# 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.

