

PPM+ Handover User Guide

PPM+ Handover is an effective, way to communicate all relevant information about a patient to staff who are working on another ward or could be working a different shift to you.

1 Step 1 - Accessing Handover

You can access Handover from the Actions panel on the left of your ward view

Ward View: TEST EPR ZZZ St James's University Hospital, Ward Code: ZZZ

Action	Ward	Bed	Patient
Bed Unassigned			
<input type="checkbox"/>	TEST EPR ZZZ		EDITESTPATIENT Three
<input type="checkbox"/>	TEST EPR ZZZ		TESTPATIENT Itu
<input type="checkbox"/>	TEST EPR ZZZ		TESTTEAM Five-Five
<input type="checkbox"/>	TEST EPR ZZZ		TESTTEAM Oneppm
<input type="checkbox"/>	TEST EPR ZZZ		TESTTEAM Three
All Beds			
<input type="checkbox"/>	TEST EPR ZZZ	Bed 1	TESTTEAM Fourfourfourfour
	TEST EPR ZZZ	Bed 3	

2 Step 2 - The Handover view

In the Handover View you can review and edit the patients handover information. To edit you will need to click on the blue edit button on the bottom right of each panel.

Patient 2 of 11
Handover: TEST EPR ZZZ St James's University Hospital

TESTPATIENT, Itu (Mrs)
Born 28-Nov-1954 Gender Female NHS No. 999 039

Clinical Summary Medical Jobs Other

Handover Comments

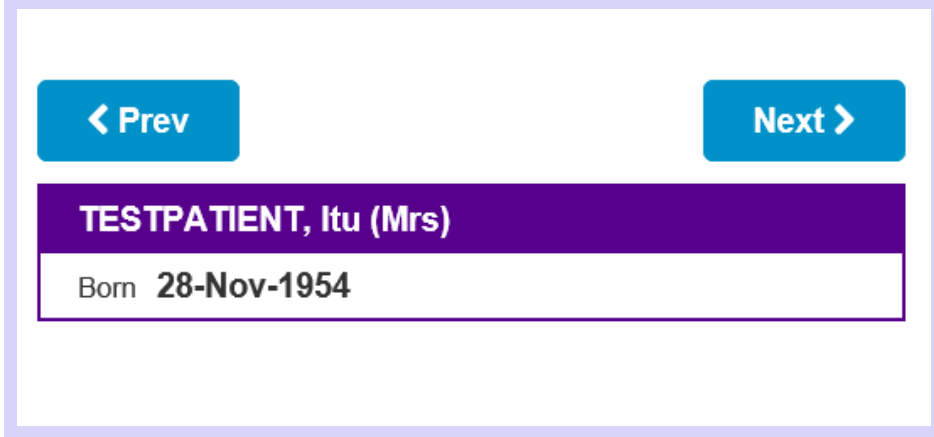
Clinical Review

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Step 3 - Navigating

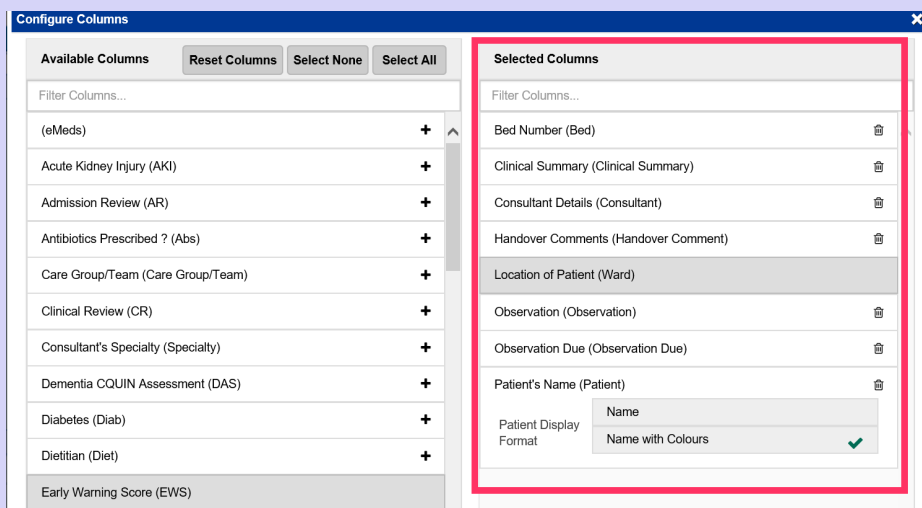
To navigate between patients use the Next and Prev. buttons. Patients are listed in bed number order with the exception of patients without bed numbers are always at the beginning.



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Step 4 - Handover Columns

To edit what appears on your handover printout, use the "Select Columns" button found on the bottom right of your handover view. The columns chosen should be agreed upon by your ward manager. Columns shown on the right are the ones selected and will be seen.

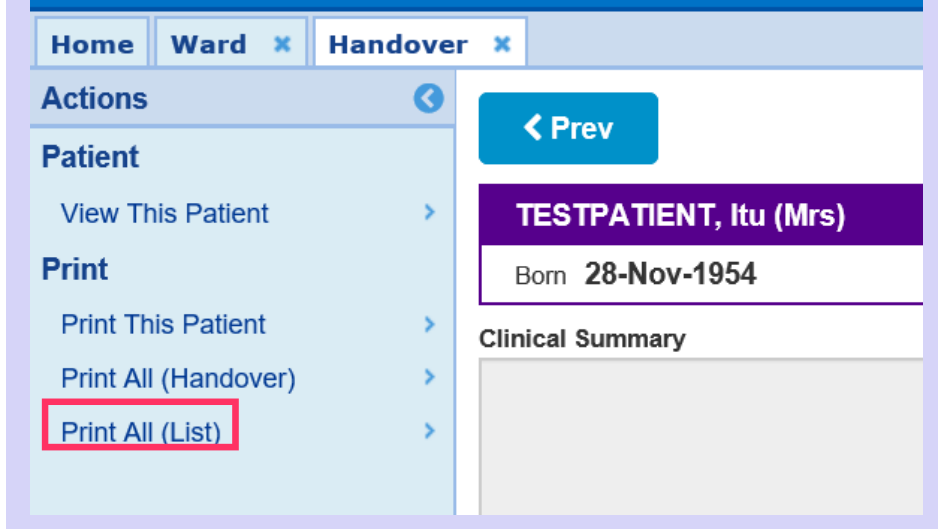


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Step 5 - Printing

If you need to print out your Handover, we advise to use the "Print All (List)" button on the left of the screen



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Step 6 - Quick Access

You can quickly access the Clinical Summary or Handover Comments for easy editing from the columns in the Ward View.

University Hospital, Ward Code: ZZZ

Patient Name... Ungroup

Patient	Age	Tasks	Clinical Summary	Handover Comment	CR
EDITESTPATIENT Three	18y	3 (2 overdue, 1 due)			CON
TESTPATIENT Itu	65y	3 (3 overdue)			
TESTTEAM Five-Five	34y	5 (5 overdue)			
TESTTEAM Oneppm	85y	4 (3 overdue)			
TESTTEAM Three	5y	7 (7 overdue)			
TESTTEAM Fourfourfourfour	80y	6 (6 overdue)	test	test	

A red box highlights the 'Clinical Summary' and 'Handover Comment' columns in the table above.

Additional Information -

A patients handover can also be accessed for editing through the blue arrow next to their name in the ward view or through the arrows button next to the ward in single patient view.