

Generating an Outstanding Accreditations Report

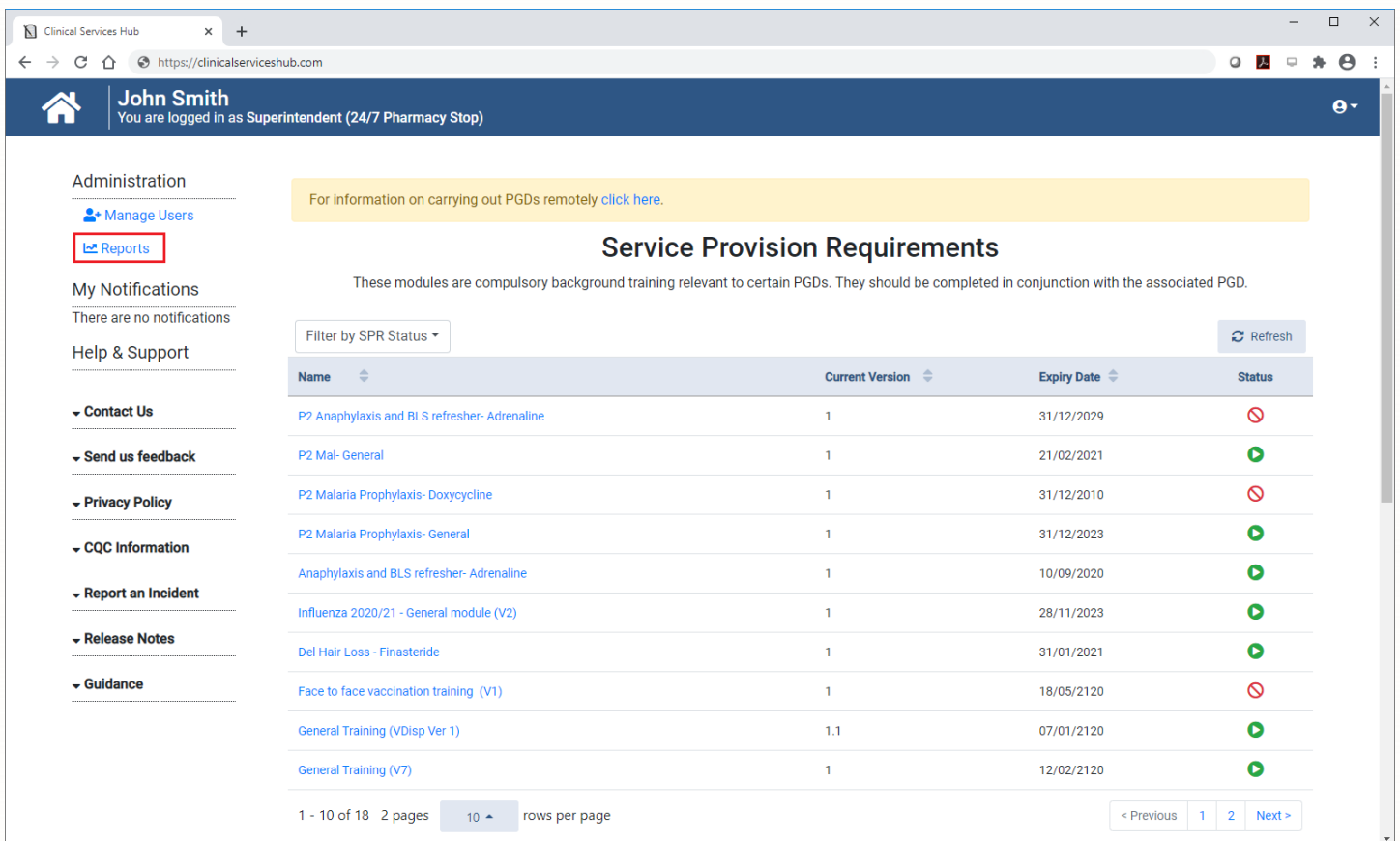


You must be logged in as a Superintendent user in order to use the reporting functionality on the Clinical Services Hub.

The Outstanding Accreditations report allows you to see data on which users in your organisation have not completed their accreditation for PGDs that you have marked as *Approved* on Clinical Services Hub.

1. To begin, access and log-in to the Clinical Services Hub website at <https://clinicalserviceshub.com/>.

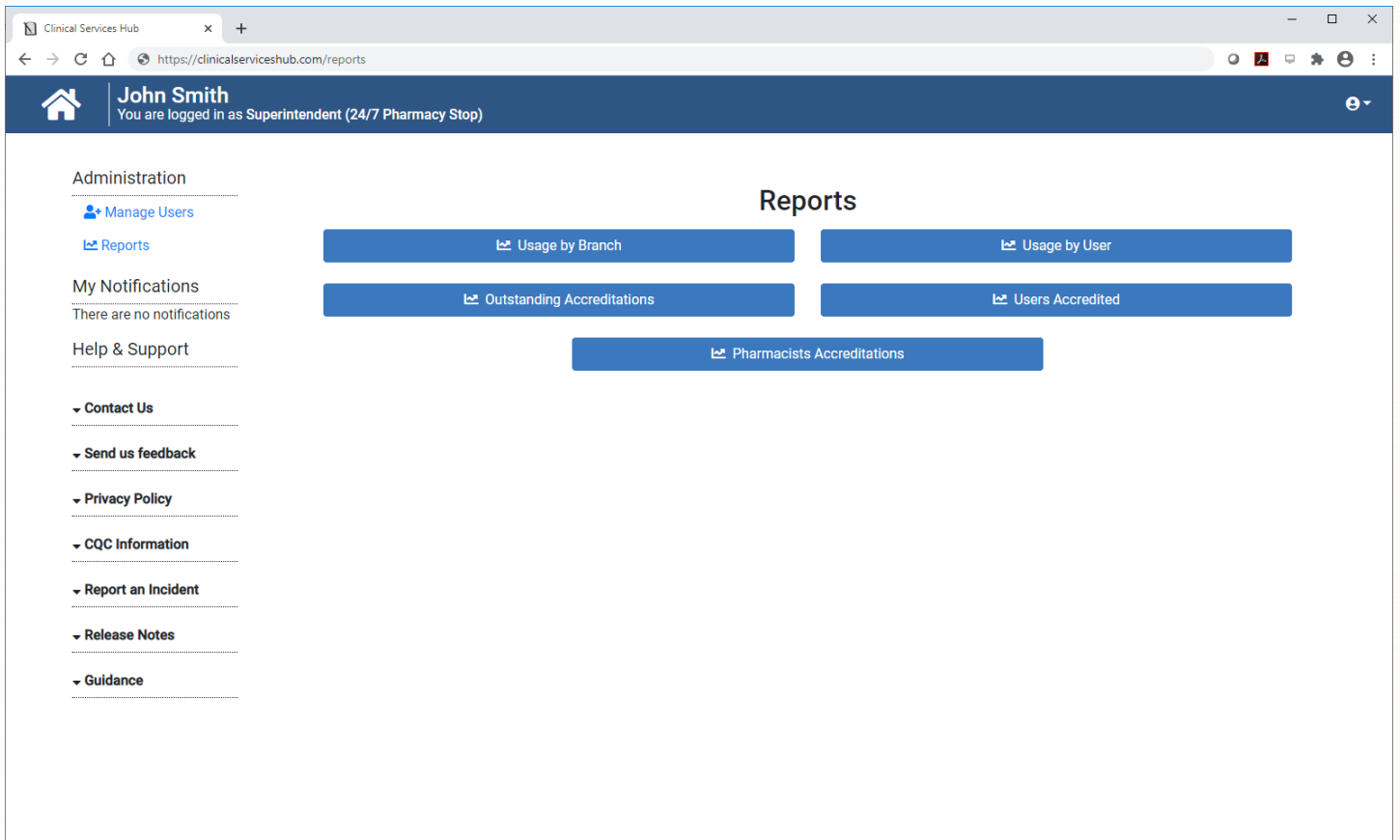
2. Select the [Reports](#) link within the *Administration* section on the homepage.



The screenshot shows the Clinical Services Hub interface. The user is logged in as John Smith, Superintendent (24/7 Pharmacy Stop). The left navigation menu includes Administration, My Notifications, and Help & Support. The 'Reports' link under Administration is highlighted with a red box. The main content area displays 'Service Provision Requirements' with a table of training modules. A yellow banner at the top provides information on carrying out PGDs remotely. The table has columns for Name, Current Version, Expiry Date, and Status. The status column uses icons: a red circle with a white 'X' for 'Outstanding' and a green circle with a white play button for 'Completed'.

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

3. The Reports web page displays. Select the **[Outstanding Accreditations]** button.



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

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

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

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

- The Outstanding Accreditations Report web page displays. Select the **[Run Report]** button. The report is generated and displays a list of approved PGDs that have outstanding accreditations, for each user in your organisation.

Clinical Services Hub x +
 https://clinicalserviceshub.com/reports/outstanding-accreditations

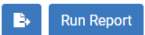
John Smith
 You are logged in as Superintendent (24/7 Pharmacy Stop)

Outstanding Accreditations Report


Filters


Pgd filter

User filter



 Run Report

Pharmacist Name	Username	GPHC Number	PGD Name / Version	
Steven Tompkins	StevenTompkins	2078901	P2 Allergic Rhinitis- Dymista Nasal Spray	1
			P2 Altitude Sickness- Acetazolamide	1
			P2 Asthma- Salbutamol	1
			P2 Chicken Pox Vaccine	1
			P2 Cholera Oral Vaccine	1
			Allergic Rhinitis- Azelastine Nasal Spray	1.1
			Altitude Sickness- Acetazolamide	1.1
			Chicken Pox Vaccine	1
			Contraception - EHC Levonorgestrel	1.2
			Contraception - EHC Ulipristal	1.1
			Erectile Dysfunction - Sildenafil	1
			Human Papillomavirus Vaccine	1
			Malaria - Doxycycline	1
			Rabies Vaccine	1
Smoking Cessation - Varenicline	2.1			
Sore Throat Test and Treat - Penicillin	1			
William Brown	WilliamBrown	2070123	P2 Allergic Rhinitis- Dymista Nasal Spray	1
			P2 Altitude Sickness- Acetazolamide	1
			P2 Asthma- Salbutamol	1
			P2 Chicken Pox Vaccine	1
			P2 Cholera Oral Vaccine	1
			Allergic Rhinitis- Azelastine Nasal Spray	1.1
Altitude Sickness- Acetazolamide	1.1			

 In the *Filters* section, you can enter a value in the *PGD filter* field to filter by PGD. The filter will search the *PGD Name / Version* column. You can also enter a value in the *User filter* field to filter by user, based on data in the *Pharmacist Name*, *Username* and *GPHC Number* columns.

 You can sort the report by *Pharmacist Name*, *Username*, or *GPHC Number* using the up and down arrows next to each field.

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

 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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