Bloodborne Pathogens (BBP) Education Completion Dashboard QRG (Quick Reference Guide)

- Open "**I-Learn**" from I-Connect

- Hover over "**Reports**"

- Click "**Dashboards**"
  - On left-side of screen, click "**Bloodborne Pathogens (BBP) Education Completion Dashboard**" link

- **Refresh data**
  - Hover over chart title "**BLOODBORNE PATHOGENS (BBP) EDUCATION COMPLETIONS**"
  - Click down arrow
  - Click "**refresh**"
  - May take 5 mins to an hour depending on how many direct reports you have
  - Once refresh completed, chart displays graphical representation of "**completions vs in progress**"

- **View Data Details**
  - Hover over chart title "**BLOODBORNE PATHOGENS (BBP) EDUCATION COMPLETIONS**"
  - Click down arrow
  - Click "**view detail**" option
  - Separate window will open with data to review
  - From this window, in upper right-hand corner of screen click "**chart text menu**"
  - Click "p**rint chart**" if hard copy needed
  - Close separate window by clicking "**x**" in upper right-hand corner of screen

- **Export Data to Excel**
  - Export function is only available if "refresh" step has been done. Note: "refresh" may take 5 mins to an hour depending on how many direct reports you may have
  - Hover over chart title "**BLOODBORNE PATHOGENS (BBP) EDUCATION COMPLETIONS**"
  - Click down arrow
  - Click "**export to excel**" option
  - Save file

Who needs to complete BBP education?

- Team members with a Risk Category 1 job classification (patient contact).

- Team members with dual job roles (i.e. PRN, Part-time, Shift, etc.) where at least one job is Risk Category 1.

- **The required education will be pushed to all Risk Category 1 team member I-Learn transcripts.**

- Do NOT assign/enroll your team members in BBP education.

Who does NOT need to complete BBP education?

- Team members with a Risk Category 2 job classification (no patient contact).

- As a leader, you may determine that a Risk Category 2 team member has minimal patient contact and would benefit from the BBP education. Leaders can assign as needed (see below).

- A self-enroll module is available for non-required team members to take BBP education. **Note: BBP will NOT be pushed to Risk Category 2 team members.**