NHS
The Leeds
Teaching Hospitals
NHS Trust

ppm+

Accepted to Oncology Bed Base

## USER GUIDE

#LeedsDigitalWay
CONNECTS•TRANSFORMS•IMPROVES

Finding the list

All new/current doctors working in the department should be given access to the weekend handover list. If you do not have access please ask a colleague or supervisor so that you can be added to the shared list. All medics are given edit access to the list so that you can add/remove patients from the list. This also means you should be able to share the list.

1   The list can be found by first clicking on "browse lists" on the ppm+ Homepage.
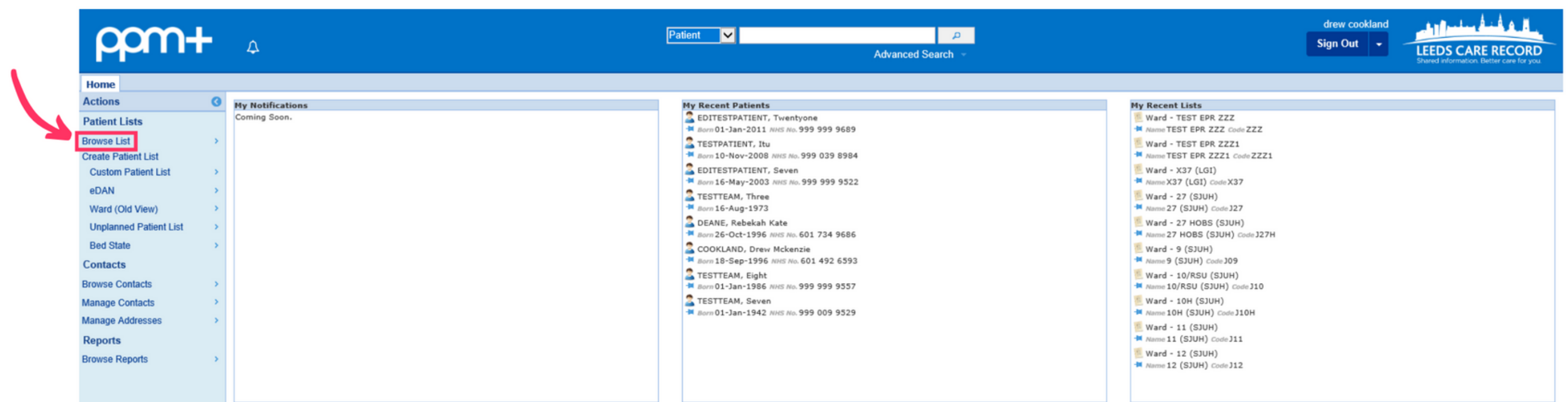
2   Then select **"custom patient lists"** -> **"my custom patient lists"** from the menu. Then select **"accepted to oncology bed base"** from the final menu.
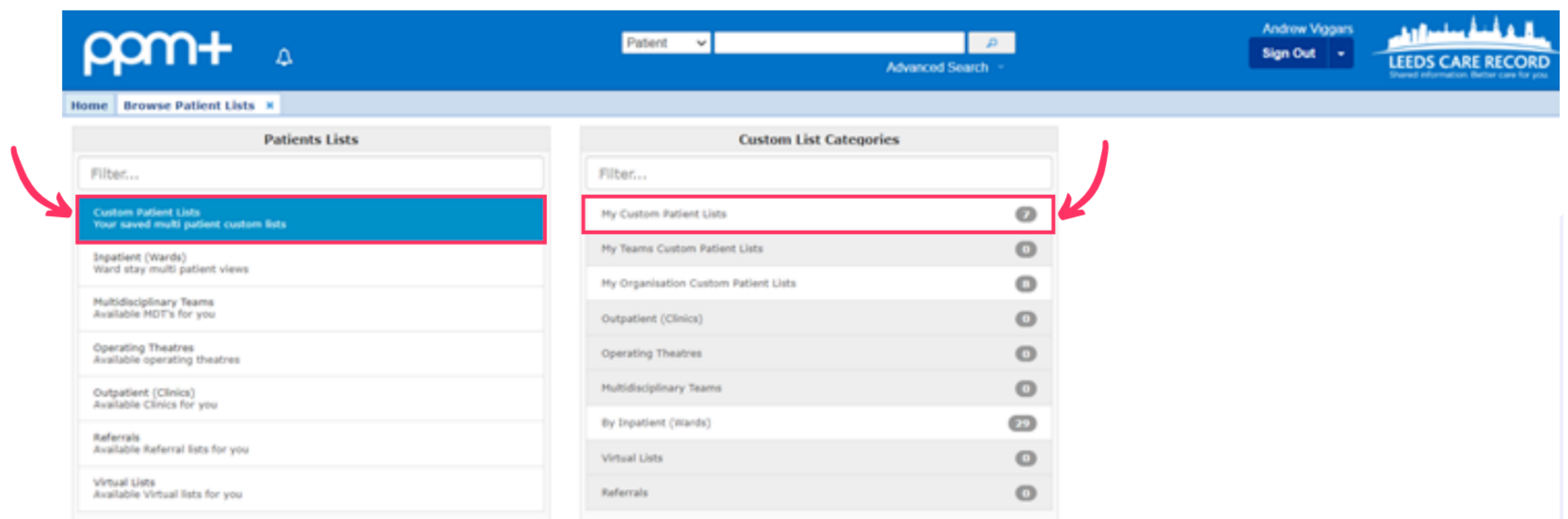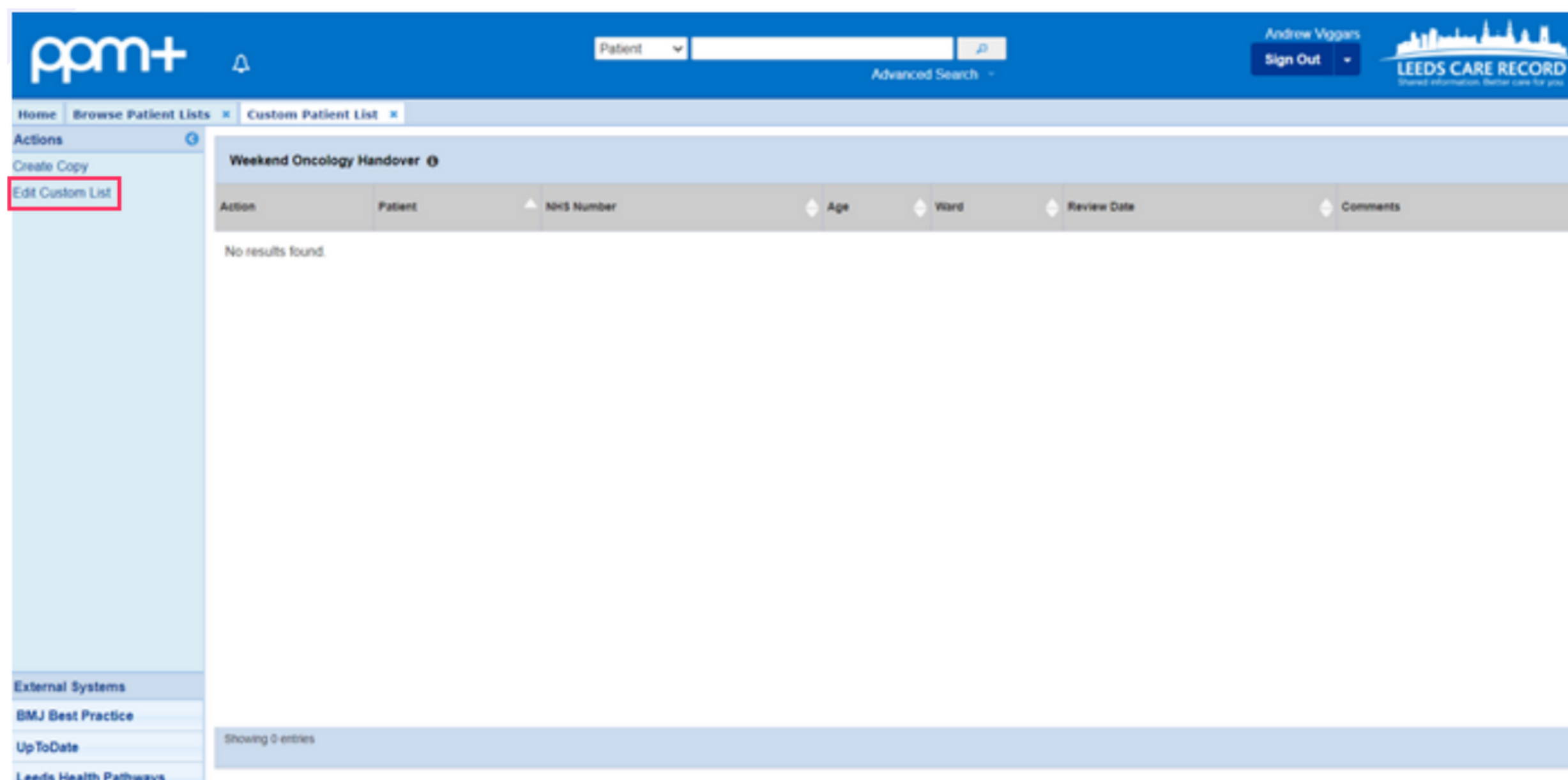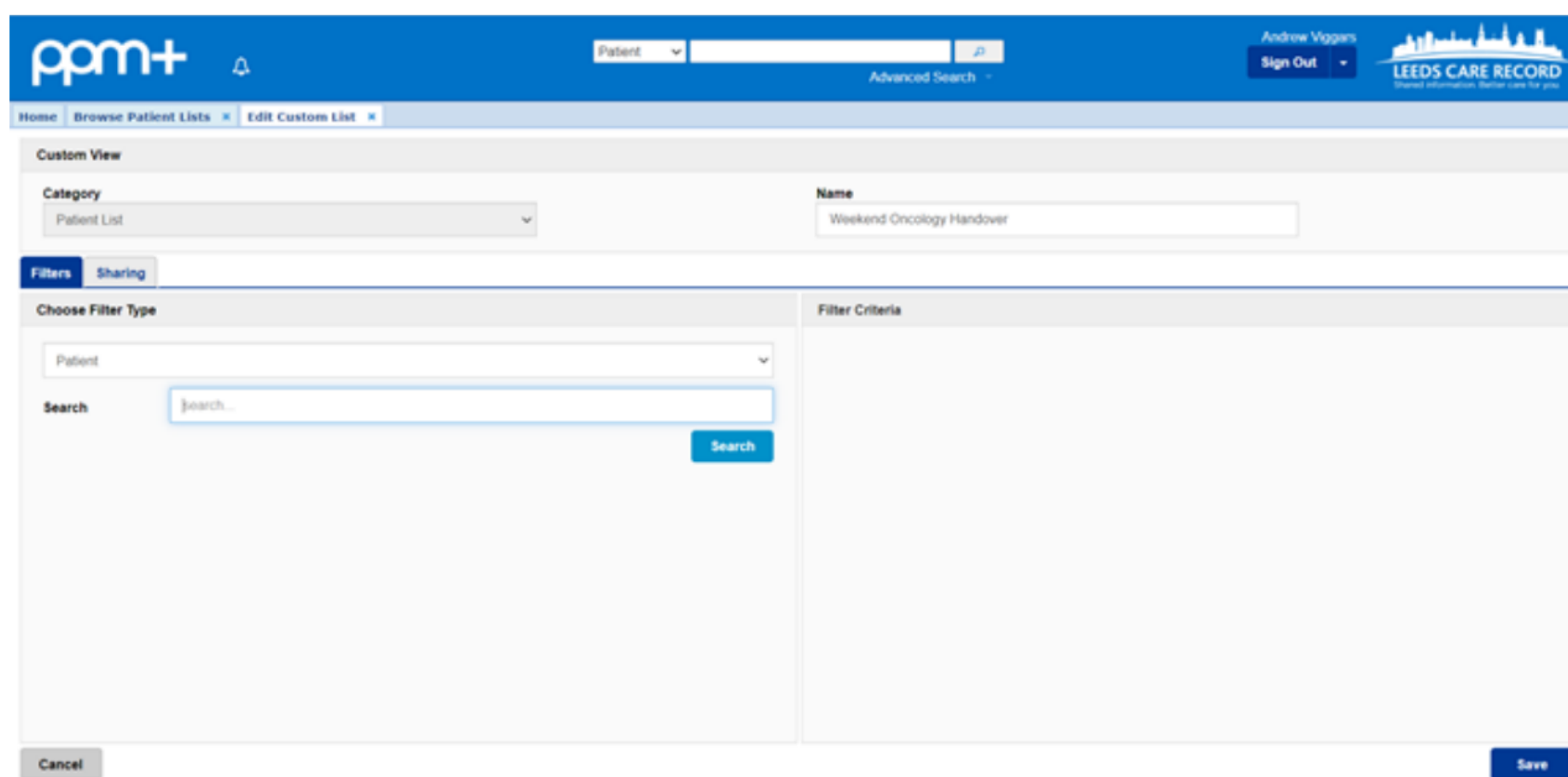
Using the list

You will be taken to the accepted to oncology bed base list.
This may be blank if all other accepted patients have been
brought into the bed base or may have people on it:

To add patients to the list there are two options:

1 Click **"edit custom list"** on the handover screen (above), filter for patients
(only option) and then search for the NHS number of the patient you wish
to add. Once that patient appears you can click the **'+'** to add them to the
list. You can also remove the patient if added in error (or the task for them
has been completed) by clicking the **'bin'** sign next to them.

2 On the patient's single patient view, click on the **'add'** drop down menu. The 'manage custom list' and then click the **'+'** sign next to the **'accepted to oncology bedbase'** sign.

As per the TCI JONA list the **"comments"** section is completed for the handover, so things can be added like **"accepted under the care of Dr ……"** or **"only to transfer following negative COVID swab"** etc.

Patients should be deleted by the clinical team looking after the patient once the patient has safely been transferred. Whilst the bed managers do have access to view this list, they don't have the admin rights to add/remove patients.

Please do also ensure that when patients are accepted that the bed managers are made aware as per the usual processes.

Useful contacts

Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.

📞 Ext: 60599

✉️ leedsth-tr.ImplementationTeam@nhs.net

Informatics Service Desk

Please contact the **Informatics Service Desk** to:
- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.

📞 x26655

🌐 https://lth-dwp.onbmc.com

If you would like to make a **Request For Work to PPM+**, **Click Here** to be taken to the required page on the Trust's intranet

Please contact the **IT Training Department** at **ITTraining.LTHT@nhs.net** if you require **further training on PPM+** or any other Clinical System.

🌐 **PPM+ Help Site: https://www.ppmsupport.leedsth.nhs.uk/**

For further information please contact:
✉️ **leedsth-tr.ImplementationTeam@nhs.net or** 📞 **0113 206 0599**