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 "print 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.