
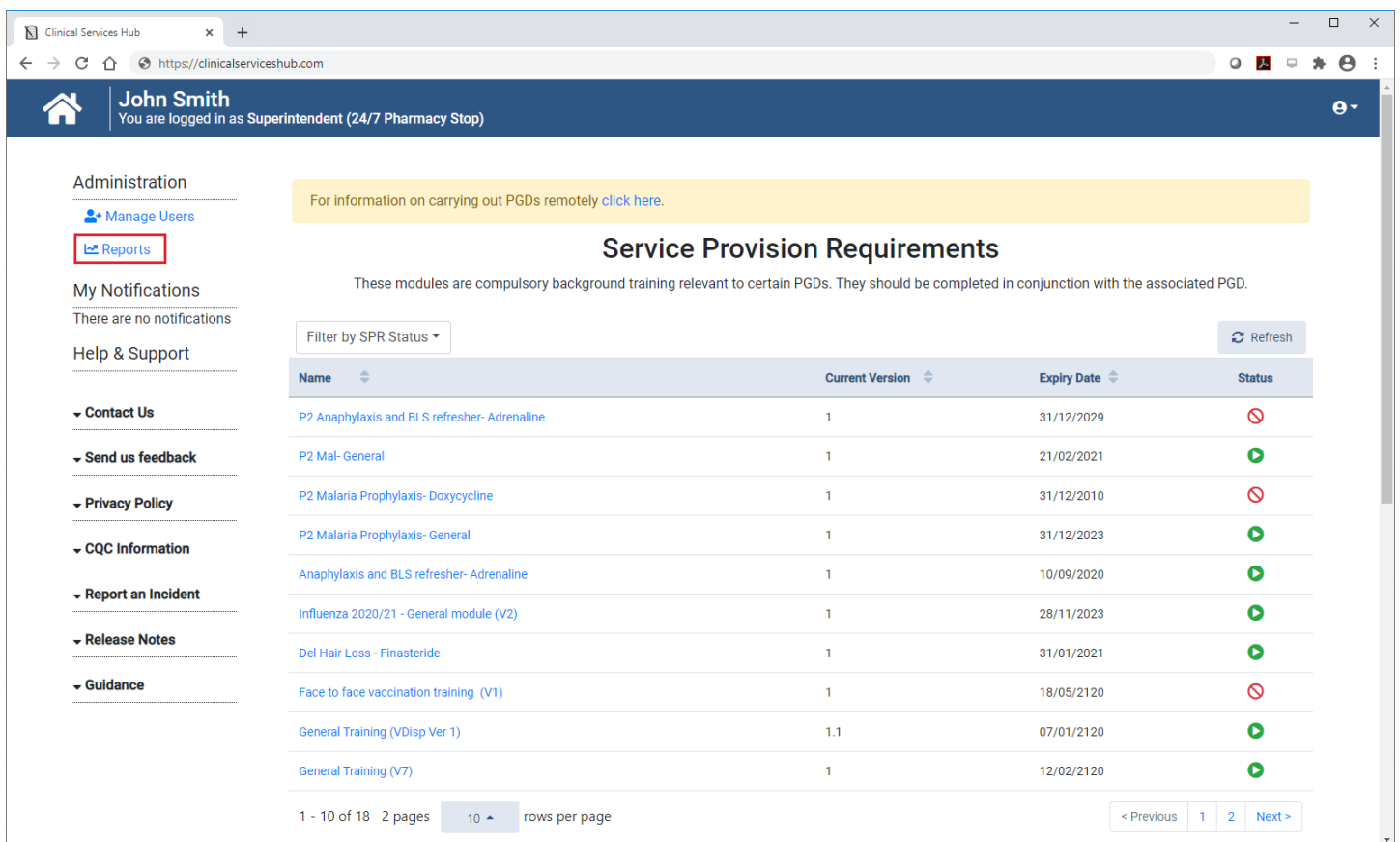


Generating a Usage by Branch Report

 You must be logged in as a Superintendent user in order to use the reporting functionality on the Clinical Services Hub.

The Usage by Branch report allows you to see data on the total number of PGDs attempted by each branch in your organisation. The data in the report can be grouped by branch or by individual PGD.

1. To begin, access and log-in to the Clinical Services Hub website at <https://clinicalserviceshub.com/>
2. Select the **Reports** link within the *Administration* section on the homepage.



The screenshot shows the Clinical Services Hub interface. The user is logged in as John Smith, Superintendent (24/7 Pharmacy Stop). The 'Reports' link in the Administration section is highlighted. The main content area displays the 'Service Provision Requirements' report, which lists various training modules with their current versions, expiry dates, and status.

For information on carrying out PGDs remotely [click here](#).

Service Provision Requirements

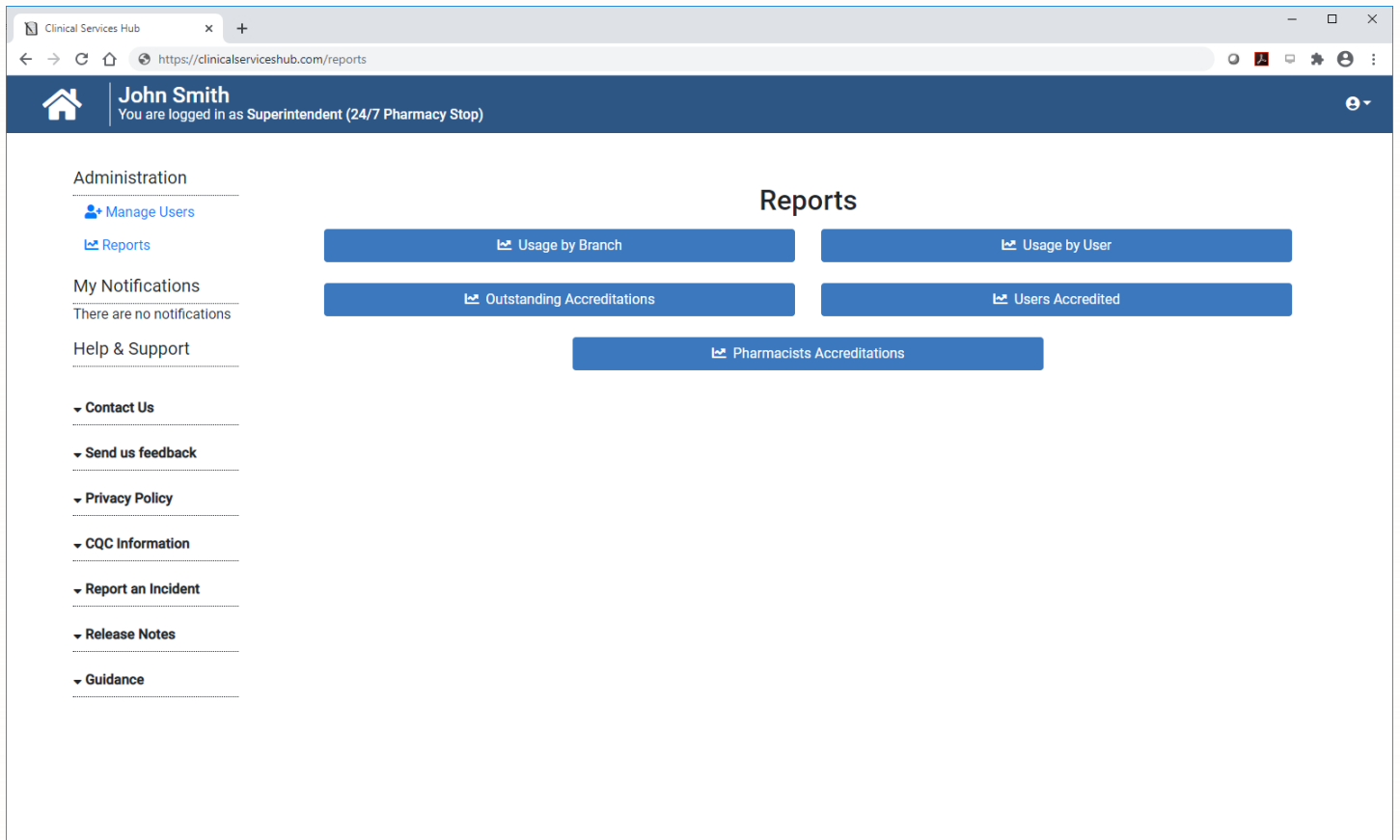
These modules are compulsory background training relevant to certain PGDs. They should be completed in conjunction with the associated PGD.

Filter by SPR Status Refresh

Name	Current Version	Expiry Date	Status
P2 Anaphylaxis and BLS refresher- Adrenaline	1	31/12/2029	⊘
P2 Mal- General	1	21/02/2021	▶
P2 Malaria Prophylaxis- Doxycycline	1	31/12/2010	⊘
P2 Malaria Prophylaxis- General	1	31/12/2023	▶
Anaphylaxis and BLS refresher- Adrenaline	1	10/09/2020	▶
Influenza 2020/21 - General module (V2)	1	28/11/2023	▶
Del Hair Loss - Finasteride	1	31/01/2021	▶
Face to face vaccination training (V1)	1	18/05/2120	⊘
General Training (VDisp Ver 1)	1.1	07/01/2120	▶
General Training (V7)	1	12/02/2120	▶

1 - 10 of 18 2 pages 10 rows per page < Previous 1 2 Next >

3. The Reports web page displays. Select the **[Usage by Branch]** button.




The screenshot shows a web browser window with the URL <https://clinicalserviceshub.com/reports>. The user is logged in as John Smith, Superintendent (24/7 Pharmacy Stop). The page layout includes a left-hand navigation menu and a central 'Reports' section.

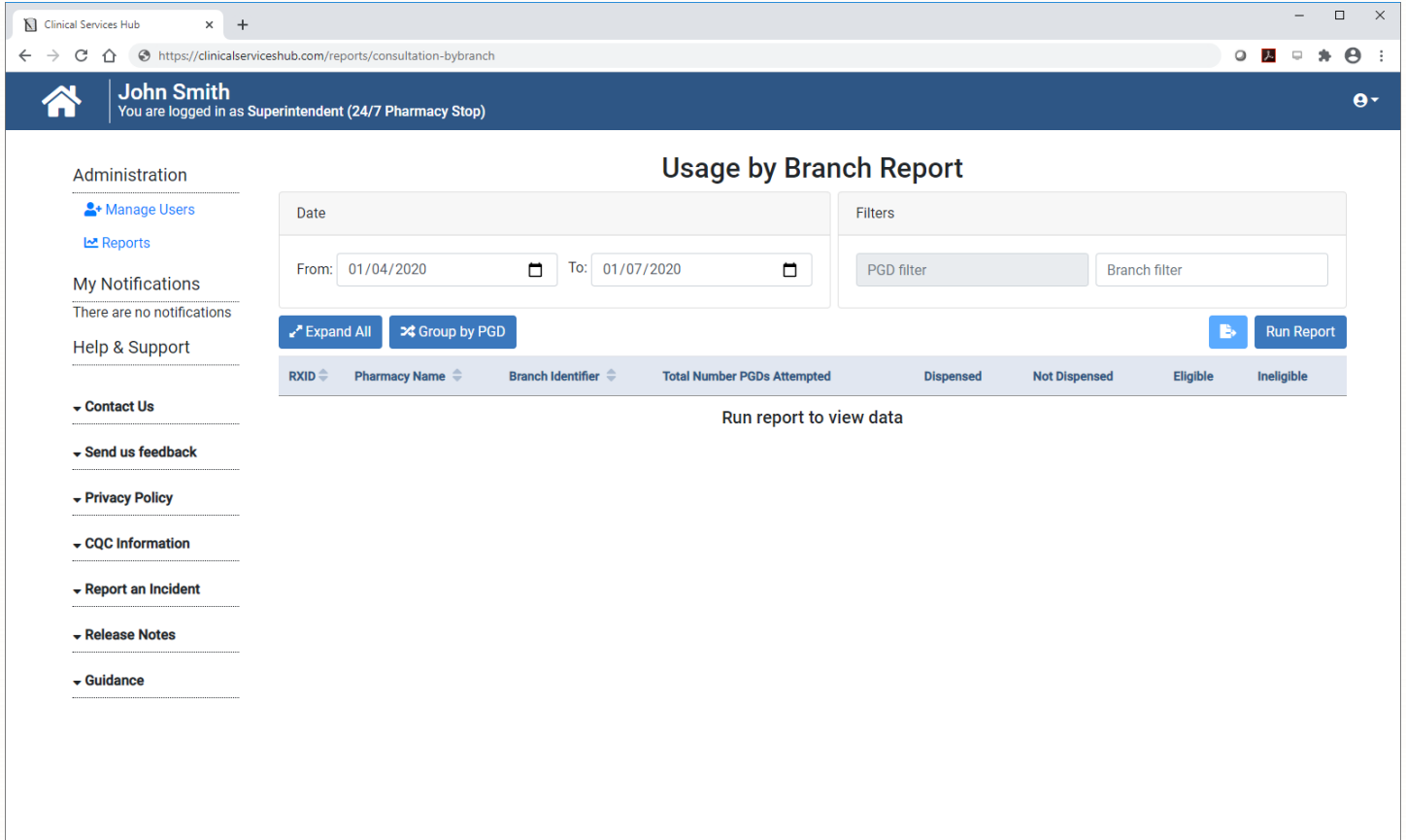
Navigation Menu:

- Administration
 - Manage Users
 - Reports
- My Notifications
 - There are no notifications
- Help & Support
 - Contact Us
 - Send us feedback
 - Privacy Policy
 - CQC Information
 - Report an Incident
 - Release Notes
 - Guidance

Reports Section:

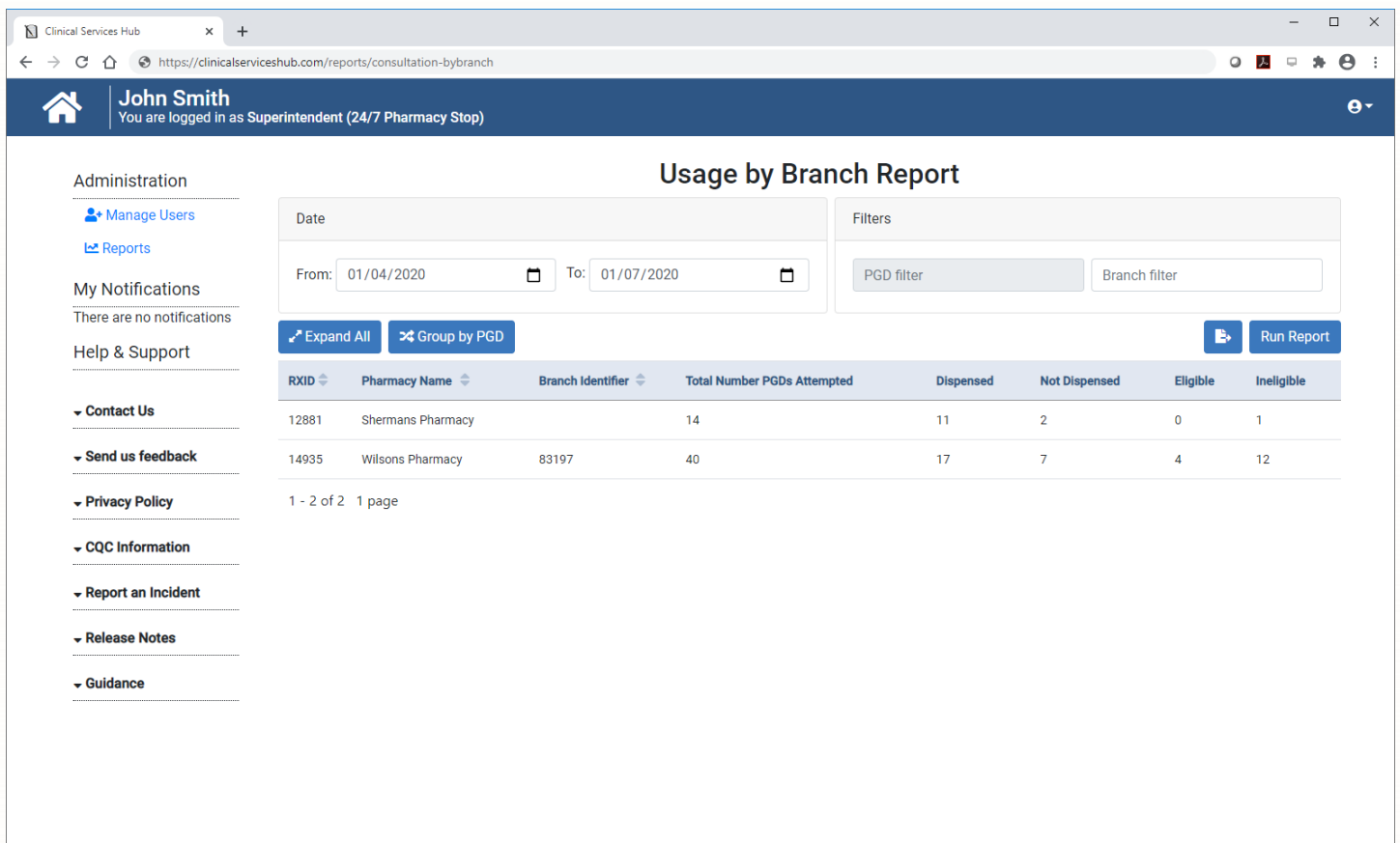
- Usage by Branch
- Usage by User
- Outstanding Accreditations
- Users Accredited
- Pharmacists Accreditations

- The Usage by Branch Report web page displays. Select a date period by entering dates in the *From* and *To* fields. You can also use the calendar symbol  next to each field to select the date from a pop-up calendar.



The screenshot shows the 'Usage by Branch Report' interface. The user is logged in as John Smith, Superintendent (24/7 Pharmacy Stop). The main content area includes a 'Date' section with 'From' and 'To' date pickers, and a 'Filters' section with 'PGD filter' and 'Branch filter' input fields. Below these are 'Expand All' and 'Group by PGD' buttons, and a 'Run Report' button. A table header is displayed with columns: RXID, Pharmacy Name, Branch Identifier, Total Number PGDs Attempted, Dispensed, Not Dispensed, Eligible, and Ineligible. A 'Run report to view data' button is centered below the table header.

- Select the **[Run Report]** button. The report is generated and displays the data for each branch in your organisation. The *Total Number PGDs Attempted* by each branch is listed. These figures are broken down further to show how many were *Dispensed*, *Not Dispensed*, *Eligible* and *Ineligible*.



Clinical Services Hub x +
 https://clinicalserviceshub.com/reports/consultation-bybranch

John Smith
 You are logged in as Superintendent (24/7 Pharmacy Stop)

Usage by Branch Report

Date
 From: 01/04/2020 To: 01/07/2020

Filters
 PGD filter Branch filter

Expand All Group by PGD Run Report

RXID	Pharmacy Name	Branch Identifier	Total Number PGDs Attempted	Dispensed	Not Dispensed	Eligible	Ineligible
12881	Shermans Pharmacy		14	11	2	0	1
14935	Wilson's Pharmacy	83197	40	17	7	4	12

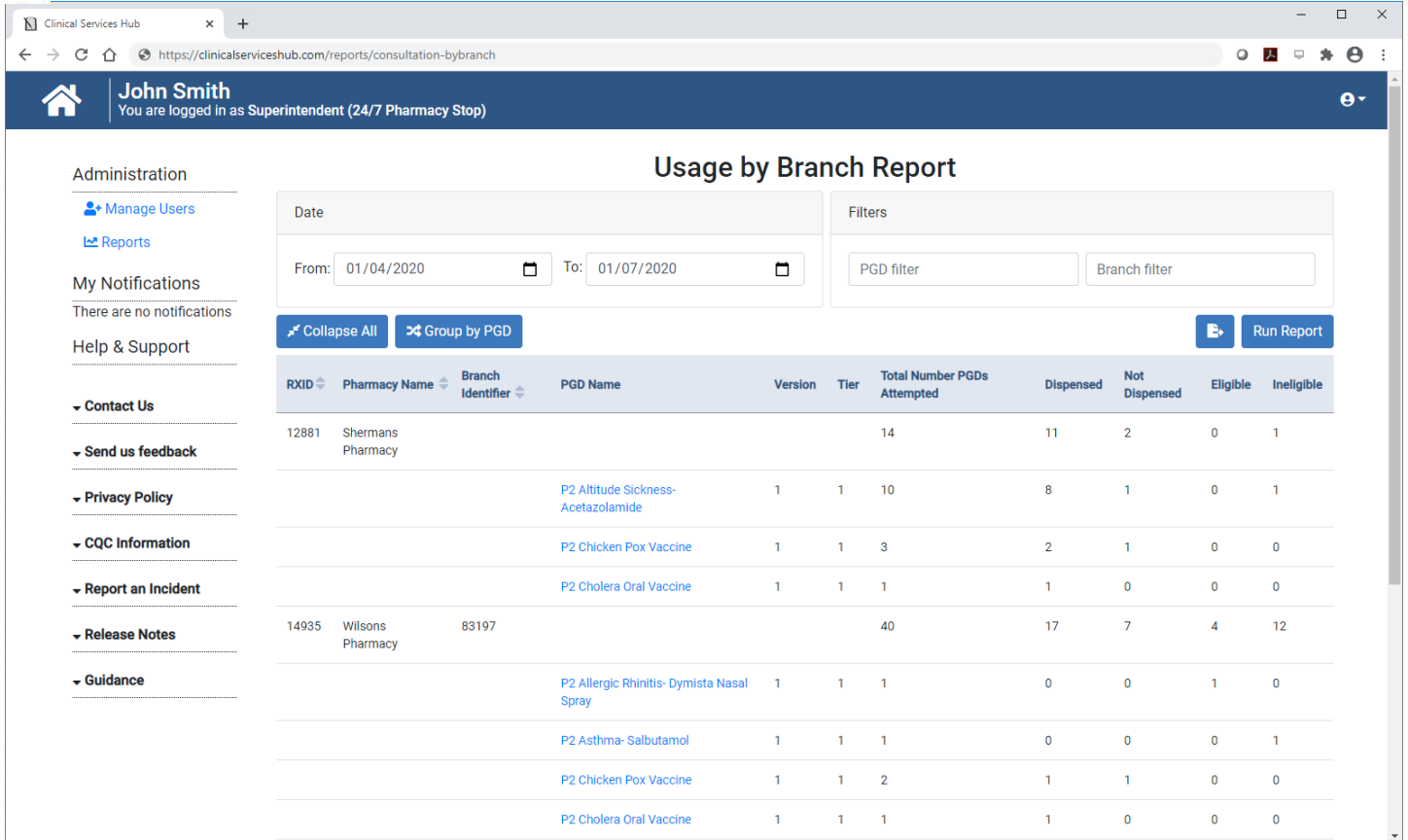
1 - 2 of 2 1 page




In the *Filters* section, you can enter a value in the *Branch filter* field to filter by branch. The filter searches for data that exists in the *RXID*, *Pharmacy Name* and *Branch Identifier* columns of the report. You can also sort the report by *RXID*, *Pharmacy Name*, or *Branch Identifier* using the up and down arrows next to each field. The *PGD filter* field will be greyed out when viewing the report grouped by branch.

- Select the **[Expand All]** button. Additional columns are now added to the report to display each individual *PGD Name*, *Version*, and *Tier*. The figures in the *Total Number PGDs Attempted* column also change to now display the number of times each corresponding PGD was attempted, grouped by branch. These figures are broken down further to show how many were *Dispensed*, *Not Dispensed*, *Eligible* and *Ineligible*. Only PGDs which have been approved by your organisation are listed.

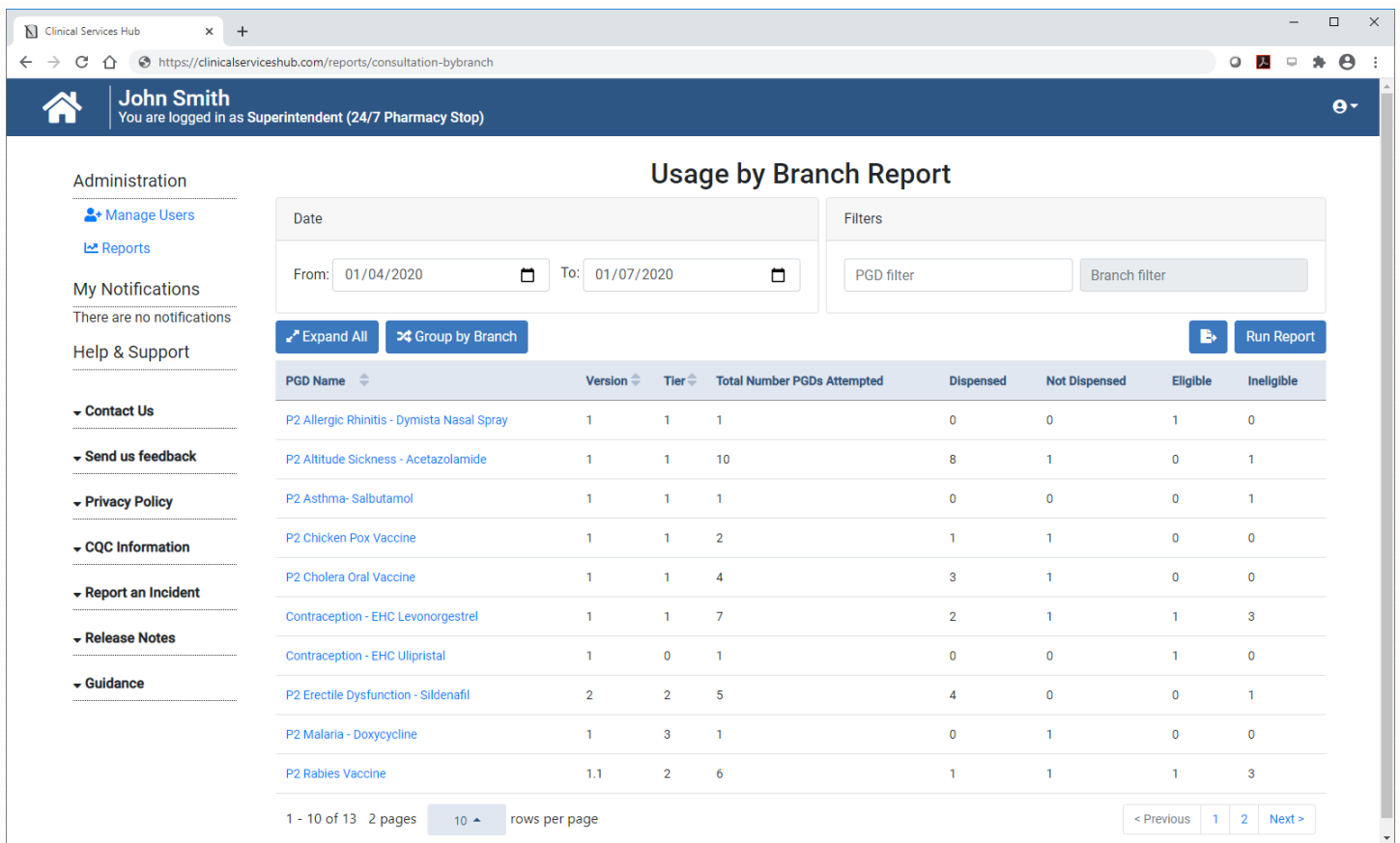
 You can filter by both Branch and PGD when the report has been expanded.



RXID	Pharmacy Name	Branch Identifier	PGD Name	Version	Tier	Total Number PGDs Attempted	Dispensed	Not Dispensed	Eligible	Ineligible
12881	Shermans Pharmacy					14	11	2	0	1
			P2 Altitude Sickness-Acetazolamide	1	1	10	8	1	0	1
			P2 Chicken Pox Vaccine	1	1	3	2	1	0	0
			P2 Cholera Oral Vaccine	1	1	1	1	0	0	0
14935	Wilsons Pharmacy	83197				40	17	7	4	12
			P2 Allergic Rhinitis- Dymista Nasal Spray	1	1	1	0	0	1	0
			P2 Asthma- Salbutamol	1	1	1	0	0	0	1
			P2 Chicken Pox Vaccine	1	1	2	1	1	0	0
			P2 Cholera Oral Vaccine	1	1	1	1	0	0	0

 Selecting the name of a PGD from the *PGD Name* column will take you to the web page for that PGD on Clinical Services Hub.

7. Select the **[Collapse All]** button to return to viewing the information in a summarised format, grouped by branch.
8. Select the **[Group by PGD]** button. The report now changes to display the data grouped according to each individual PGD approved by your organisation.



Administration

- Manage Users
- Reports

My Notifications

There are no notifications

Help & Support

- Contact Us
- Send us feedback
- Privacy Policy
- CQC Information
- Report an Incident
- Release Notes
- Guidance

Usage by Branch Report

Date

From: 01/04/2020 To: 01/07/2020

Filters

PGD filter Branch filter

Expand All Group by Branch Run Report

PGD Name	Version	Tier	Total Number PGDs Attempted	Dispensed	Not Dispensed	Eligible	Ineligible
P2 Allergic Rhinitis - Dymista Nasal Spray	1	1	1	0	0	1	0
P2 Altitude Sickness - Acetazolamide	1	1	10	8	1	0	1
P2 Asthma- Salbutamol	1	1	1	0	0	0	1
P2 Chicken Pox Vaccine	1	1	2	1	1	0	0
P2 Cholera Oral Vaccine	1	1	4	3	1	0	0
Contraception - EHC Levonorgestrel	1	1	7	2	1	1	3
Contraception - EHC Ullipristal	1	0	1	0	0	1	0
P2 Erectile Dysfunction - Sildenafil	2	2	5	4	0	0	1
P2 Malaria - Doxycycline	1	3	1	0	1	0	0
P2 Rabies Vaccine	1.1	2	6	1	1	1	3

1 - 10 of 13 2 pages 10 rows per page

< Previous 1 2 Next >

In the *Filters* section, you can enter a value in the *PGD filter* field to filter by PGD. The filter searches for data that exists in the *PGD Name* column of the report. You can also sort the report by *PGD Name*, *Version*, or *Tier* using the up and down arrows next to each field. The *Branch filter* field will be greyed out when viewing the report grouped by PGD.

Selecting the name of a PGD from the *PGD Name* column will take you to the web page for that PGD on Clinical Services Hub.

- Select the **[Expand All]** button. The report now displays additional columns for each individual *RXID*, *Pharmacy Name*, and *Branch Identifier*. It also displays the *Total Number PGDs Attempted* for each PGD by each branch and breaks these figures down further to show how many were *Dispensed*, *Not Dispensed*, *Eligible* and *Ineligible*.

 You can filter by both Branch and PGD when the report has been expanded.

Clinical Services Hub x +
 https://clinicalserviceshub.com/reports/consultation-bybranch

John Smith
 You are logged in as Superintendent (24/7 Pharmacy Stop)

Usage by Branch Report

Date: From: 01/04/2020 To: 01/07/2020

Filters: PGD filter Branch filter

Collapse All **Group by Branch** **Run Report**

PGD Name	Version	Tier	RXID	Pharmacy Name	Branch Identifier	Total Number PGDs Attempted	Dispensed	Not Dispensed	Eligible	Ineligible
P2 Allergic Rhinitis- Dymista Nasal Spray	1	1				1	0	0	1	0
			14935	Wilsons Pharmacy	83197	1	0	0	1	0
P2 Altitude Sickness- Acetazolamide	1	1				10	8	1	0	1
			12881	Shermans Pharmacy		10	8	1	0	1
P2 Asthma- Salbutamol	1	1				1	0	0	0	1
			14935	Wilsons Pharmacy	83197	1	0	0	0	1
P2 Chicken Pox Vaccine	1	1				2	1	1	0	0
			14935	Wilsons Pharmacy	83197	2	1	1	0	0

10. Select the **[Collapse All]** button to return to viewing the information in a summarised format, grouped by PGD.

You can select the **[Export to CSV]** button, which can be found next to the **[Run Report]** button, to export the current view of the report being displayed on the web page to a .csv file.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 November 2020		Elyas Khalifa

Contact us

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