mg/5ml oral suspension	0103050P0AABBP	750.32	750.32	1	140.0
[link]	[link]	Omeprazole 20mg/5ml oral suspension sugar free	0103050P0AABVBV	220.03	220.03	1	75.0
[link]	[link]	Omeprazole 1mg/ml oral suspension sugar free	0103050P0AABWBV	156.56	313.12	2	225.0
[link]	[link]	Metronidazole 200mg/5ml oral suspension	0501110C0AAAEAE	123.25	123.25	1	210.0
[link]	[link]	Omeprazole 10mg/5ml oral suspension sugar free	0103050P0AABUBU	116.60	116.60	1	75.0
[link]	[link]	Dulaglutide 1.5mg/0.5ml inj pre-filled disposable devices	0601023AQAAABAB	68.88	68.88	1	4.0
[link]	[link]	EpiPen 300micrograms/0.3ml (1 in 1,000) inj auto-injectors	0304030C0BEABA3	50.60	101.19	2	2.0
[link]	[link]	Propranolol 10mg/5ml oral liquid	0204000R0AACJCJ	49.95	49.95	1	280.0
[link]	[link]	Edoxaban 60mg tablets	0208020AAAAACAC	46.08	46.08	1	28.0
[link]	[link]	Minoxidil 5mg tablets	0205010NDAAABAB	44.66	44.66	1	180.0

- Once generated, the report results can be exported or printed using the 'Export' or 'Print' links underneath the report results:

Amlodipine 5mg tablets	0206020A0AAAAAA	0.46	4.15	9	150.0
Mirtazapine 45mg tablets	0403040X0AAAAAP	0.42	0.42	1	7.0
Carbocisteine 375mg capsules	0307000J0AAAAAA	0.37	0.37	1	6.0
Furosemide 20mg tablets	0202020L0AABBBB	0.36	1.08	3	31.0
Diazepam 2mg tablets	0401020K0AAAHAAH	0.32	4.19	13	114.0
Bisoprolol 3.75mg tablets	0204000H0AAAKAK	0.31	0.31	1	7.0
Bisoprolol 5mg tablets	0204000H0AAAAAA	0.29	0.29	1	7.0
Atenolol 25mg tablets	0204000E0AAAGAG	0.27	0.27	1	5.0
Zopiclone 3.75mg tablets	0401010Z0AAACAC	0.27	0.27	1	3.0

Return - Edit - Refresh - Print - Export - Add to Briefing Book - Create Bookmark Link

Portal: Landing Page > ePACT2: 01News > ePACT2: 04PrescribingReports > High Cost Drugs Report (Practice Level)

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 [ePACT2 user guides page](#)

Webinar sessions

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

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. 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](#)