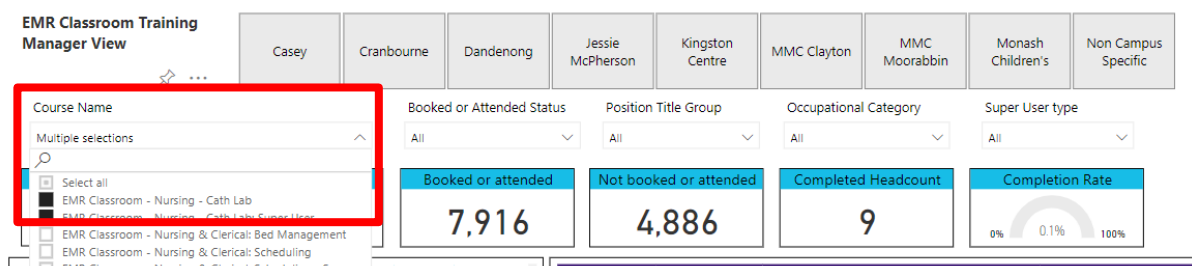


Power BI – EMR Training dashboard

EMR Training dashboard - General information

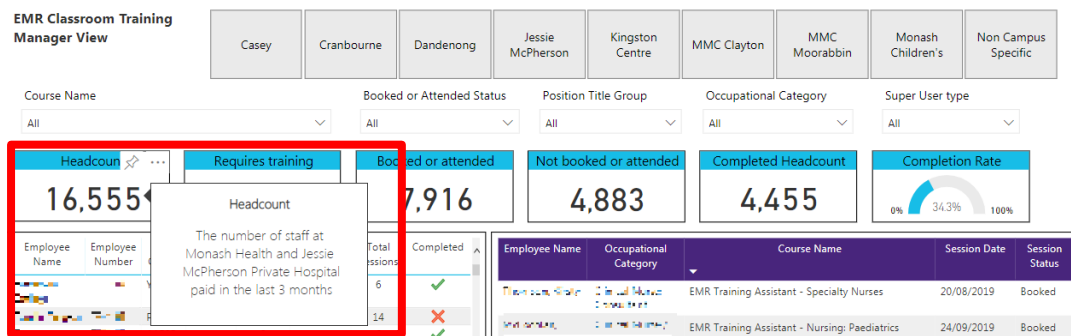
- Current dashboard displays Classroom training data only. Online and Program pages to be developed
- Hold down **CTRL** to select multiple options in the filters



- Data displayed is yesterday's data
- Use the filters to search by:
 - Employee name (drop down list)
 - Cost centre
 - Cost centre hierarchy
 - EMR classroom training course - as listed in Latte
 - Occupational category – as listed in Chris 21
 - Position title group - high level grouping of the position titles listed in Chris 21 and grouped according to requirement for EMR training
 - Super User – level 1 and/or Level 2
- Sites listed across to the top of each page are those in Cost Centre group level 4
- Contact emrtraining@monashhealth.org for questions regarding the displayed data
- Contact Tania Duncan (MBI Data Analyst) tania.duncan@monashhealth.org for EMR Training Power BI dashboard queries
- Additional information - Power BI User Guide, First Time Setup Guide and Video (Accessing Power BI on an iPad) accessed via BI Portal <http://bi.internal.southernhealth.org.au/powerbi/Pages/home.aspx>

EMR Classroom – Manager view

- This page is designed to be used by **Managers**. The dashboard provides information on employees within cost centres at Monash Health and Jessie McPherson Private Hospital
- **Hover over** descriptions available for metrics



- Headcount – number of staff at Monash Health and Jessie McPherson Private Hospital paid in the last 3 months
- Requires training – number of staff who require EMR classroom training based on position title group
- Booked or attended – staff who are booked or have attended classroom training
- Not booked or attended – staff who have not yet been booked into any classroom training
- Completed headcount – number of staff who have attended all classroom training sessions they were booked into
- Completion rate = completed headcount / Requires training
- Sessions – a session is equivalent to a 'seat' in classroom EMR training

EMR Classroom – EMR Trainer view

- This page provides information on training sessions delivered by the **EMR training team**.
- Definitions
 - Sessions – a session is equivalent to a 'seat' in classroom EMR training

EMR Classroom – trends

- View **trends** on EMR Classroom training by:
 - Completion numbers
 - Completion rate
 - Number of staff scheduled into training by status (booked, attended, no show)
- Select relevant cost centres (via cost centre search, sites listing across the top of the page, or cost centre hierarchy) for your area of interest

Super Users

- Data source is the master list of super users maintained by the EMR training team
- Select a ‘Go Live’ for your area of interest
- Descriptions:
 - Has SU attended orientation – Super Users are invited via email to attend a one hour orientation session to provide an overview of their role as a Super User during the EMR Go Live period
 - Does SU have uniform – Super Users are provided with a green T-shirt when they attend orientation
- To view detailed information, **right-click** on an area of interest -> select **drill through** -> select **Super Users: more details**

