

## Completing Patient Group Direction (PGD) Training

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Pharmacist users need to be authorised to carry out PGDs by completing the necessary training modules and reviewing any additional resources within the PGD viewer for the *Available PGDs*.

A pharmacist can train for any PGD they wish within the PGD Viewer, regardless of any superintendent links. However, only PGDs which are approved by the superintendent will be available to carry out under the pharmacy organisation in ProScript Connect.



You may be required to complete Service Provision Requirements (SPRs) before you are fully authorised to carry out the 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.

### PGD Statuses

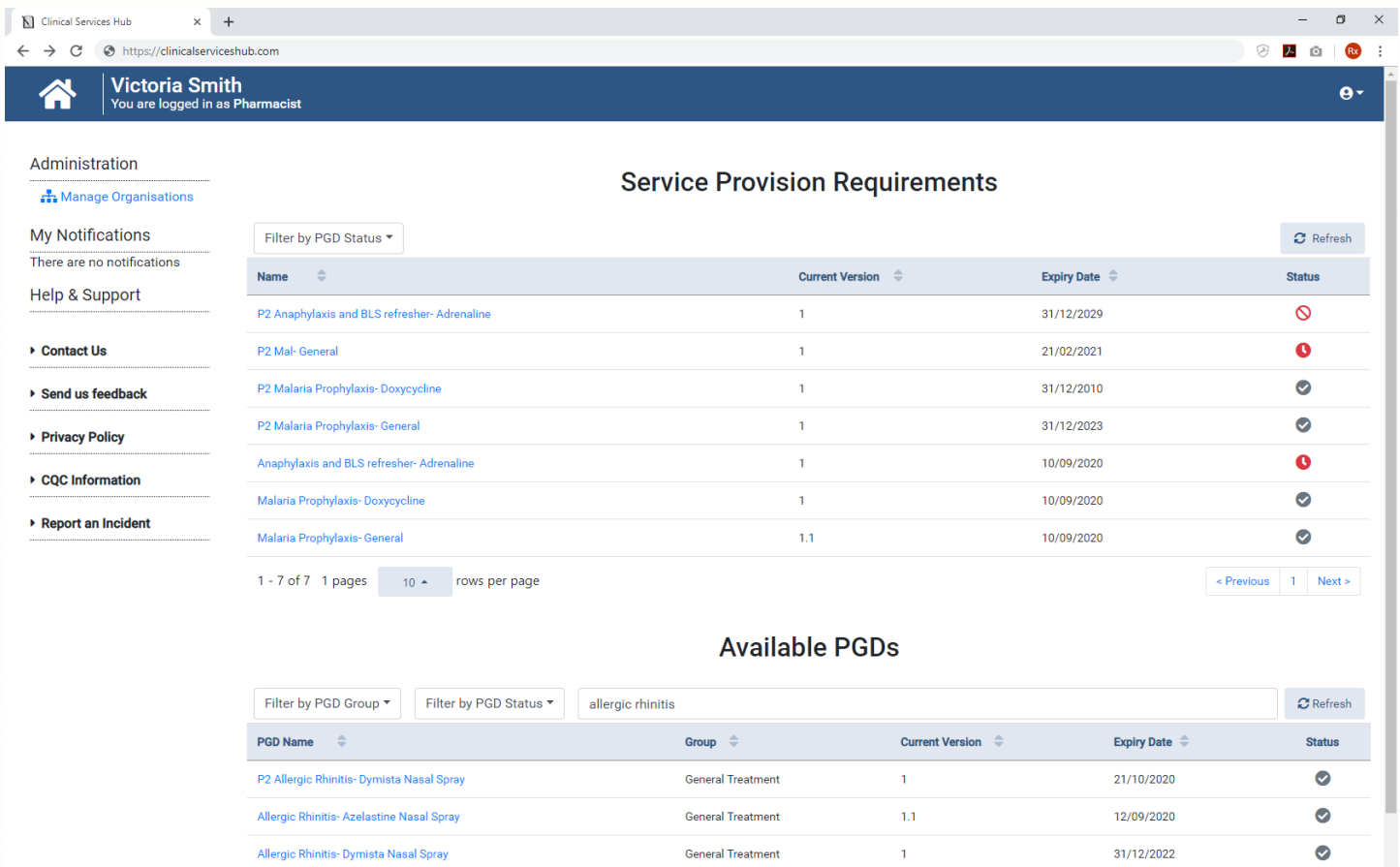
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There are several statuses that you may see within the *Available PGDs* grid. These are explained below.

Status	Definition
Ready	The training can be started.
Incomplete	The main PGD training has been completed but the dependent SPR training is not complete.
Failed	The training has been attempted but was failed.
Accredited	All training has been completed (PGD and dependencies)
Re-accreditation Required	Users will need to re-accredit following a major change to the PGD.
Expired	The expiry date has passed.
Expiring	The PGD will expire within 30 days.

## Accessing the PGD Viewer

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 PGD that you wish to complete within the *Available PGDs* grid.



The screenshot shows the Clinical Services Hub interface. The user is logged in as Victoria Smith, a Pharmacist. The main content area is titled 'Service Provision Requirements' and contains a table with 7 rows. The table has columns for Name, Current Version, Expiry Date, and Status. The rows are:

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 this table is a pagination control showing '1 - 7 of 7 1 pages' and '10 rows per page'. To the right of the table is a '< Previous 1 Next >' navigation bar.

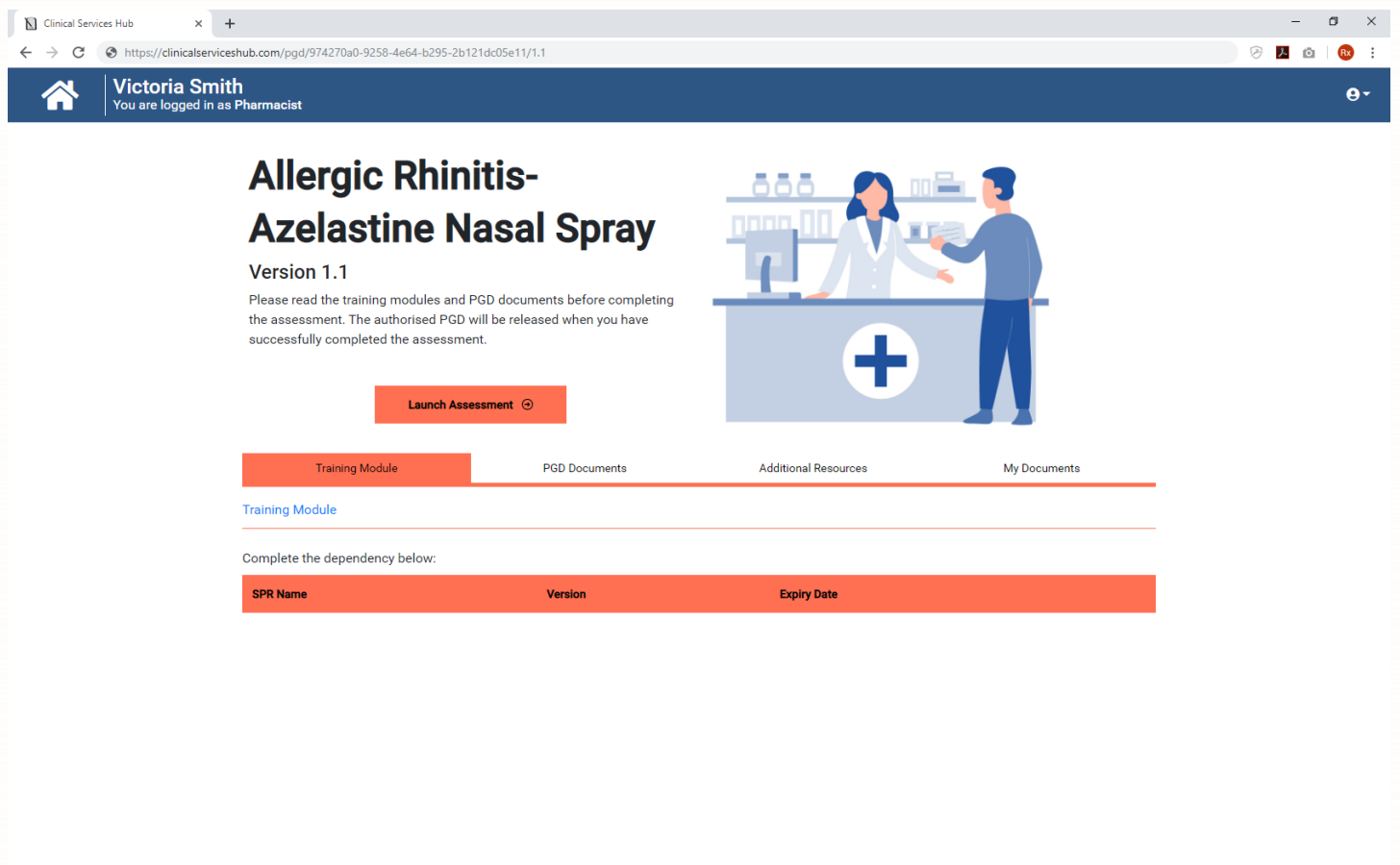
The second section is titled 'Available PGDs' and contains a search filter for 'allergic rhinitis'. Below the search bar is a table with 3 rows. The table has columns for PGD Name, Group, Current Version, Expiry Date, and Status. The rows are:

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 PGD within the *PGD Name* column.

## Completing the PGD Viewer

There are multiple actions to complete within the PGD viewer to complete the PGD training.



The screenshot shows a web browser window with the URL `https://clinicalserviceshub.com/pgd/974270a0-9258-4e64-b295-2b121dc05e11/1.1`. The user is logged in as Victoria Smith, a Pharmacist. The main heading is "Allergic Rhinitis-Azelastine Nasal Spray" with "Version 1.1". A message states: "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 "Launch Assessment" button is visible. Below this is a navigation bar with "Training Module" (selected), "PGD Documents", "Additional Resources", and "My Documents". Under "Training Module", there is a section titled "Complete the dependency below:" followed by a table with columns for "SPR Name", "Version", and "Expiry Date".

SPR Name	Version	Expiry Date

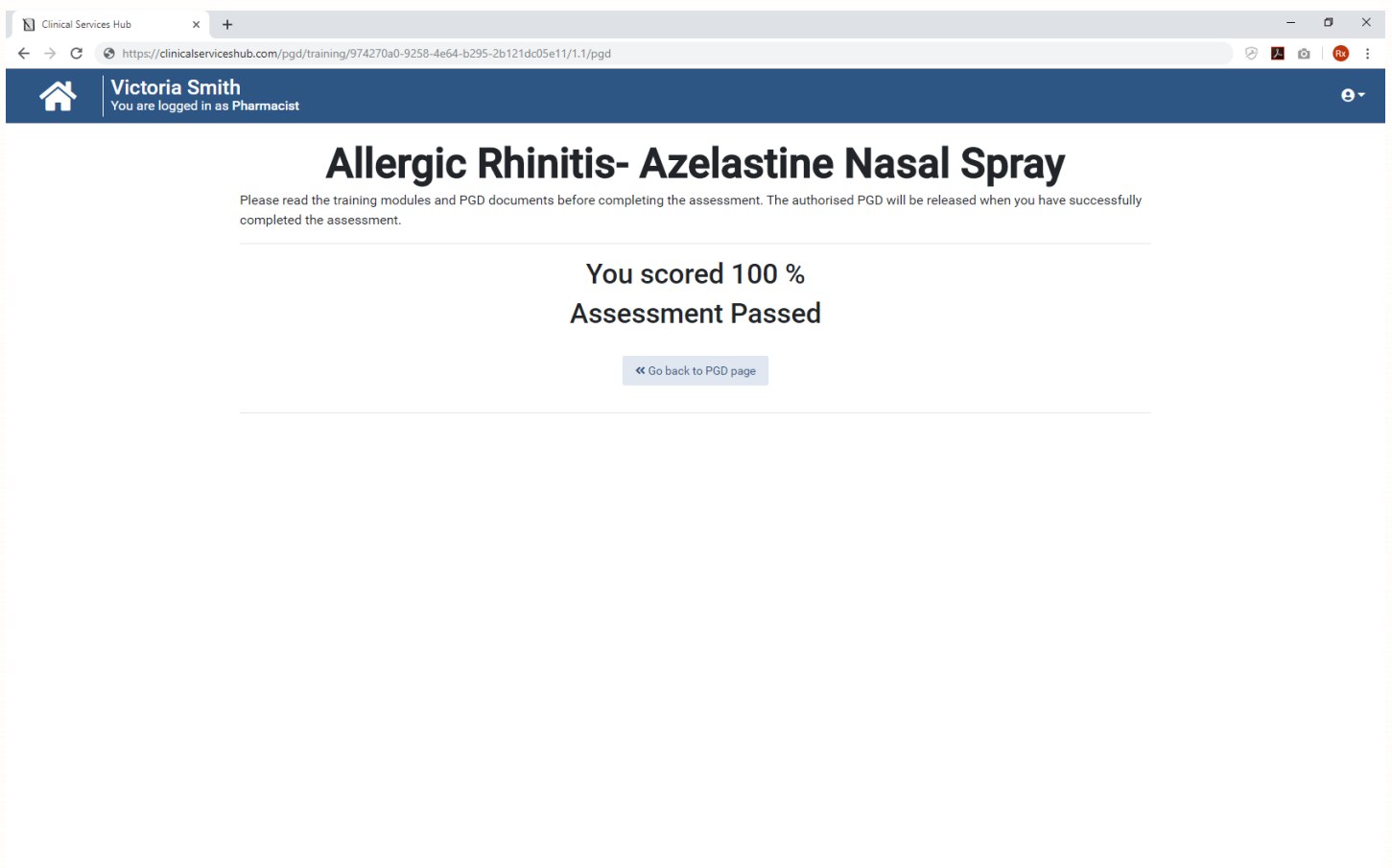
Tab	Description
Training Module	<p>Select the <a href="#">Training Module</a> link to open/download the PGD training materials.</p>
PGD Documents	<p>There may be several documents available here:</p> <ul style="list-style-type: none"><li>○ An <i>Unauthorised PGD (watermark version)</i> will always be available here which you can view for training purposes.</li><li>○ An <i>Authorised PGD</i> will be available for use once you have passed the assessment.</li><li>○ An <i>Authorised PGD (Signed)</i> will display here for each of your linked organisations once you have passed the assessment. These will include the signature of the superintendent at your linked organisation(s). You will need to print and sign this copy to be maintained at the pharmacy premises.</li></ul>
Additional Resources	<p>Links and documents that may facilitate your training and provision of PGDs will be displayed here. These resources will also be accessible from the Consultation window in ProScript Connect.</p>
My Documents	<p>You are able to store any PGD relevant documents in this section. Any documents uploaded here can be viewed by your superintendents.</p>
Dependencies	<p>Any training that must be completed to gain full accreditation for the PGD will display in this grid. Your training will be marked as <i>Incomplete</i> until all the dependencies are completed.</p>

## Completing the Assessment

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You will be able to complete the PGD assessment after you have read the training modules and PGD documents. The authorised PGD will be released when you have successfully passed the assessment with a 100% score.

1. To begin, from the PGD viewer, select the **[Launch Assessment]** button.
2. The assessment for the PGD displays. Read through and answer each question. Once all questions have been answered, select the **[Submit]** button. Your result will display.



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

- Browser Tab:** Clinical Services Hub
- Address Bar:** <https://clinicalserviceshub.com/pgd/training/974270a0-9258-4e64-b295-2b121dc05e11/1.1/pgd>
- User Profile:** Victoria Smith, You are logged in as Pharmacist
- Section Header:** Allergic Rhinitis- Azelastine Nasal Spray
- 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.
- Result:** You scored 100 %  
Assessment Passed
- Button:** << Go back to PGD page

**Result**

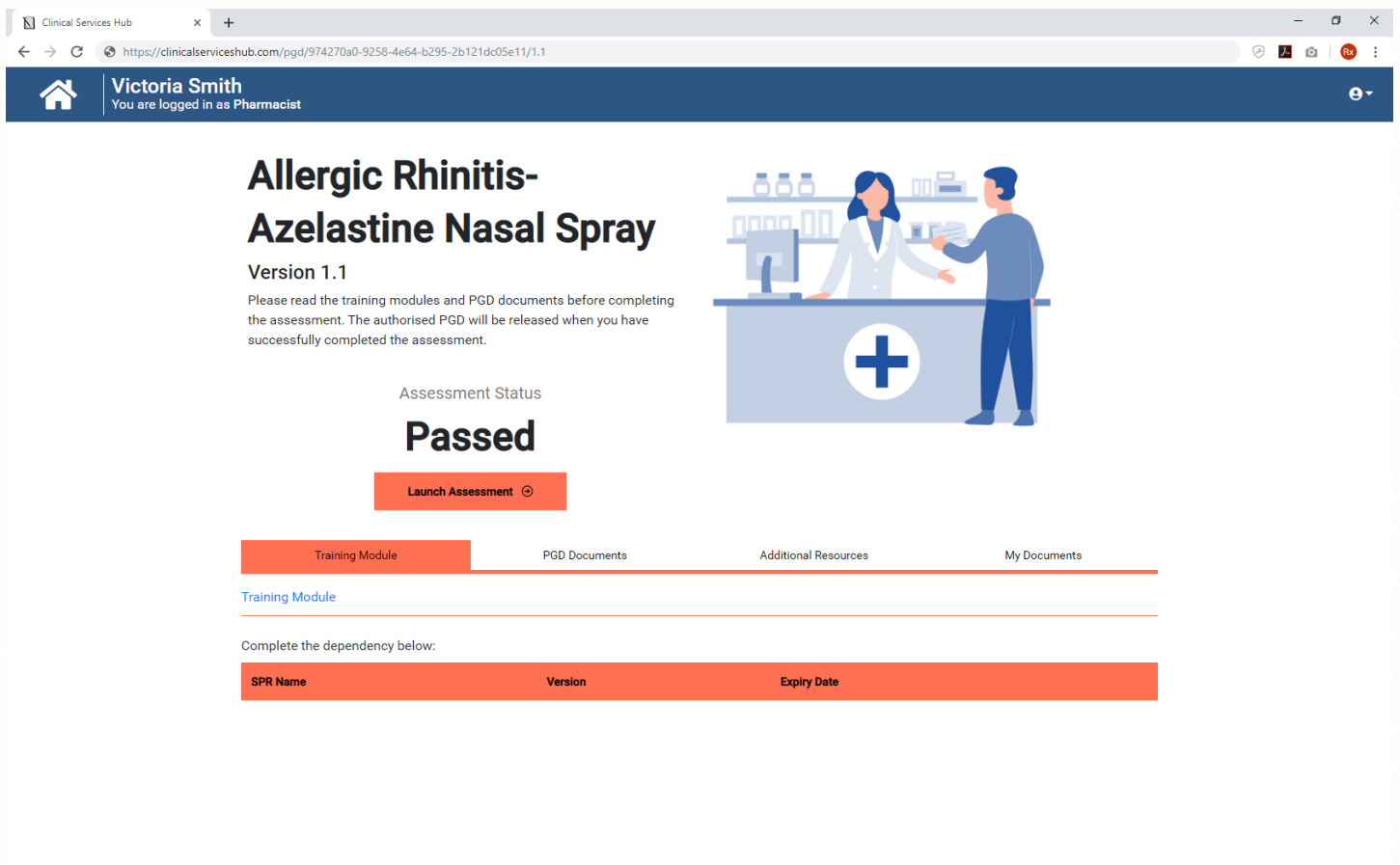
**Action**

**Passed** You will be able to return to the PGD page using the **[Go back to PGD page]** button where the *PGD Assessment Status* displays as *Passed*. You will now be able to carry out the PGD from the Service Hub Manager in ProScript Connect (requires superintendent approval for your organisation).

**Failed** You will be required to wait 15 minutes before you can re-take the assessment.



Once passed, you will need to print and sign the *Authorised PGD (Signed)* found within the *PGD Documents* section in the PGD viewer. This must then be maintained at the pharmacy premises.



Clinical Services Hub

Victoria Smith  
You are logged in as Pharmacist

## Allergic Rhinitis-Azelastine Nasal Spray

Version 1.1

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.

Assessment Status

# Passed

Launch Assessment

Training Module | PGD Documents | Additional Resources | My Documents

Training Module

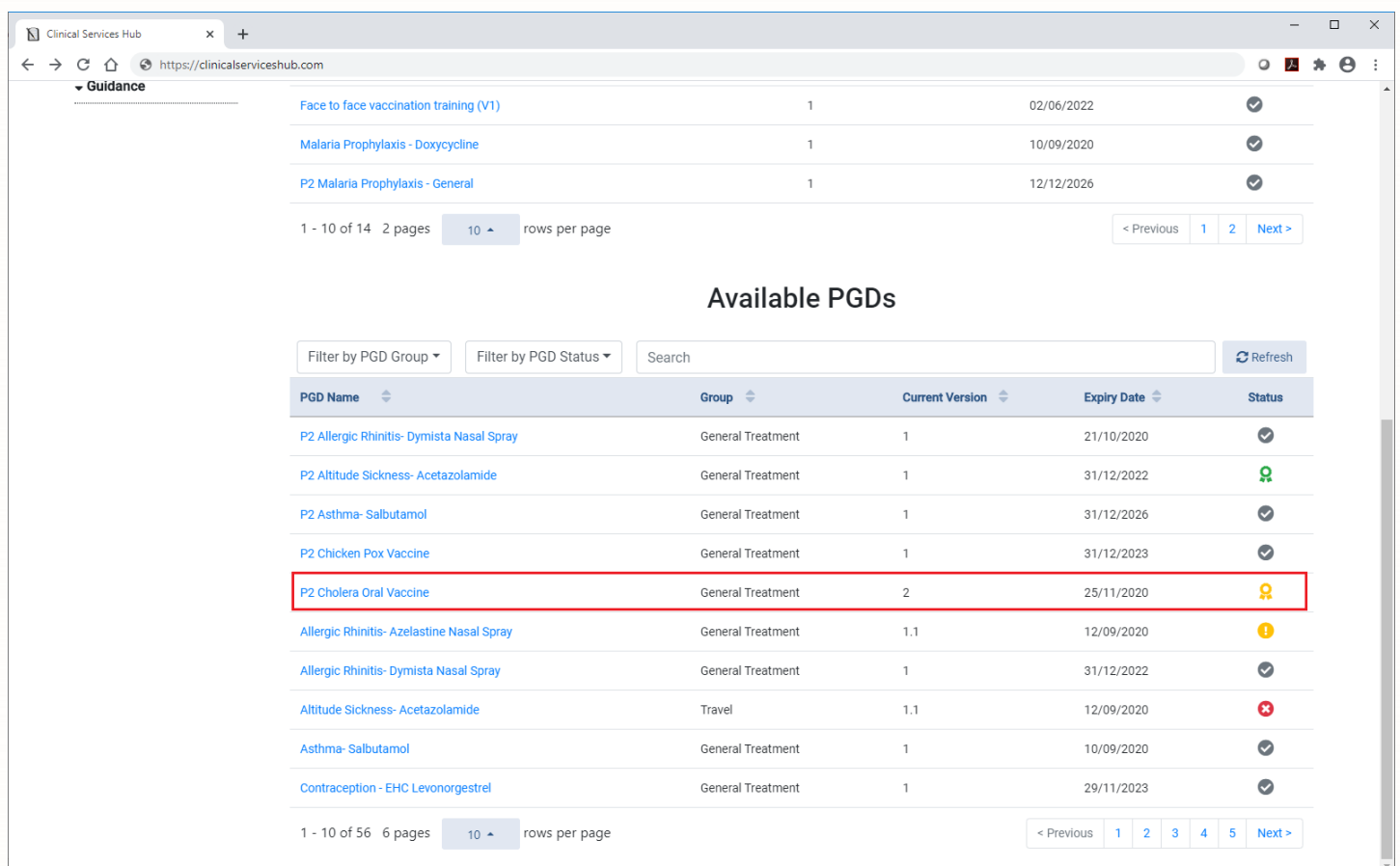
Complete the dependency below:

SPR Name	Version	Expiry Date
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## Acknowledging Changes to a PGD to Gain Re-Accreditation

Following major changes to a PGD, a user will need to gain re-accreditation. In some cases, you can acknowledge the changes without needing to re-take the assessment.

1. From the Clinical Services Hub main page, use the available filters to search for and locate the PGD that requires re-accreditation within the *Available PGDs* grid.

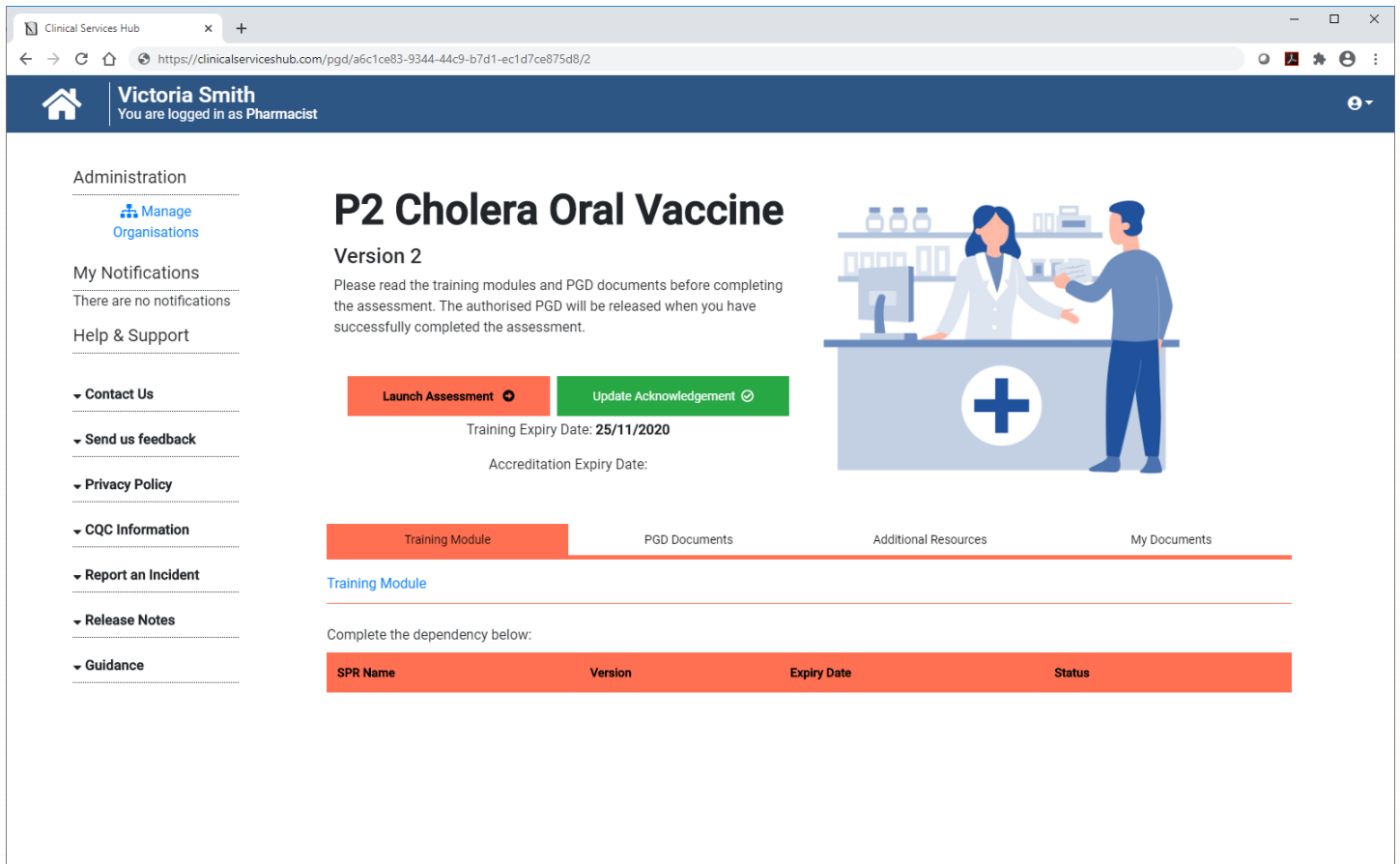


The screenshot shows the 'Available PGDs' grid in the Clinical Services Hub. The grid has the following columns: PGD Name, Group, Current Version, Expiry Date, and Status. The 'P2 Cholera Oral Vaccine' row is highlighted with a red border, indicating it requires re-accreditation. The status icon for this row is a yellow warning sign.


PGD Name	Group	Current Version	Expiry Date	Status
P2 Allergic Rhinitis- Dymista Nasal Spray	General Treatment	1	21/10/2020	✓
P2 Altitude Sickness- Acetazolamide	General Treatment	1	31/12/2022	👤
P2 Asthma- Salbutamol	General Treatment	1	31/12/2026	✓
P2 Chicken Pox Vaccine	General Treatment	1	31/12/2023	✓
P2 Cholera Oral Vaccine	General Treatment	2	25/11/2020	⚠️
Allergic Rhinitis- Azelastine Nasal Spray	General Treatment	1.1	12/09/2020	⚠️
Allergic Rhinitis- Dymista Nasal Spray	General Treatment	1	31/12/2022	✓
Altitude Sickness- Acetazolamide	Travel	1.1	12/09/2020	✖️
Asthma- Salbutamol	General Treatment	1	10/09/2020	✓
Contraception - EHC Levonorgestrel	General Treatment	1	29/11/2023	✓

1. Select the **name** of the PGD within the *PGD Name* column.

2. The PGD Viewer displays. Select the **[Update Acknowledgement]** button. The *Accreditation Expiry Date* updates. You are now re-accredited for the PGD.



The screenshot shows a web browser window with the URL <https://clinicalserviceshub.com/pgd/a6c1ce83-9344-44c9-b7d1-ec1d7ce875d8/2>. The user is logged in as Victoria Smith, a Pharmacist. The main content area displays 'P2 Cholera Oral Vaccine Version 2'. Below the title, there are two buttons: 'Launch Assessment' (orange) and 'Update Acknowledgement' (green). The 'Update Acknowledgement' button is active. Below the buttons, the 'Training Expiry Date' is 25/11/2020 and the 'Accreditation Expiry Date' is blank. A navigation bar includes 'Training Module', 'PGD Documents', 'Additional Resources', and 'My Documents'. A table below shows a dependency with columns for 'SPR Name', 'Version', 'Expiry Date', and 'Status'.

 The **[Update Acknowledgement]** button only appears if you do not need to re-take the assessment for the PGD.

## Revision History

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

### Contact us

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