

PRODUCTIVITY HACKS WORKSHOP: EXCEL 101 FOR PHARMACISTS

Preliminary program

This workshop will be delivered by a combination of a short workshop preparation course followed by a live workshop.

Workshop Preparation Course – Attendees will be notified when this is released

The preparation course comprises approximately 1.5 hours of learning materials. The workshop preparation course must be completed prior to attending the live virtual workshop.

Knowledge gained from topics below within the workshop preparation course will be directly used in case sessions on the day.

| Topic | Learning objectives |
|---|---|
| Basic excel functions | <ul style="list-style-type: none"> • Overview how to use basic function in Excel • Overview viewing and navigation functions in Excel, include keyboard shortcuts |
| Excel file types | <ul style="list-style-type: none"> • Identify different file types available in Excel • Compare and contrast the use, limits, benefits, structure and applicability of these file types |
| Excel file setup | <ul style="list-style-type: none"> • Outline how to set up Excel files to optimise usability • Outline set up and key inclusions for general spreadsheet set up • Overview how to structure data and data types within a table in Excel • Describe steps to automate data validation • Demonstrate the use of conditional formatting to highlight data variance and anomalies • Explain the use, purpose and set up of pivot tables |
| Reformatting your data | <ul style="list-style-type: none"> • Demonstrate key Excel functions used to reformat data |
| <p>Self-directed Exercise: Excel data collection worksheet for a Quality Improvement activity</p> <p><i>MUST be completed prior to attending the workshop</i></p> | <ul style="list-style-type: none"> • Use an Excel data collection worksheet template to format data • Set up the data collection worksheet for optimal usability • Structure data within the data collection worksheet to facilitate table formatting • Reformat data to suit the needs of this Quality Improvement activity • Analyse data within this worksheet using basic Excel functions and formulas |

PRODUCTIVITY HACKS WORKSHOP: EXCEL 101 FOR PHARMACISTS

Preliminary Program

Live virtual workshop - All times listed are in AEST

Please note program times are subject to change until the program has been finalised.

Wednesday 27 April 2022

| Time (AEST) | Session |
|-------------|--|
| 1845 | Online login available. |
| 1900 - 1910 | Welcome, introduction, housekeeping. |
| 1910 - 1930 | Review of pre-workshop exercise Aaron Van Garderen - Pharmacist – Consultant – Medication Systems Manager, Digital Health and Informatics, Princess Alexandra and Logan Hospitals, Metro South Health, Brisbane, Qld |
| 1930 - 2000 | Workshop Exercise 1: eGFR Led By: Aaron Van Garderen Tutor Team: <ul style="list-style-type: none"> • Libby McCourt - Medication Utilisation Review, Quality Improvement, and Research Pharmacist, Clinical Pharmacology, Royal Brisbane and Women's Hospital • James Grant - Clinical Informatics Consultant (Pharmacist), Clinical Excellence, Queensland, Brisbane, Qld, • Adam Livori - Team Leader - Medical Specialties/Cardiology Clinic Pharmacist, Ballarat Health Services, Ballarat, Vic |
| 2000 - 2050 | Workshop Exercise 2: Intervention dashboard Led By: Aaron Van Garderen Tutor Team: Libby McCourt, James Grant & Adam Livori |
| 2050 - 2100 | Wrap Up & Summary |
| 2100 | Close of live virtual workshop |

Please note: presentation recordings from the live virtual workshop will not be available.