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

Access the dashboard Open "I-Learn" from I-Connect Reports ILT Hover over "Reports" Standard Reports Click "Dashboards" **Custom Reports** Dashboards Reporting 2.0 AME 2021 z5000 (Conta... On left-side of screen, • click "Bloodborne Pathogens BBP 2020 (Bloodborne ... (BBP) EducationCompletion Dashboard" link. BBP 2021 (Bloodborne P... COM004 Vendor Crede... Enterprise AME 2021 z5... Enterprise BBP 2020 (Bl...

Refresh data

- Hover over chart title "BLOODBORNE PATHOGENS (BBP) EDUCATIONCOMPLETIONS".
- Click down arrow.
- Click "refresh".

Options 🔻
Refresh
Print

• May take 5 mins 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) EDUCATIONCOMPLETIONS"

- Click down arrow
- Click "view detail" option.
- Separate window will open with data to review.

RISK CATEGORY 2 (NO PATIEN	NT CONTACT) BBP (BLOODBORN
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- From this window, in upper right-hand corner of screen click "chart textmenu".
- 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" has been done.
- **Note:** "Refresh" may take up to 5 mins depending on how many direct reports you have.
- Hover over chart title "BLOODBORNE PATHOGENS (BBP) EDUCATIONCOMPLETIONS".
- Click down arrow.
- Click "export to excel" option.
- Filter and save file as needed.

Who needs to complete BBP education?

- ALL team members will be required to complete the Bloodborne PathogensEducation (BBP).
- The required education will be pushed to all team member I-Learn transcripts.
- Do NOT assign/enroll your team members in BBP education.
- Bloodborne Pathogens Education module will be available for ongoing self-enrollment and assignments after the compliance month.

