



The Leeds
Teaching Hospitals
NHS Trust

ppm+

Custom Patient Lists

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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Create a personalised list by adding and removing individual patients on PPM+, this includes both patients that are admitted and not admitted.

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Recently Discharged Patient List----- Page 9

This allows you to create a Discharged Patient List using multiple filters e.g. ward attenders discharged from your ward in the last 24 hours.

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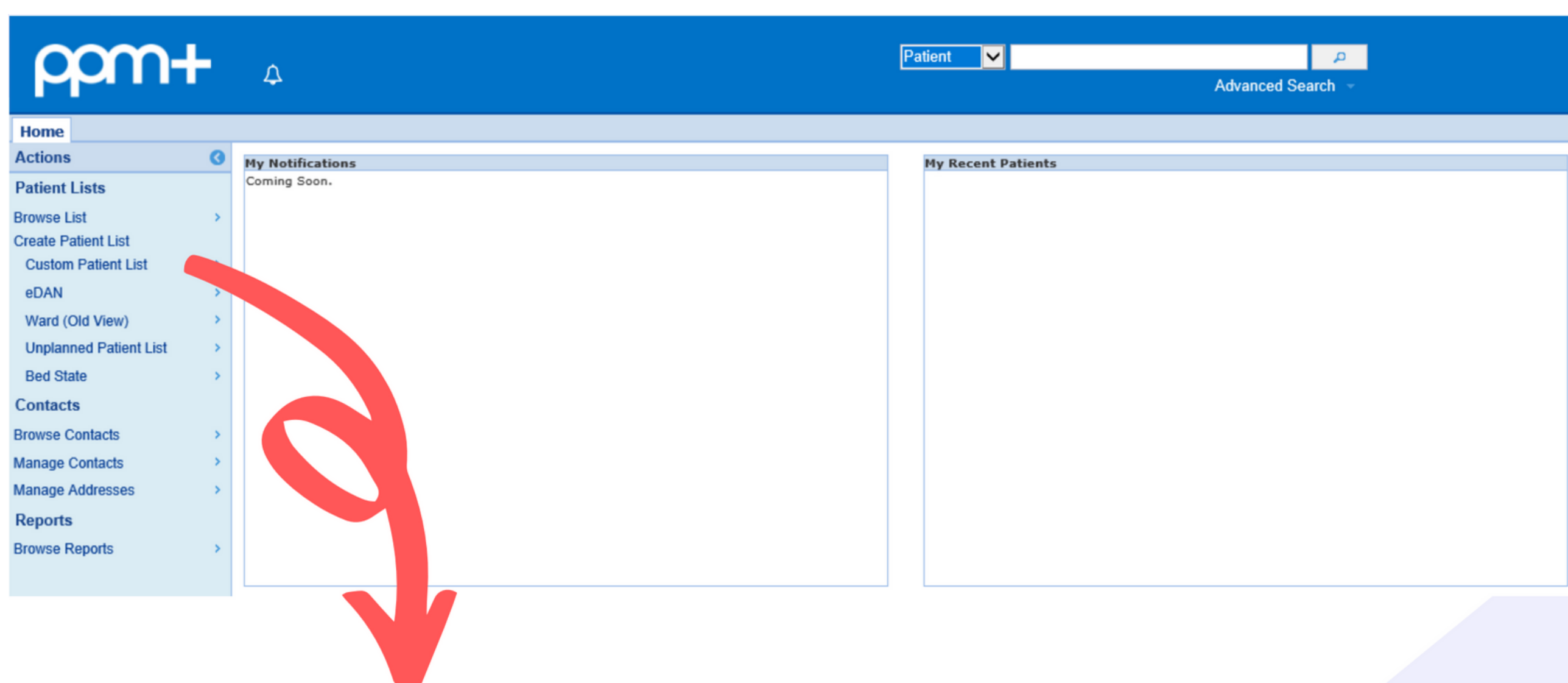
Find, share and edit a Custom Patient List. Find out about Handover Tips for your Custom Patient List.

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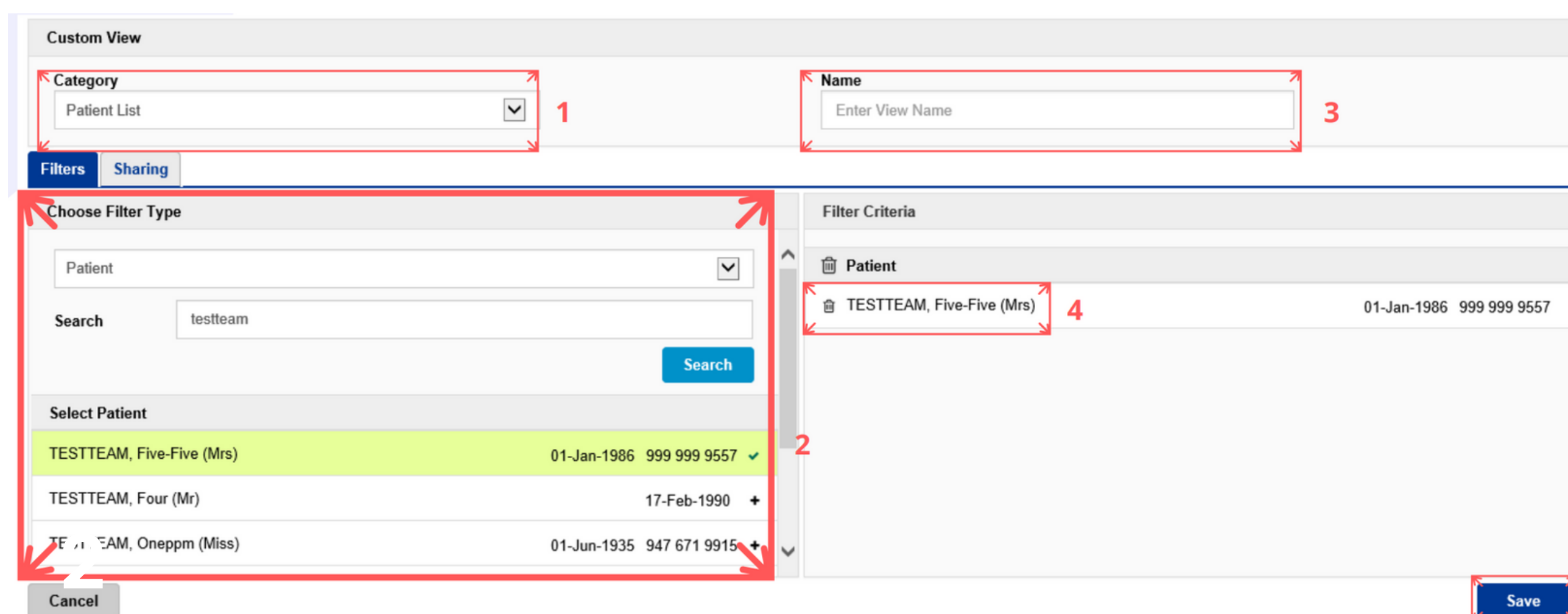
For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

Patient List



From the PPM+ homepage click on **Custom Patient List**.

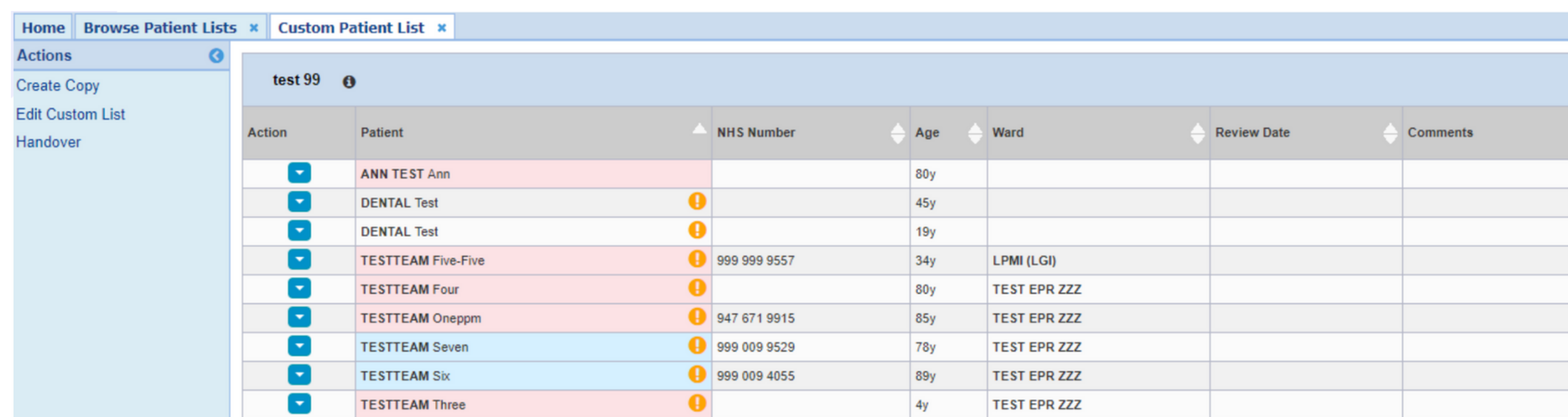


- 1 From the category dropdown list select **Patient List**.
- 2 From the filter types select **Patient**. Search patient by name or NHS number and click the plus icon this will add the patient to your list.
- 3 Click **Name** to rename your **Patient List** and click save. Remember to give your Patient List a unique name to differentiate it from the others
- 4 If you add a patient to the list by mistake use the **bin icon** and this will remove them. Once all information is correct, click **Save**.

For further information please contact:

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This is what your **Patient List** will look like



Action	Patient	NHS Number	Age	Ward	Review Date	Comments
<input type="checkbox"/>	ANN TEST Ann		80y			
<input type="checkbox"/>	DENTAL Test		45y			
<input type="checkbox"/>	DENTAL Test		19y			
<input type="checkbox"/>	TESTTEAM Five-Five	999 999 9557	34y	LPMI (LGI)		
<input type="checkbox"/>	TESTTEAM Four		80y	TEST EPR ZZZ		
<input type="checkbox"/>	TESTTEAM Oneppm	947 671 9915	85y	TEST EPR ZZZ		
<input type="checkbox"/>	TESTTEAM Seven	999 009 9529	78y	TEST EPR ZZZ		
<input type="checkbox"/>	TESTTEAM Six	999 009 4055	89y	TEST EPR ZZZ		
<input type="checkbox"/>	TESTTEAM Three		4y	TEST EPR ZZZ		

Actions

The **Actions** section will allow you to carry out the three functions shown above:

- Create a copy
- Edit Custom List
- Handover

Edit

Edit Custom List is where you can add/remove patients, share the list and rename the list.

Handover

Handover is where you can access the handover for each inpatient.

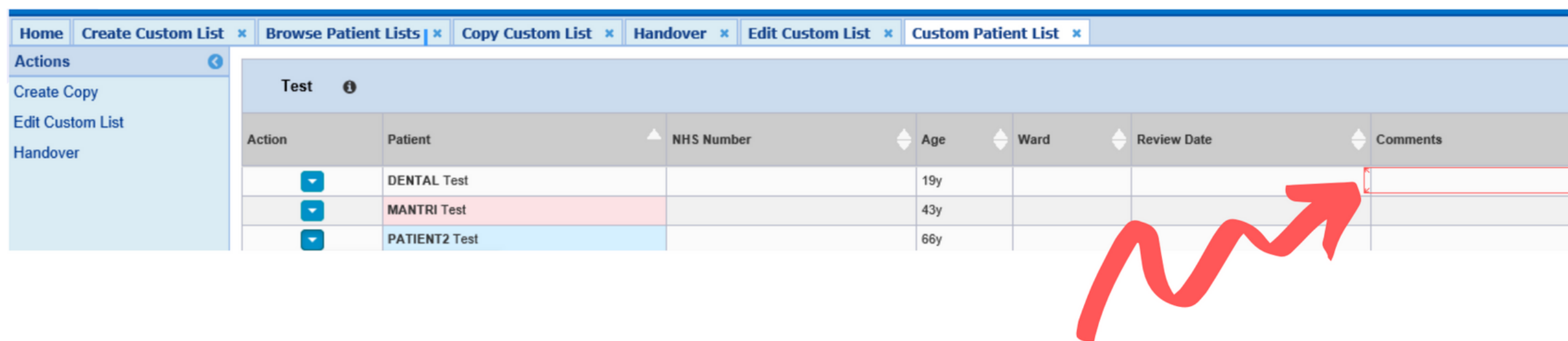
Copy

If you create a **copy** of a shared list then any amendments to that copied list are only for yourself. Amendments on a shared list are reflected for all.

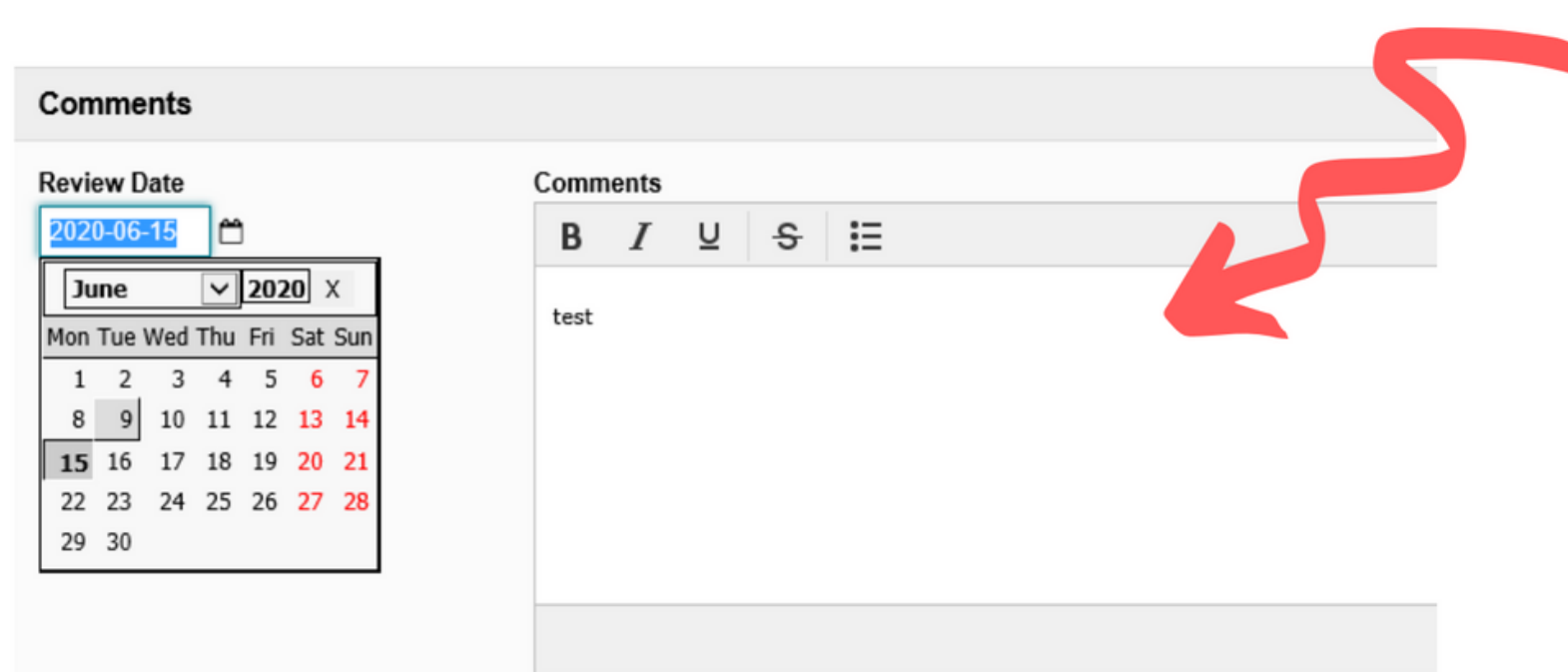
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Comments/Notes

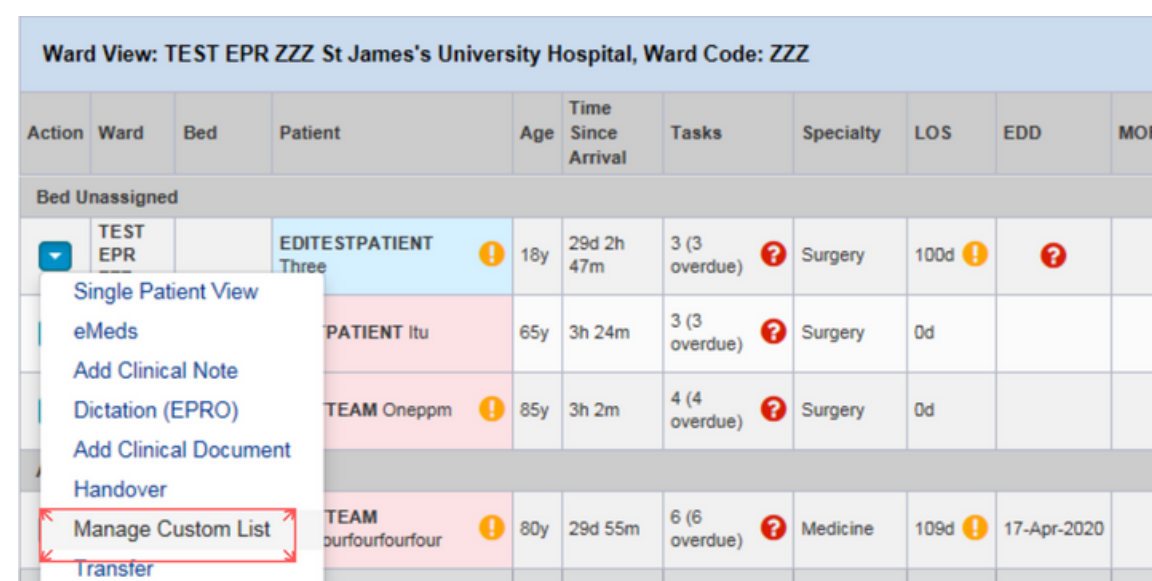
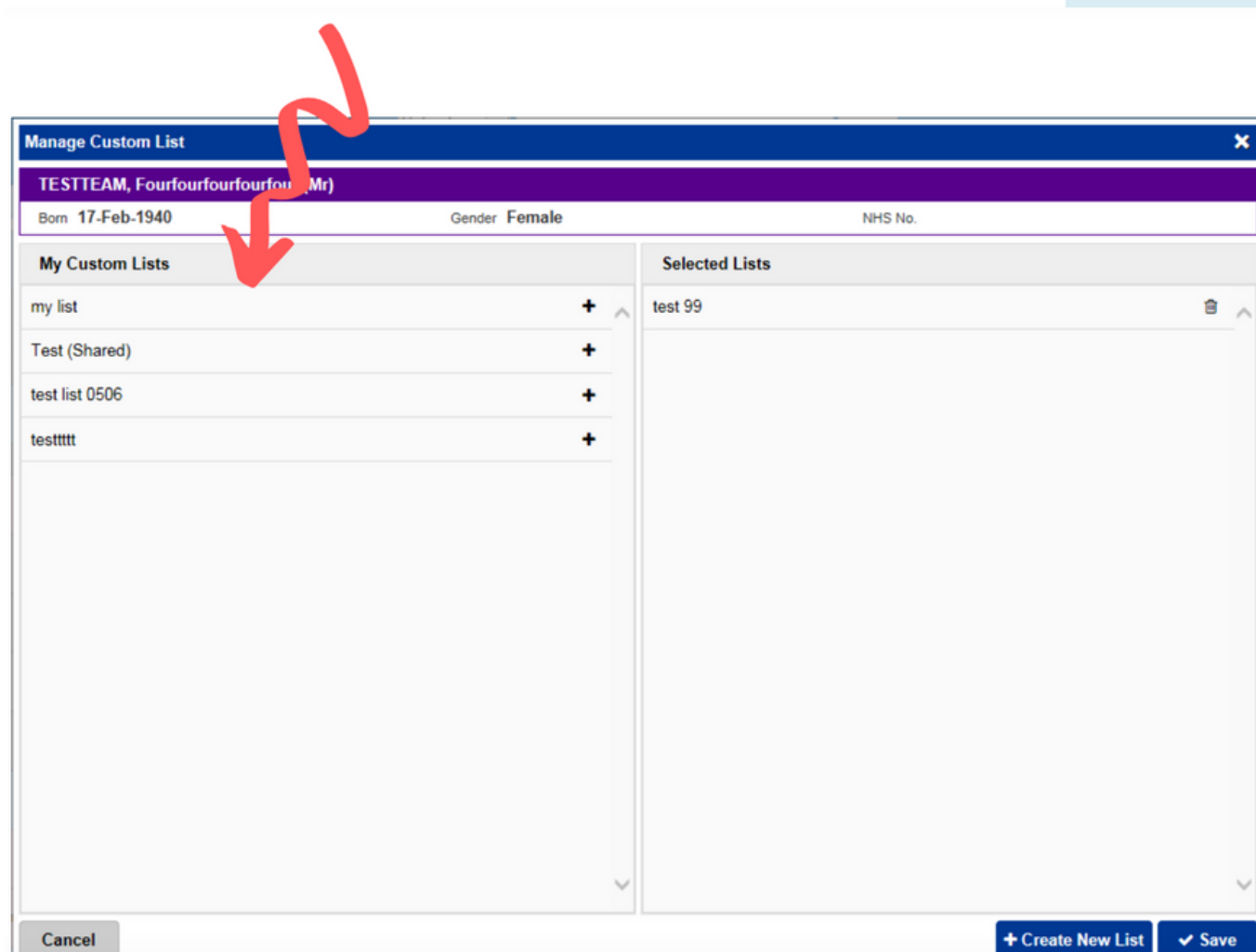
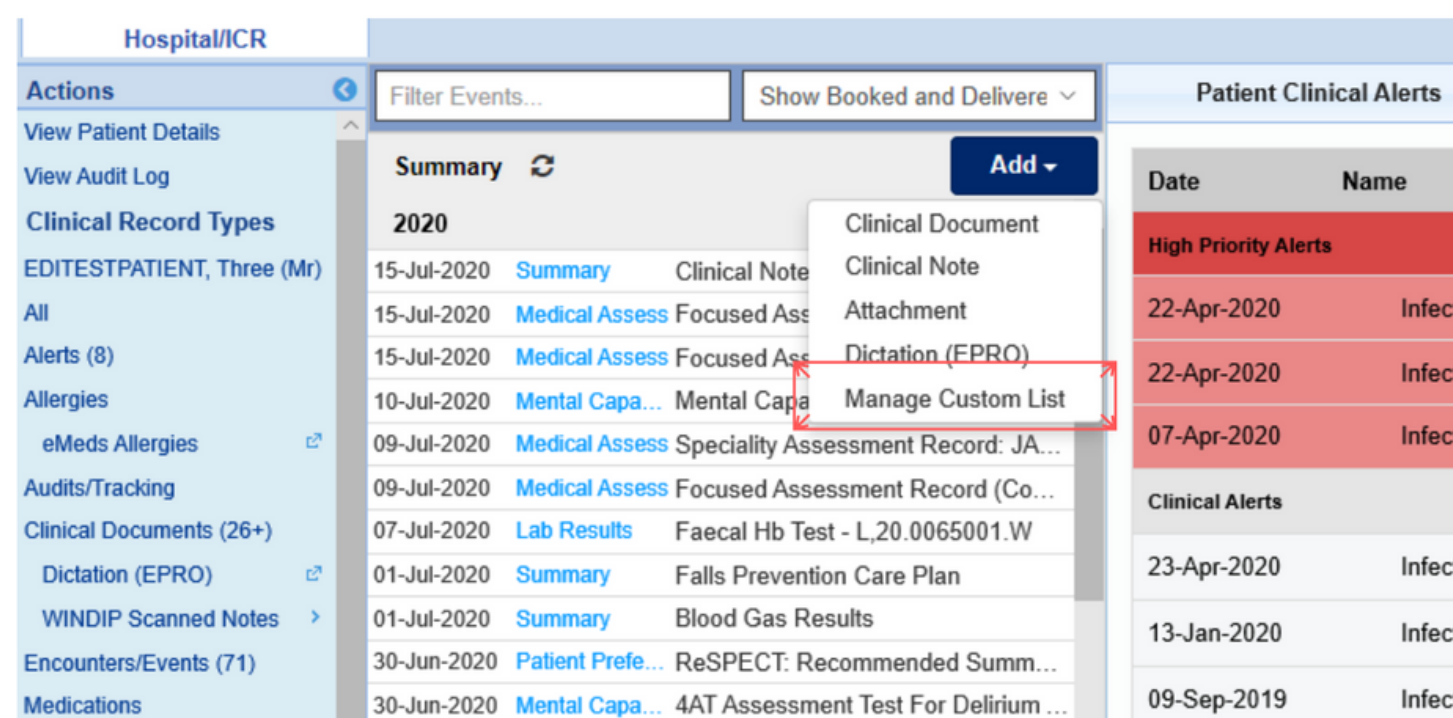


From your Patient List view click on the comments column. This is where you can add comments to the patient and change the review date.



Patient comments are a part of the Patient List, so will not move with the patient if you put the them into a different list. If you then delete the old Patient List, the comments will be deleted.

The functionality to manage Patient Lists can be found from either the ward or single patient view. From there you can add or remove patients from your Patient List.



For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or

 0113 206 0599

Currently Admitted Patient List

Custom View

Category: Currently Admitted Patient List

Name: Enter View Name

Filters | Sharing

Choose Filter Type: Ward Stay Type

Select Ward Stay Type

- Ward Stay (Inpatient & Daycase) ✓
- Ward Attender +

Filter Criteria

- Ward Stay Type
- Ward Stay (Inpatient & Daycase)

Ward Stay Type

In the category drop down list select **Currently Admitted Patient List**, then select your filter. For the ward stay type you can select **Ward Stay (Inpatient & Daycase) and/or Ward Attender**.

Choose Filter Type

Clinical Review

Select Clinical Review

- Consultant ✓
- Junior Doctor ✓
- Nursing ✓

Filter Criteria

- Clinical Review [Include] [Exclude]
- Consultant
- Junior Doctor
- Nursing

Clinical Review

The next filter you can pick from is **Clinical Review**. This allows you to filter between clinician type (here you can select multiple clinicians). The include/exclude function allows you to filter further.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

Current Consultant

The next filter type is **Current Consultant**. You can search by their **Name**, **Initials**, **GMC** and **Speciality**. You can also use the include and exclude function.

Current Consultant Speciality

The next filter is **Current Consultant Speciality**, here you can filter by the different specialities.

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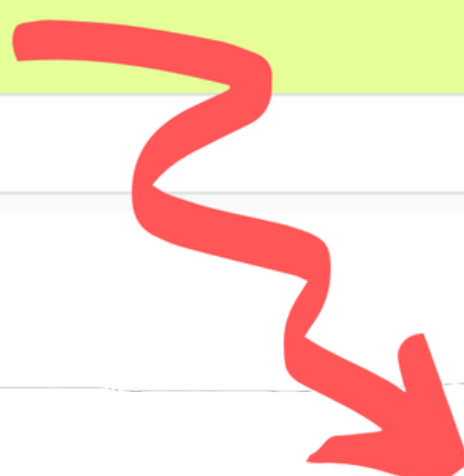
Choose Filter Type	Filter Criteria
Current Ward <input type="checkbox"/>	<input type="checkbox"/> Current Ward Include Exclude
Search <input type="text" value="ZZZ"/> Search	<input type="checkbox"/> TEST EPR ZZZ
Select Current Ward	<input type="checkbox"/> TEST EPR ZZZ1
TEST EPR ZZZ ✓	
TEST EPR ZZZ1 ✓	



Current Ward

This filter allows you to select multiple wards. It also gives you the ability to include or exclude additional wards.

Choose Filter Type	Filter Criteria
Recent Admissions To The Hospital <input type="checkbox"/>	<input type="checkbox"/> Recent Admissions To The Hospital
Select Recent Admissions To The Hospital	<input type="checkbox"/> Admitted to hospital within 72 hours (3 days)
Admitted to hospital within 24 hours (1 day) +	
Admitted to hospital within 48 hours (2 days) +	
Admitted to hospital within 72 hours (3 days) ✓	
Admitted to hospital within 96 hours (4 days) +	



Recent Admissions To The Hospital

This allows you to filter by when the patient was admitted to the hospital. You can select within one, two, three or four days.

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or

 0113 206 0599

Recently Discharged Patient List

1 Ward Stay Type

In the category drop down list select Recently Discharged Patient List, then select your filter. For the ward stay type you can select Ward Stay (Inpatient & Daycase) and/or Ward Attender.

The screenshot shows the 'Custom View' configuration for 'Recently Discharged Patient List'. The 'Category' is set to 'Recently Discharged Patient List' and the 'Name' is 'test 800'. Under the 'Filters' tab, 'Choose Filter Type' is set to 'Ward Stay Type'. The 'Select Ward Stay Type' list includes 'Ward Stay (Inpatient & Daycase)' and 'Ward Attender', with 'Ward Attender' selected. The 'Filter Criteria' section shows 'Ward Stay Type' and 'Ward Attender' as active filters.

2 Recent Discharges From The Hospital

You can filter by Recent Discharges From The Hospital and then select one, two, three or four days.

The screenshot shows the 'Custom View' configuration for 'Recently Discharged Patient List'. The 'Category' is 'Recently Discharged Patient List' and the 'Name' is 'test 800'. Under the 'Filters' tab, 'Choose Filter Type' is set to 'Recent Discharges From The Hospital'. A list of options is shown, with 'Patients discharged from hospital within 72 hours (3 days)' selected. The 'Filter Criteria' section shows 'Recent Discharges From The Hospital' and 'Patients discharged from hospital within 72 hours (3 days)' as active filters. 'Cancel' and 'Delete' buttons are visible at the bottom left, and a 'Save' button is at the bottom right.

3 Discharged From Ward

This filter allows you to select multiple wards. It also gives you the ability to include or exclude these wards.

The screenshot shows the 'Custom View' configuration for 'Recently Discharged Patient List'. The 'Choose Filter Type' is set to 'Discharged From Ward'. A search box contains 'ZZZ' and a 'Search' button is present. The 'Select Discharged From Ward' list includes 'TEST EPR ZZZ' and 'TEST EPR ZZZ1', both of which are selected. The 'Filter Criteria' section shows 'Discharged From Ward' with 'Include' and 'Exclude' buttons, and the selected ward codes 'TEST EPR ZZZ' and 'TEST EPR ZZZ1' listed below.

For further information please contact:

✉ leadsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

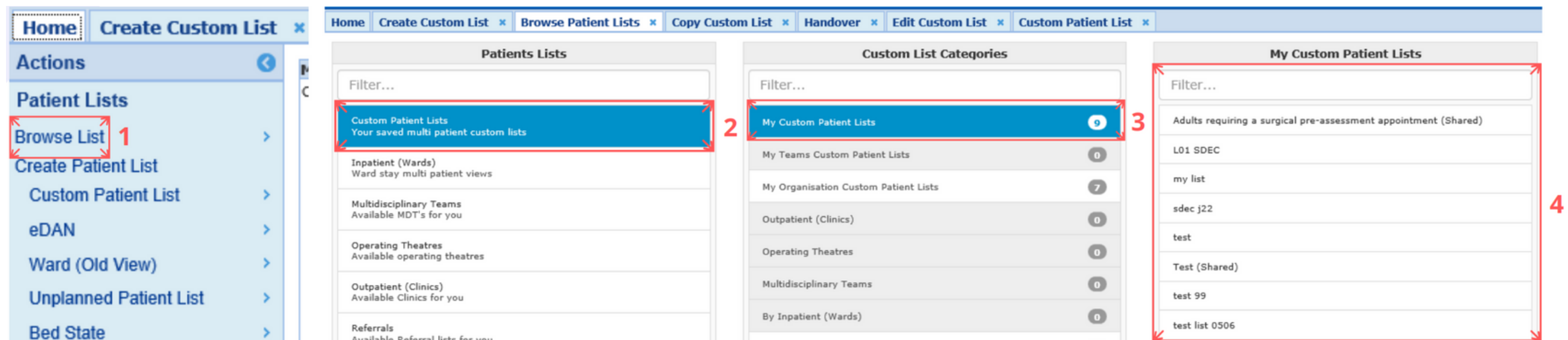
This is an example of how you can apply multiple filters to a Recently Discharged Patient List.

Category Recently Discharged Patient List		Name test 800
Filters Sharing		
Choose Filter Type Discharged From Ward	Filter Criteria	
Search: zzz	Ward Stay Type	
Select Discharged From Ward	Ward Attender	
TEST EPR ZZZ ✓	Recent Discharges From The Hospital	
TEST EPR ZZZ1 +	Patients discharged from hospital within 24 hours (1 day)	
	Discharged From Ward	Include Exclude
	TEST EPR ZZZ	
Cancel Delete		Save

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

Finding a Custom Patient List



1

From your PPM+ homepage click on Browse List.

2

From Patients Lists select **Custom Patient Lists**.

3

From Custom List Categories select **My Custom Patient Lists**.

4

From **My Custom Patient Lists** select the relevant list you want to view. (Shared) indicates a list has been shared with you.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

Sharing a Custom Patient List

Filters **Sharing** 5

Search Contact

Search Contact

Search adam smith Search

Select Contact

Smith, Adam Charles (Mr) Senior Project Analyst 6

Share With

User(s)

Smith, Adam Charles (Mr) Read List Edit List Delete List 7

Cancel Delete Save 8

- 5 Click on the **Sharing** tab, search for the colleague or team you want to share your list with. Please note you can only share lists with PPM+ users who have created a contact on PPM+.
- 6 Click on the plus icon to add your colleague or team. If you add a person or team in error - use the bin icon to remove them.
- 7 Select the tick boxes next to the user(s) to give them the required permissions.
- 8 Once you have selected the required permissions, click **Save**.

For further information please contact:

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Editing a Custom Patient List

Action	Patient	NHS Number	Age	Ward	Review Date	Comments
<input type="checkbox"/>	ANN TEST Ann		80y			
<input type="checkbox"/>	DENTAL Test		45y			
<input type="checkbox"/>	DENTAL Test		19y			
<input type="checkbox"/>	TESTTEAM Five-Five	999 999 9557	34y	LPMI (LGI)		
<input type="checkbox"/>	TESTTEAM Four		80y	TEST EPR ZZZ		
<input type="checkbox"/>	TESTTEAM Oneppm	947 671 9915	85y	TEST EPR ZZZ		
<input type="checkbox"/>	TESTTEAM Seven	999 009 9529	78y	TEST EPR ZZZ		
<input type="checkbox"/>	TESTTEAM Six	999 009 4055	89y	TEST EPR ZZZ		
<input type="checkbox"/>	TESTTEAM Three		4y	TEST EPR ZZZ		

From the **Custom Patient List view**, click on **Edit Custom List** located in the **Actions** section on the left hand side.

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

Handover Tips

The screenshot shows a web interface for patient handovers. At the top, there are navigation tabs: Home, Browse Patient Lists, Custom Patient List, and Handover. Below the tabs, there are buttons for '< Prev' and 'Next >'. The main content area displays patient information for 'DENTAL, Test', including 'Born 05-Nov-2000', 'Gender', and 'NHS No.'. A message below the patient information states: 'There is no admission record for the selected patient and thus no handover summary exists, please navigate to the Single Patient View (SPV) for further information relating to the patient you have selected.' A red arrow points to this message.

A patient on your list, who is not an inpatient, will not have any handover comments displayed. This is shown above.

Print Preview

Bed	Patient	Age	Clinical Summary	Handover Comment	Medical Jobs	Observation	Observation Due
	TESTTEAM Oneppm	85y	[Comment A added on zzz]	[Comment A added on zzz]	[Comment A added on zzz]		19h 53m (every 15m)
Bed 1	TESTTEAM Oneppm	85y				↑12 (3)	170h 8m (hourly)
Bed 5	TESTTEAM Three	4y					1533h (every 15m)
Bed 6	TESTTEAM Four	80y	test	test		↓2 (7)	207h 38m (4 hourly)
Bed 8	TESTTEAM Six	89y	Test	Test gfgd		↑13 (2)	1124h 20m (hourly)

Printing of Custom Patient Lists is not advised by the Trust, if you decide to print your Custom Patient List via the handover page, please be aware that only patients admitted to a ward will be visible.

For further information on handovers, see the user guide by clicking [here](#) or by visiting the PPM+ Helpsite at <https://www.ppmsupport.leedsth.nhs.uk/>

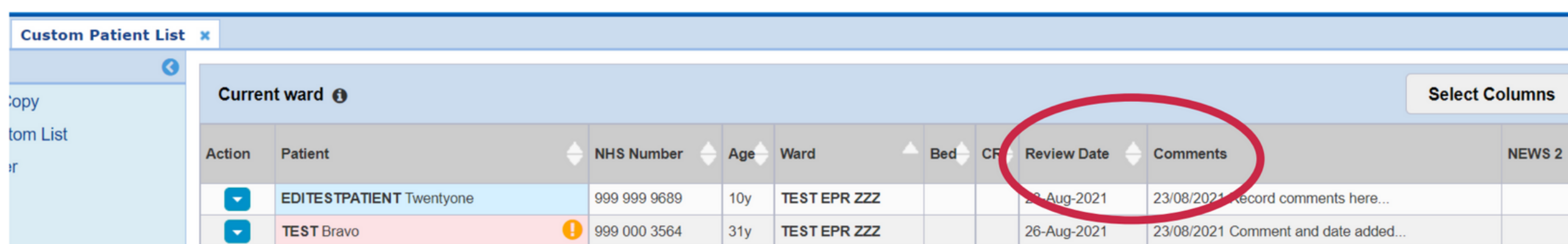
For further information please contact:

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Important Information for All Custom Patient List Users

Please be aware that any information recorded in the **Comments** and **Review Date** columns of a Custom Patient List is not automatically deleted when the patient is removed from the list.

If the patient is added back onto that Custom Patient List at a later date, any historical information in those two columns will re-populate.



Action	Patient	NHS Number	Age	Ward	Bed	CF	Review Date	Comments	NEWS 2
<input type="checkbox"/>	EDITESTPATIENT Twentyone	999 999 9689	10y	TEST EPR ZZZ			23-Aug-2021	23/08/2021 Record comments here...	
<input type="checkbox"/>	TEST Bravo	999 000 3564	31y	TEST EPR ZZZ			26-Aug-2021	23/08/2021 Comment and date added...	

To mitigate the potential clinical risk, it is advised that information recorded in the Comments and / or Review Date column is either:

- Dated if the information is required to re-populate
- or
- Deleted PRIOR TO removing the patient from the list.

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

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