

Completing Service Provision Requirement (SPR) Training

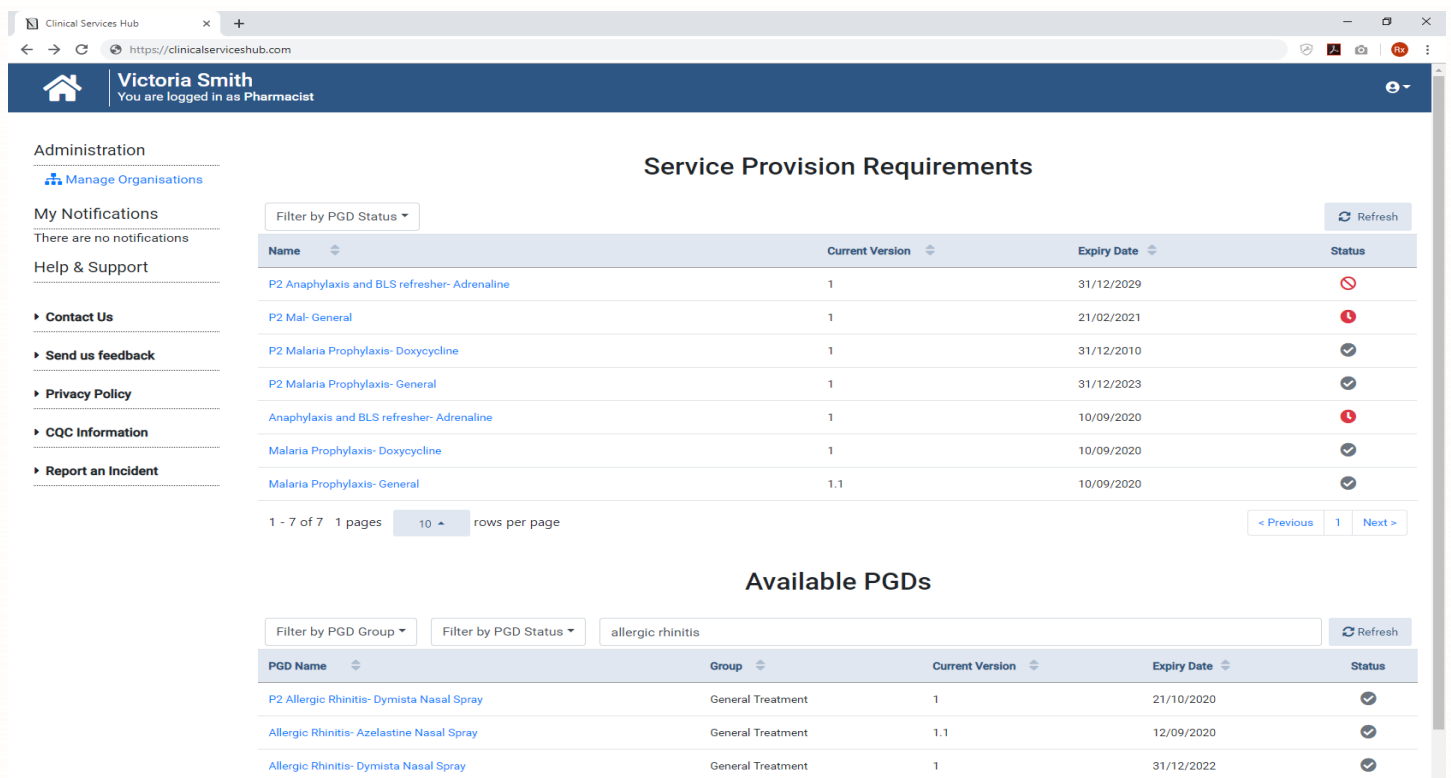
You may be required to complete Service Provision Requirements (SPRs) before you are fully authorised to carry out a PGD. SPRs are background and general training that may be required to allow you to provide the service. Any dependent SPRs will display in a table within the PGD viewer and make up the training requirements for a PGD.

There are some SPRs that require a certificate to be uploaded as part of your training. The certificate, which counts as your proof of training, will need to be uploaded along with manually entering the date that the training expires. Any clarification on when the training expires will be sought from the training provider. A declaration will also need to be made. Uploading the certificate in turn updates the *Assessment Status* of the SPR as *Passed*.

The certificate and proof of training can be accessed in the *My Documents* section of the relevant SPR page. The PGD Provider will determine when this kind of SPR is required.

Accessing the SPR

1. To begin, access and log-in to the Clinical Services Hub website at <https://clinicalserviceshub.com/>
2. From the Clinical Services Hub main page, use the available filters to search for and locate the SPR that you wish to complete within the *Service Provision Requirements* grid.



The screenshot shows the Clinical Services Hub interface. The user is logged in as Victoria Smith, a Pharmacist. The main content area displays the 'Service Provision Requirements' grid, which is filtered by PGD Status. The grid contains the following data:

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	🕒
Malaria Prophylaxis- Doxycycline	1	10/09/2020	✅
Malaria Prophylaxis- General	1.1	10/09/2020	✅

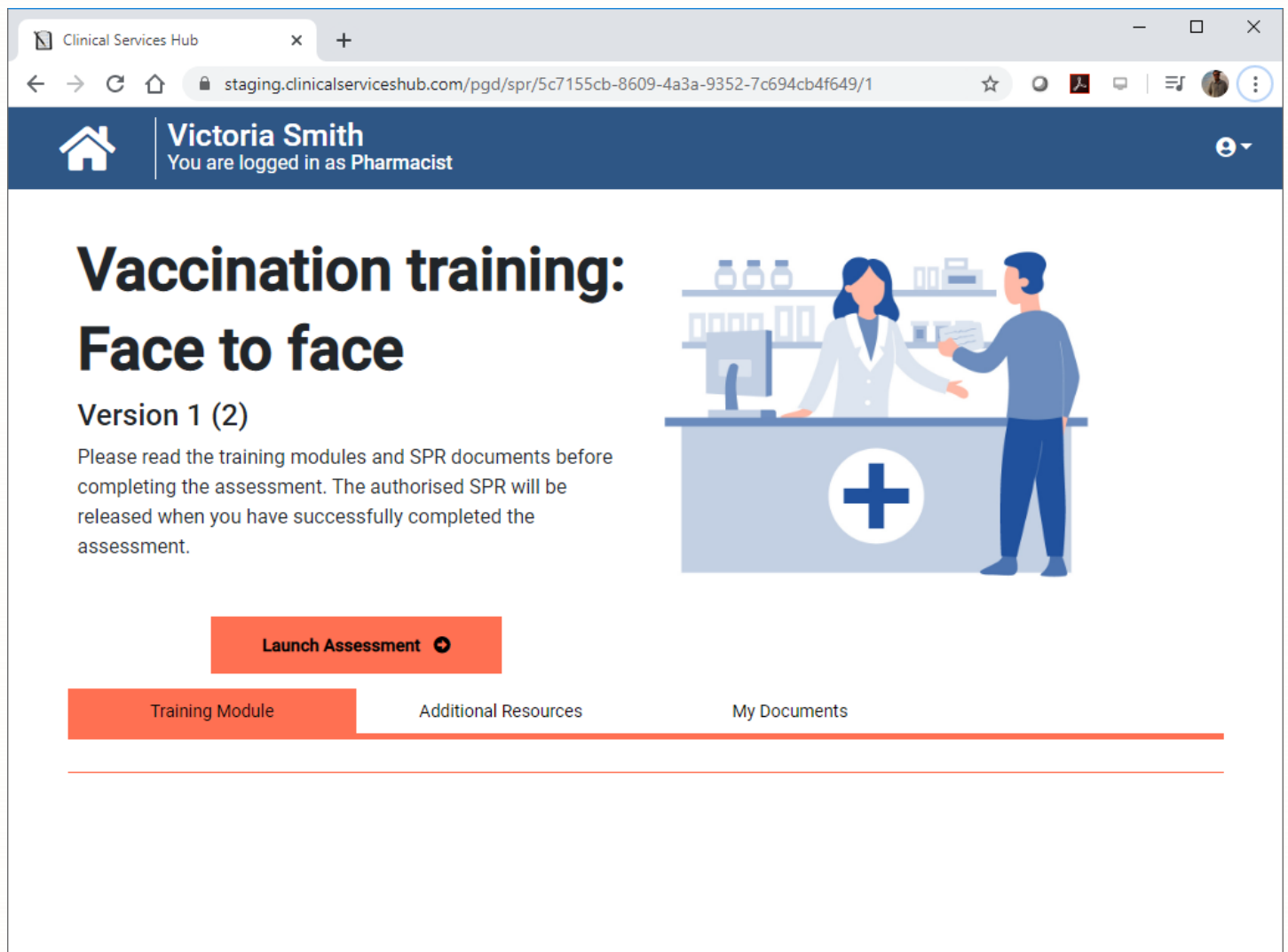
Below the grid, there are pagination controls showing '1 - 7 of 7 1 pages' and '10 rows per page'. The 'Available PGDs' section is also visible, filtered by PGD Group and PGD Status, with a search term 'allergic rhinitis'. The data in this section is as follows:

PGD Name	Group	Current Version	Expiry Date	Status
P2 Allergic Rhinitis- Dymista Nasal Spray	General Treatment	1	21/10/2020	✅
Allergic Rhinitis- Azelastine Nasal Spray	General Treatment	1.1	12/09/2020	✅
Allergic Rhinitis- Dymista Nasal Spray	General Treatment	1	31/12/2022	✅

3. Select the **name** of the SPR within the *Name* column.

Completing the SPR

The SPR may require an upload of a certificate in addition to the assessment, this is determined by the PGD Provider. To pass the SPR you will need to successfully upload a document, where requested, and answer the questions within the assessment.

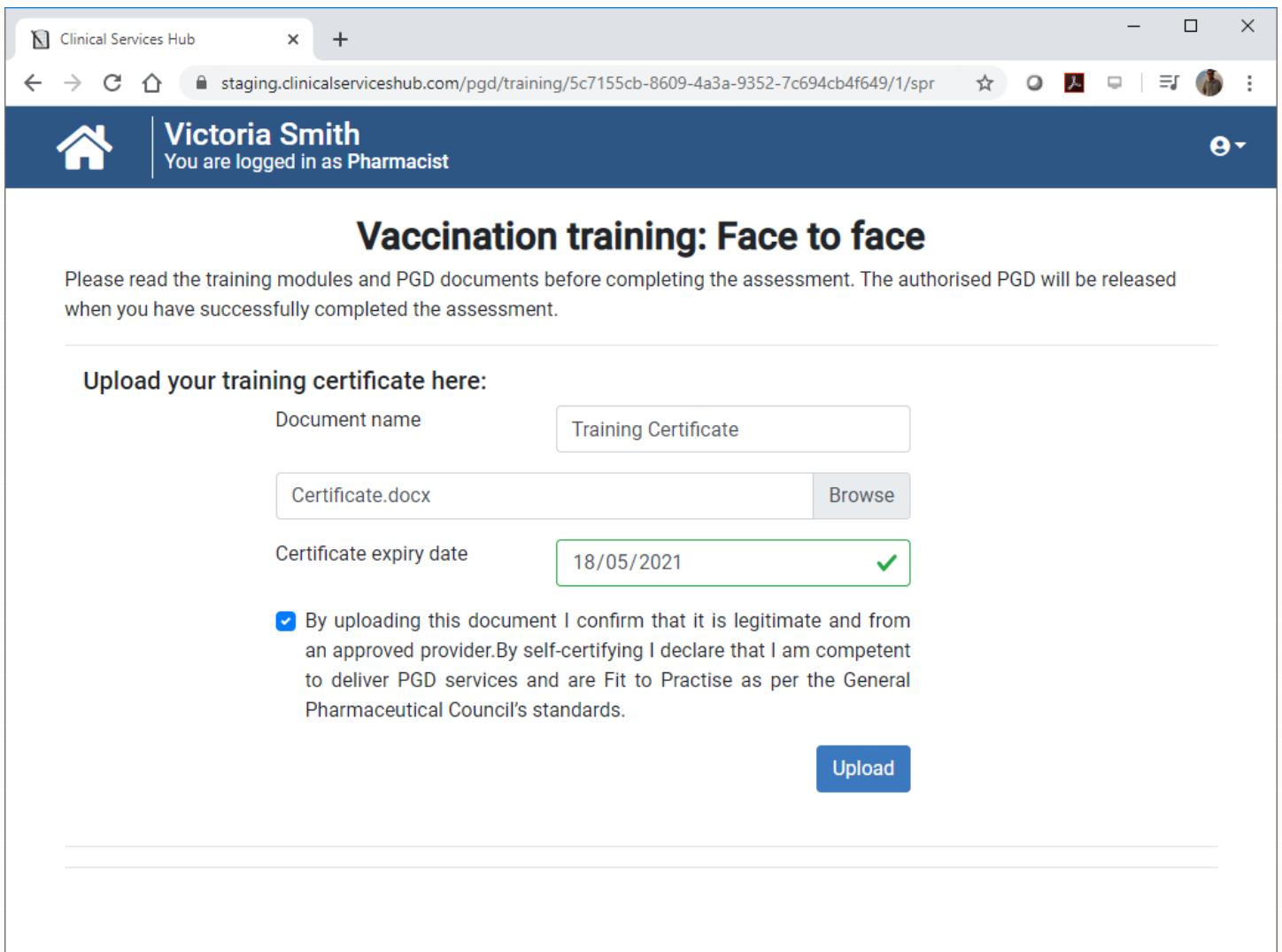


The screenshot shows a web browser window with the following elements:

- Browser Tab:** Clinical Services Hub
- Address Bar:** staging.clinicalserviceshub.com/pgd/spr/5c7155cb-8609-4a3a-9352-7c694cb4f649/1
- Header:** Home icon, **Victoria Smith**, You are logged in as Pharmacist, and a user profile icon.
- Main Content:**
 - Section Header:** Vaccination training: Face to face
 - Version:** Version 1 (2)
 - Text:** Please read the training modules and SPR documents before completing the assessment. The authorised SPR will be released when you have successfully completed the assessment.
 - Illustration:** A pharmacist in a white coat interacting with a customer at a pharmacy counter with a blue cross logo.
- Buttons:** A red button labeled "Launch Assessment" with a right-pointing arrow.
- Navigation:** A horizontal bar with three tabs: "Training Module" (highlighted in red), "Additional Resources", and "My Documents".


Completing an SPR assessment where a certificate upload is required

1. To begin, from the SPR viewer, select the **[Launch Assessment]** button.
2. A page displays for you to upload your training certificate. Enter a *Document Name* in the field provided. Select the **[Browse]** button. Select the certificate file from your PC using the new window that displays and select the **[Open]** button.
3. Enter the *Certificate expiry date* in the field provided. Select the tick box to confirm that you are uploading a legitimate document from an approved provider. Now select the **[Upload]** button.



Clinical Services Hub

staging.clinicalserviceshub.com/pgd/training/5c7155cb-8609-4a3a-9352-7c694cb4f649/1/spr

 **Victoria Smith**
You are logged in as Pharmacist

Vaccination training: Face to face

Please read the training modules and PGD documents before completing the assessment. The authorised PGD will be released when you have successfully completed the assessment.

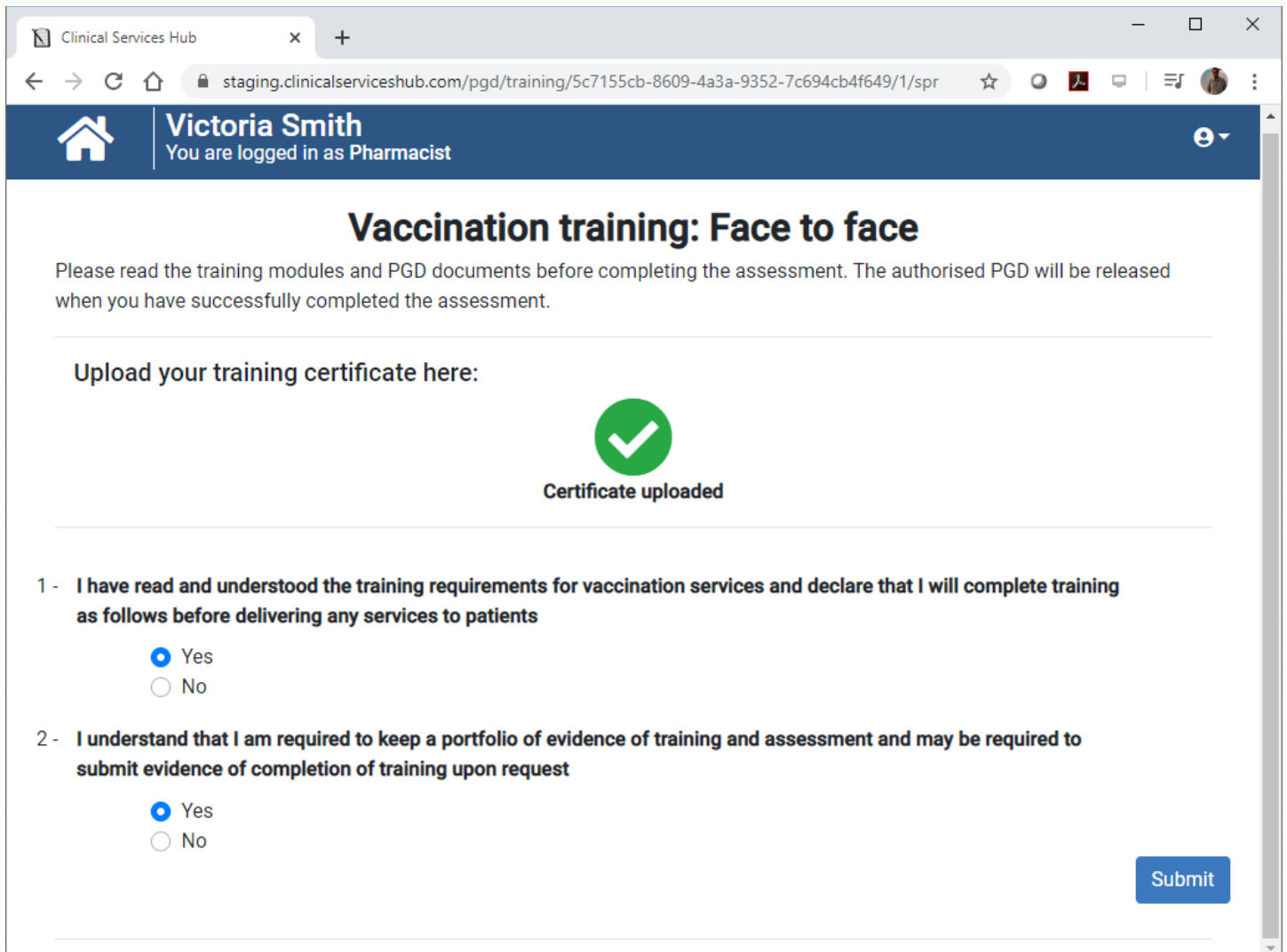
Upload your training certificate here:

Document name

Certificate expiry date ✓

By uploading this document I confirm that it is legitimate and from an approved provider. By self-certifying I declare that I am competent to deliver PGD services and are Fit to Practise as per the General Pharmaceutical Council's standards.

4. A page displays confirming that the certificate has been uploaded successfully. You will now need to complete any accompanying questions or declarations; these will vary depending on the SPR. Once complete, select the **[Submit]** button.



The screenshot shows a web browser window with the address bar displaying "staging.clinicalserviceshub.com/pgd/training/5c7155cb-8609-4a3a-9352-7c694cb4f649/1/spr". The user is logged in as "Victoria Smith, Pharmacist". The page title is "Vaccination training: Face to face". Below the title, there is a message: "Please read the training modules and PGD documents before completing the assessment. The authorised PGD will be released when you have successfully completed the assessment." A section titled "Upload your training certificate here:" features a green checkmark icon and the text "Certificate uploaded". Below this, there are two assessment questions, each with "Yes" and "No" radio button options. The first question is: "1 - I have read and understood the training requirements for vaccination services and declare that I will complete training as follows before delivering any services to patients". The second question is: "2 - I understand that I am required to keep a portfolio of evidence of training and assessment and may be required to submit evidence of completion of training upon request". A blue "Submit" button is located at the bottom right of the page.


Clinical Services Hub

Victoria Smith
You are logged in as Pharmacist

Vaccination training: Face to face

Please read the training modules and PGD documents before completing the assessment. The authorised PGD will be released when you have successfully completed the assessment.

Upload your training certificate here:


Certificate uploaded

1 - I have read and understood the training requirements for vaccination services and declare that I will complete training as follows before delivering any services to patients

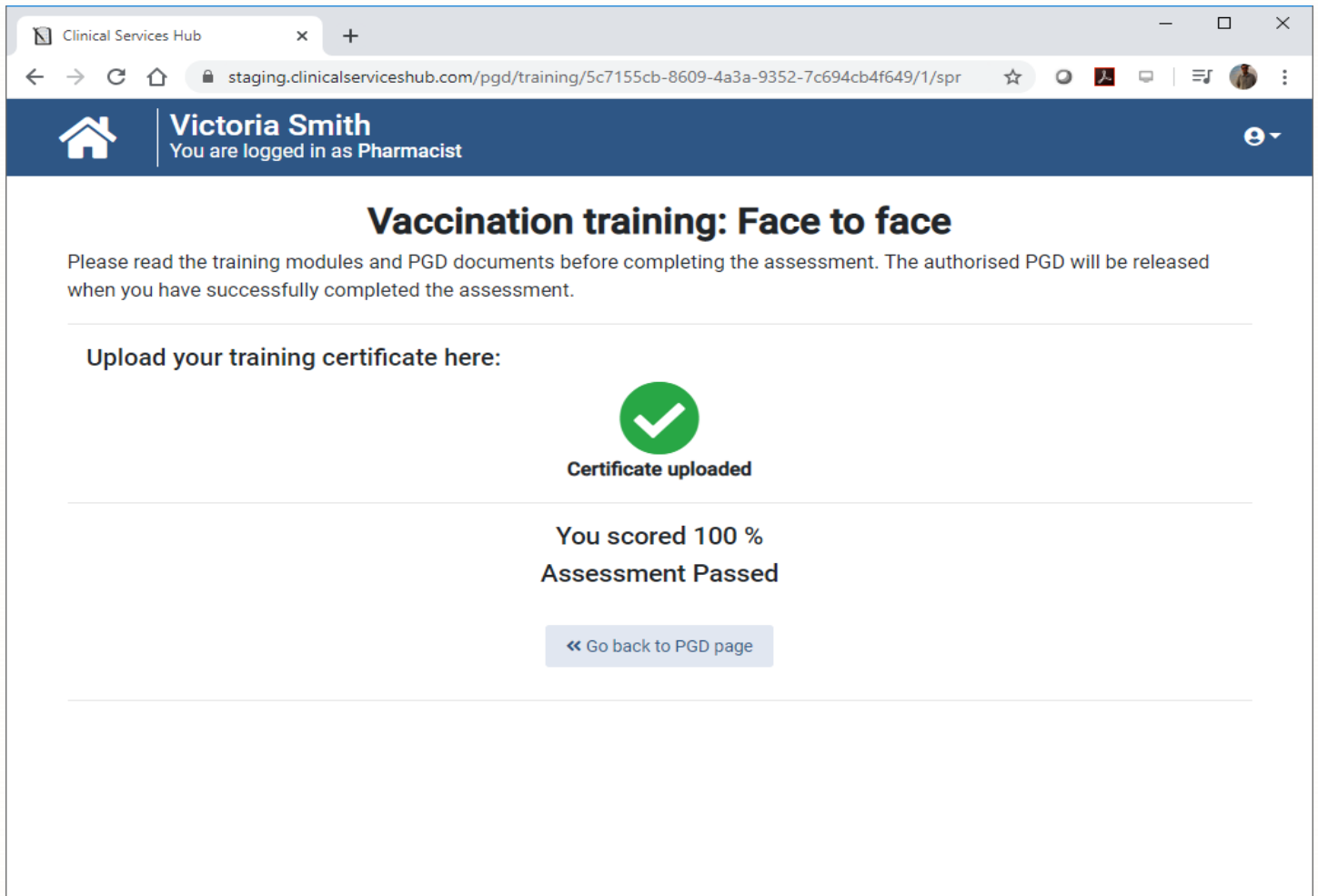
Yes
 No

2 - I understand that I am required to keep a portfolio of evidence of training and assessment and may be required to submit evidence of completion of training upon request

Yes
 No

Submit

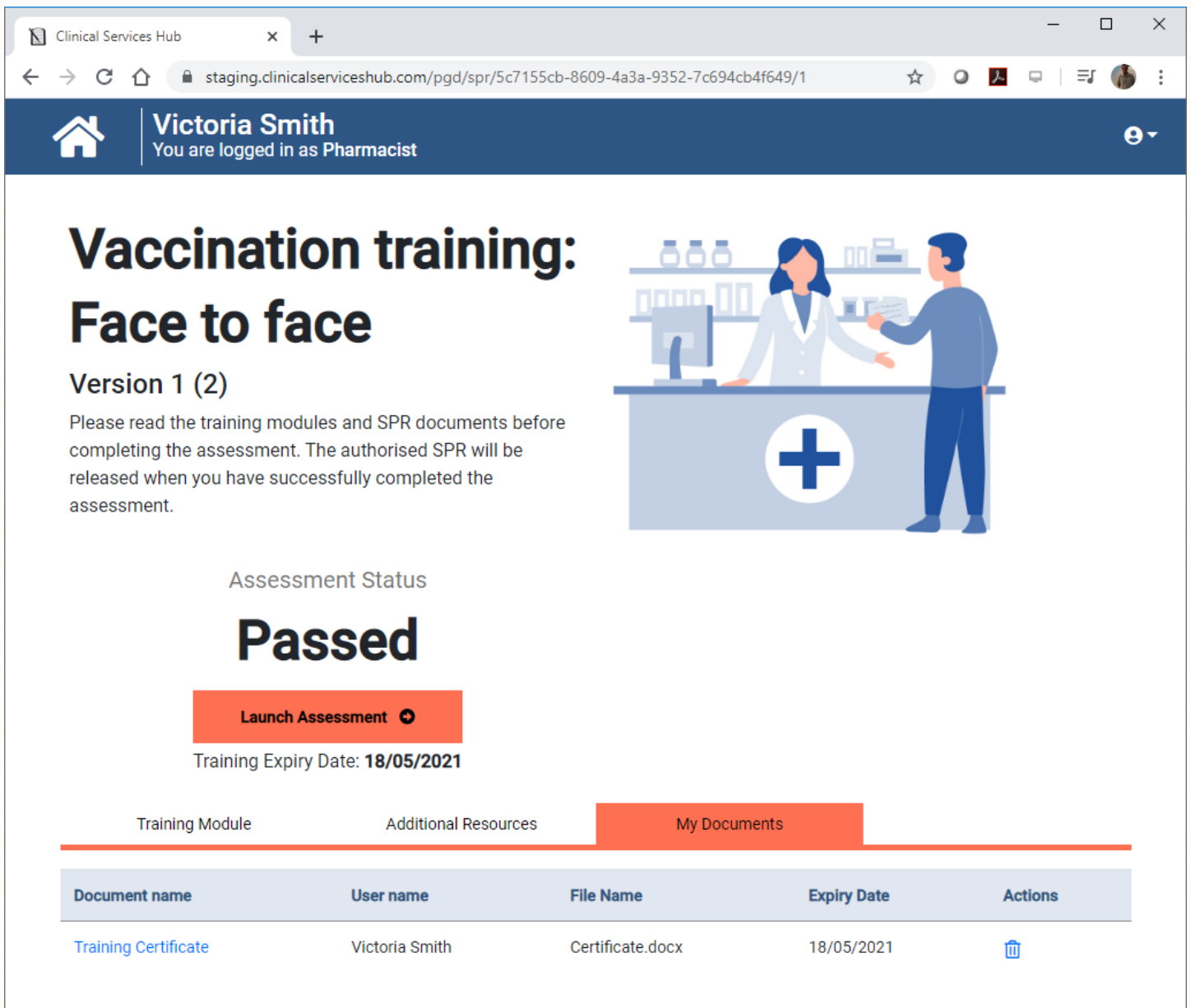
5. A page displays confirming that the certificate has been uploaded and advising that the assessment is now passed. Select the **[Go back to PGD page]** button.




The screenshot shows a web browser window with the following content:

- Browser Tab:** Clinical Services Hub
- Address Bar:** staging.clinicalserviceshub.com/pgd/training/5c7155cb-8609-4a3a-9352-7c694cb4f649/1/spr
- Header:** Home icon, **Victoria Smith**, You are logged in as Pharmacist, and a user profile icon.
- Section Header:** **Vaccination training: Face to face**
- Text:** Please read the training modules and PGD documents before completing the assessment. The authorised PGD will be released when you have successfully completed the assessment.
- Text:** Upload your training certificate here:
- Image:** A green circular icon with a white checkmark.
- Text:** Certificate uploaded
- Text:** You scored 100 %
Assessment Passed
- Button:** << Go back to PGD page

6. You are returned to the SPR page. The *Assessment Status* is now marked as *Passed*. Select the *My Documents* tab. This will show you the details of the attached certificate, including the *Document name*, the User name of the person who uploaded the document and the certificate's *Expiry Date*. This document will be visible to the Superintendent office of any linked pharmacies.



The screenshot shows a web browser window with the URL `staging.clinicalserviceshub.com/pgd/spr/5c7155cb-8609-4a3a-9352-7c694cb4f649/1`. The user is logged in as Victoria Smith, a Pharmacist. The main heading is "Vaccination training: Face to face", Version 1 (2). The assessment status is "Passed". A red button labeled "Launch Assessment" is visible. The training expiry date is 18/05/2021. Below this, there are three tabs: "Training Module", "Additional Resources", and "My Documents". The "My Documents" tab is active, showing a table with one document entry.

Document name	User name	File Name	Expiry Date	Actions
Training Certificate	Victoria Smith	Certificate.docx	18/05/2021	

Revision History

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

Contact us

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