



The Leeds  
Teaching Hospitals  
NHS Trust

ppm+

# Interventional Radiology Checklist

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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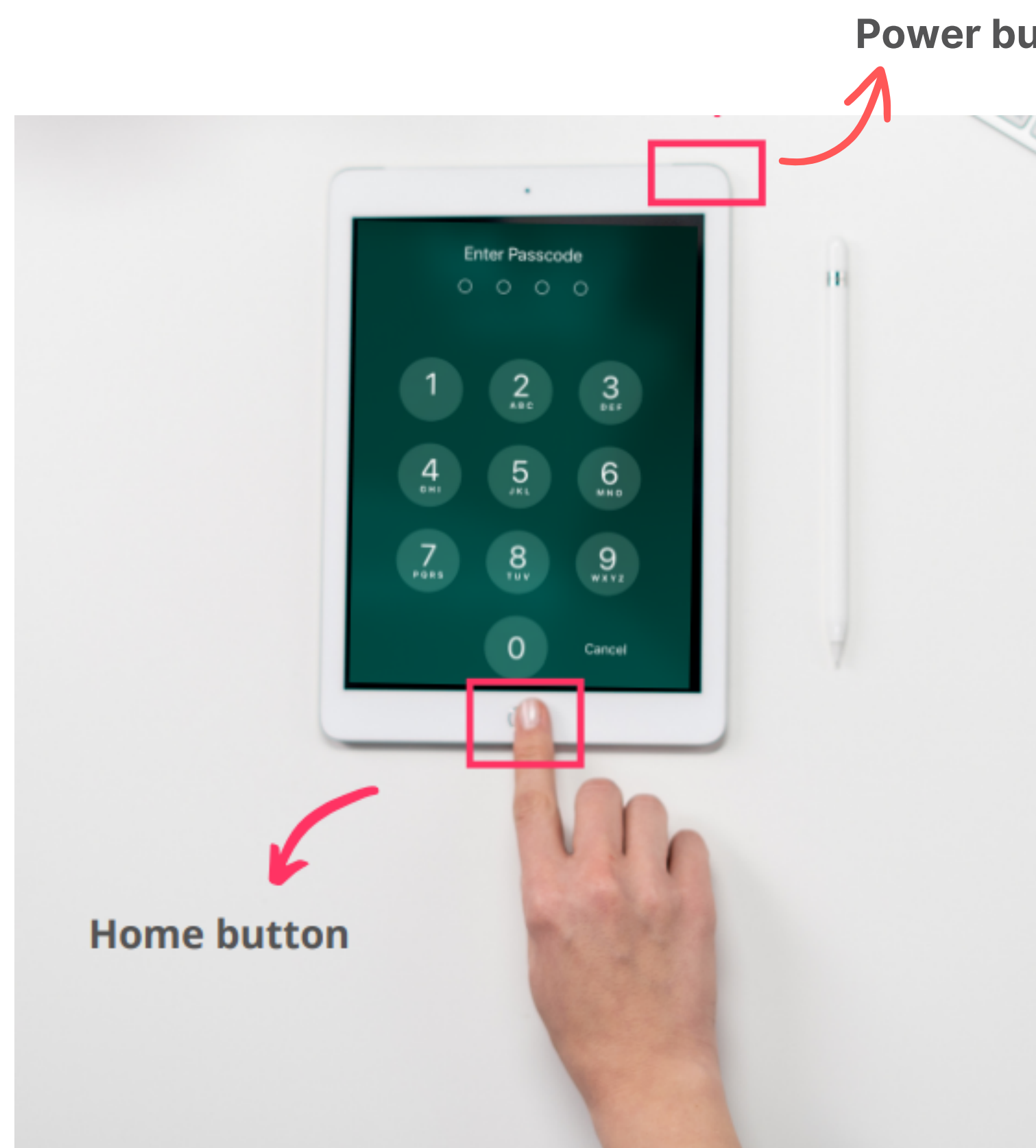
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**For further information please contact:**

✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net) or ☎ 0113 206 0599

## Accessing the PPM+ Mobile App

Your Ward iPads should be stored in their charging station, which is usually placed in the nurses' station. To unlock the iPad, press the power button and then the home button.



1

Enter in the Passcode, which your nurse in charge will inform you of.

\*Each area's iPads will have a different Passcode.

\*\* You can clean the iPad as you would with any other piece of medical equipment as per Trust guidelines.

2

Select the PPM+ Mobile App.

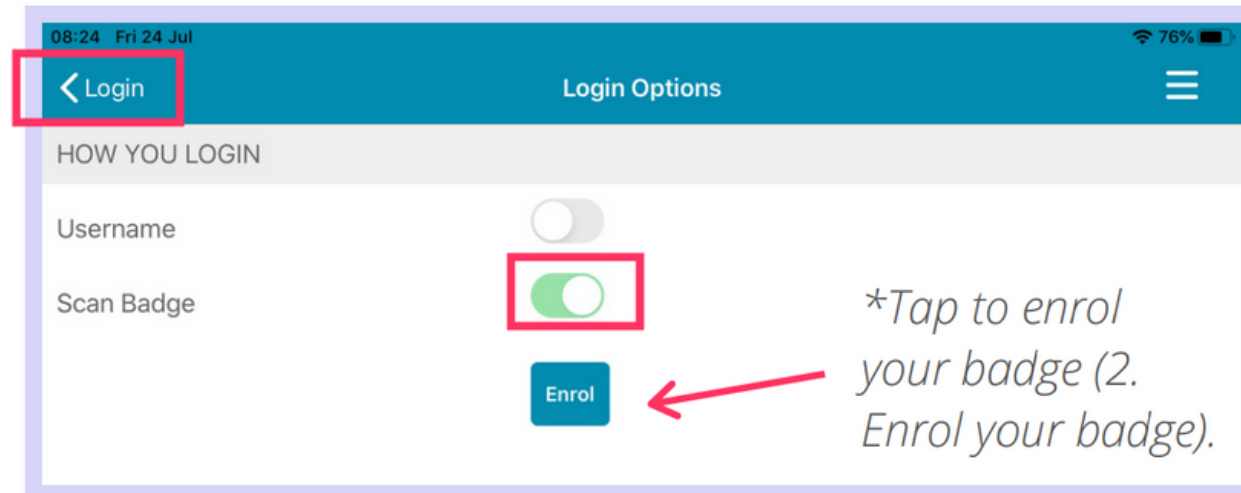
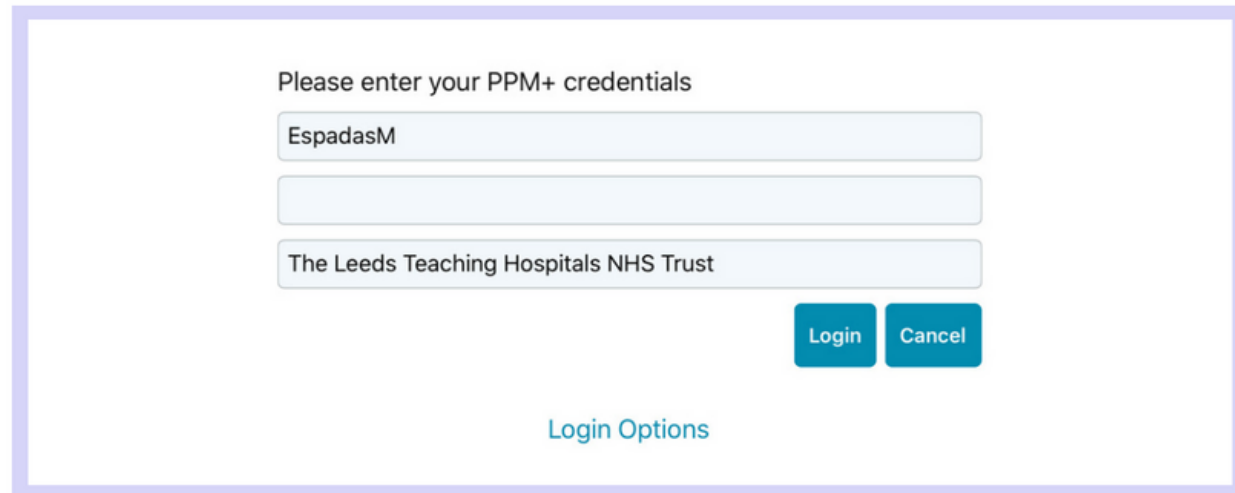


For further information please contact:

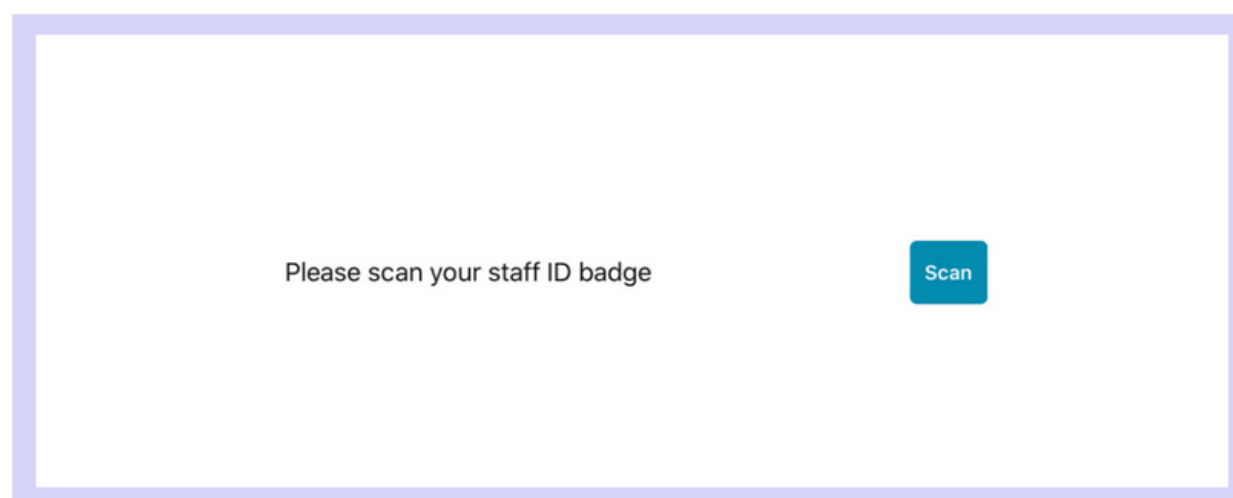
✉ [leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net) or ☎ 0113 206 0599

# Logging in

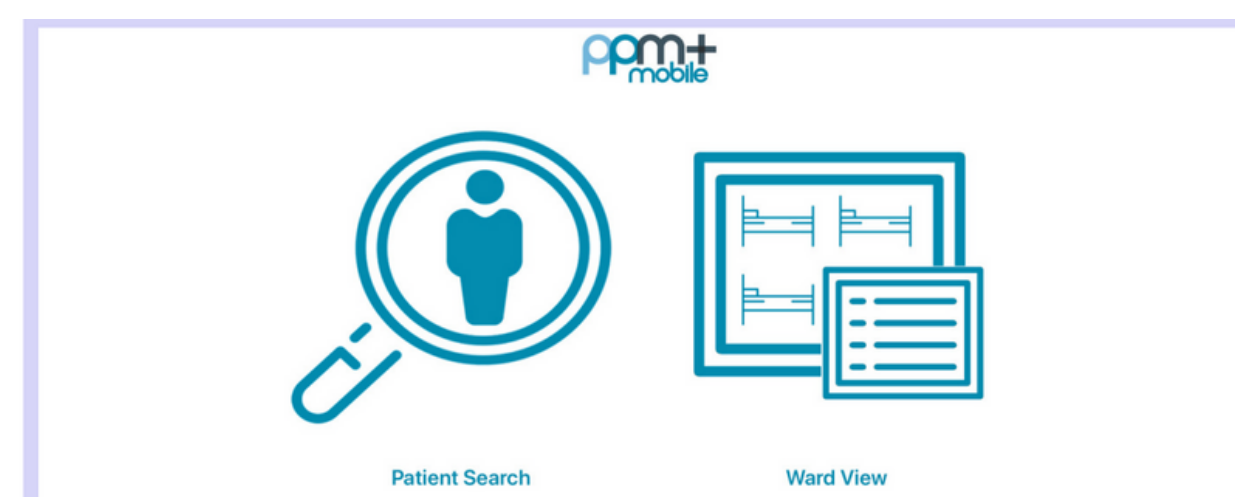
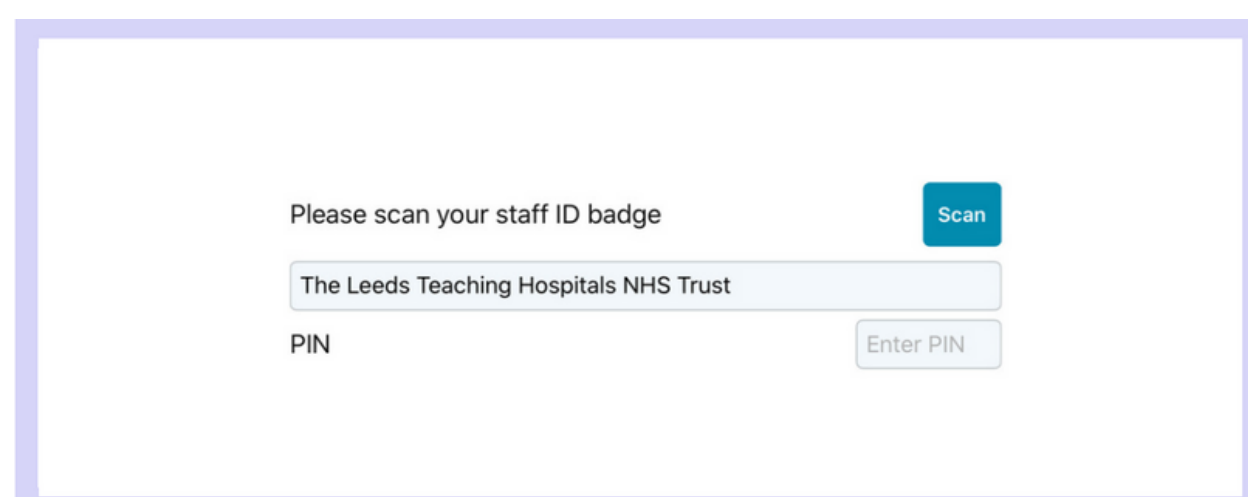
Tap to open the **PPM+ Mobile App** in your iPad. Enter your ppm+ Username and Password or tap on **Login Options** to change the way of logging in.



Select the **Scan badge** option and go back to the *login* screen to log in using your badge and pin number. *Scan* can your badge



Enter your **PIN number**. The Homepage will open.



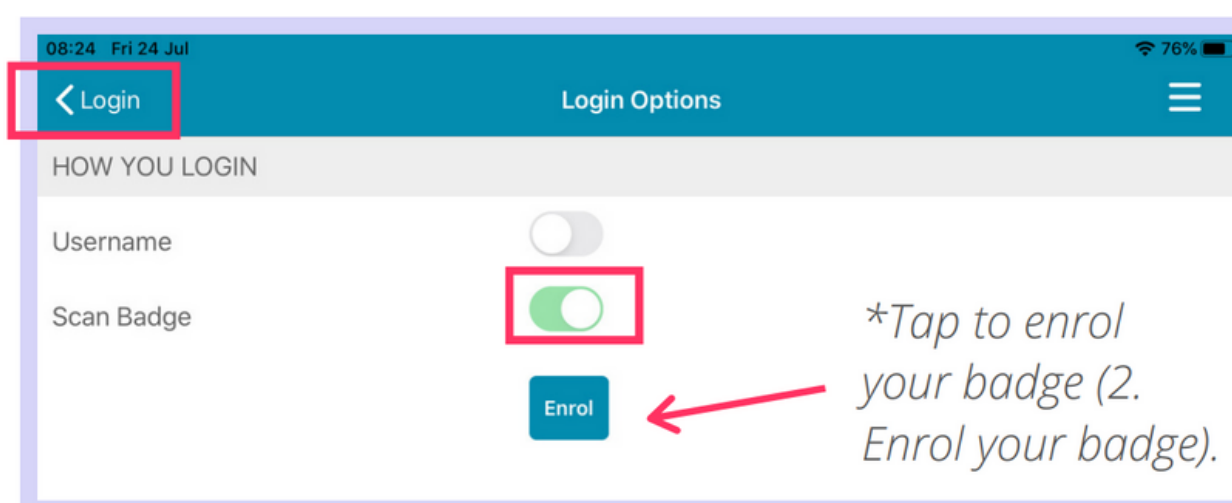
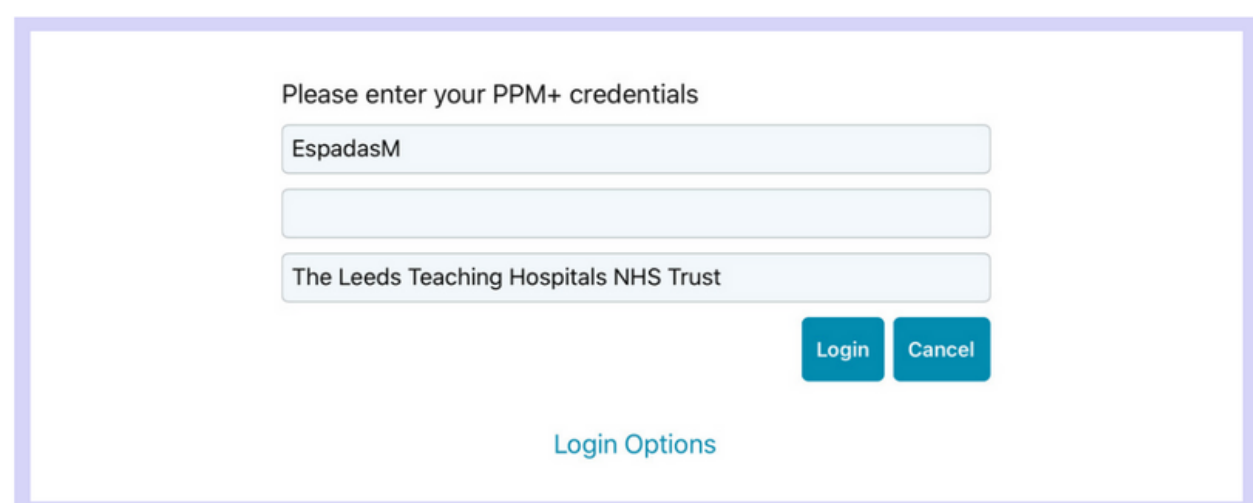
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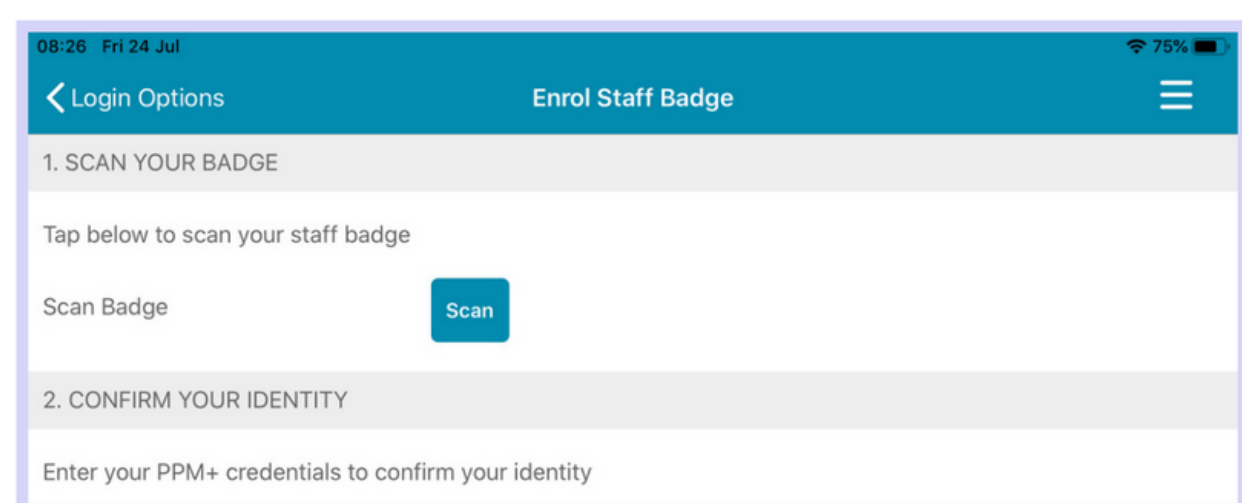
☎ 0113 206 0599

# Enrolling your badge

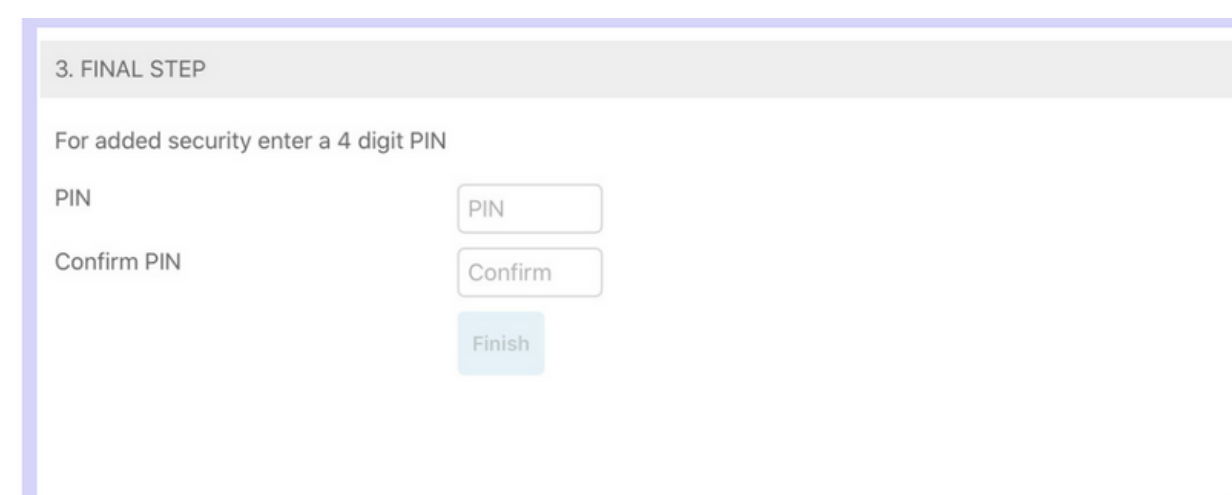
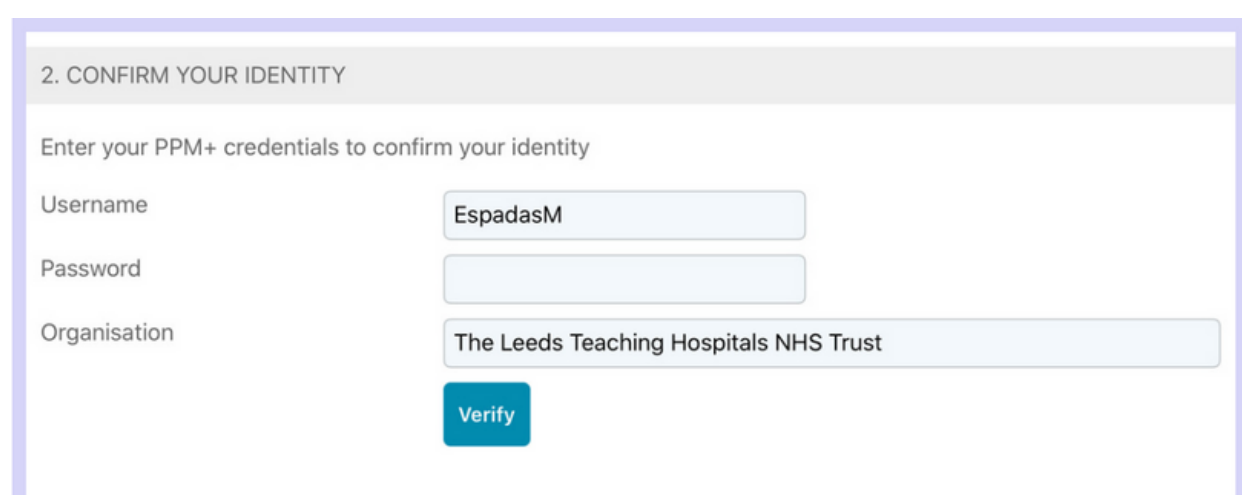
Tap on *Login Options* and then on **Enrol**.



Scan your badge to enrol it.



To confirm your identity, enter your PPM+ *Username and Password* and tap on *Verify*. Create a 4 digits PIN and tap *Finish* to save the changes and go to the Login screen.



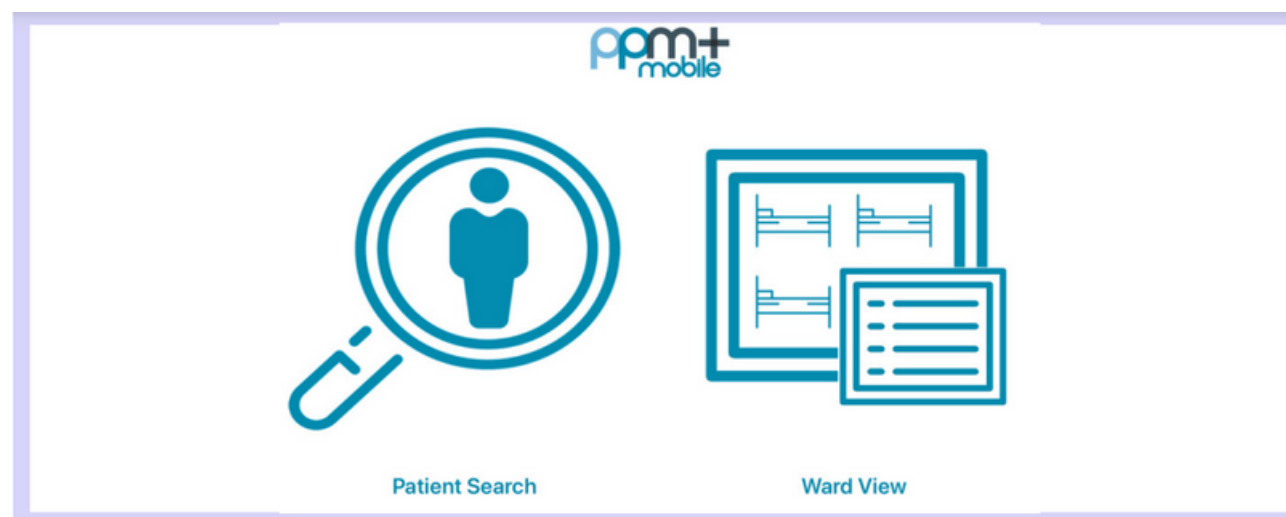
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# Adding an eForm (Clinical Documents) on the PPM+ Mobile App

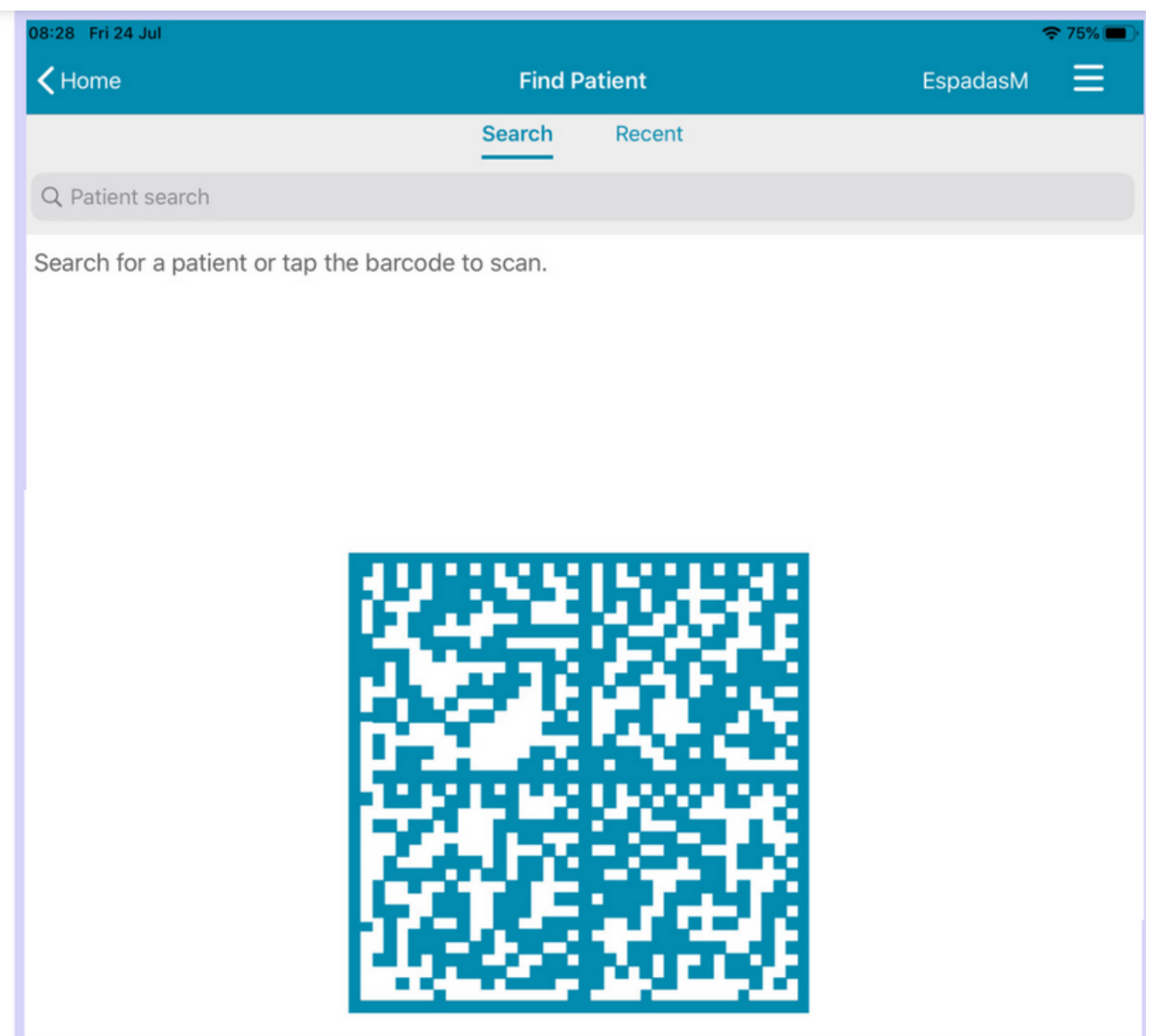
On the Homepage, tap on Patient Search. Tap the QR code to scan the patient's wristband.



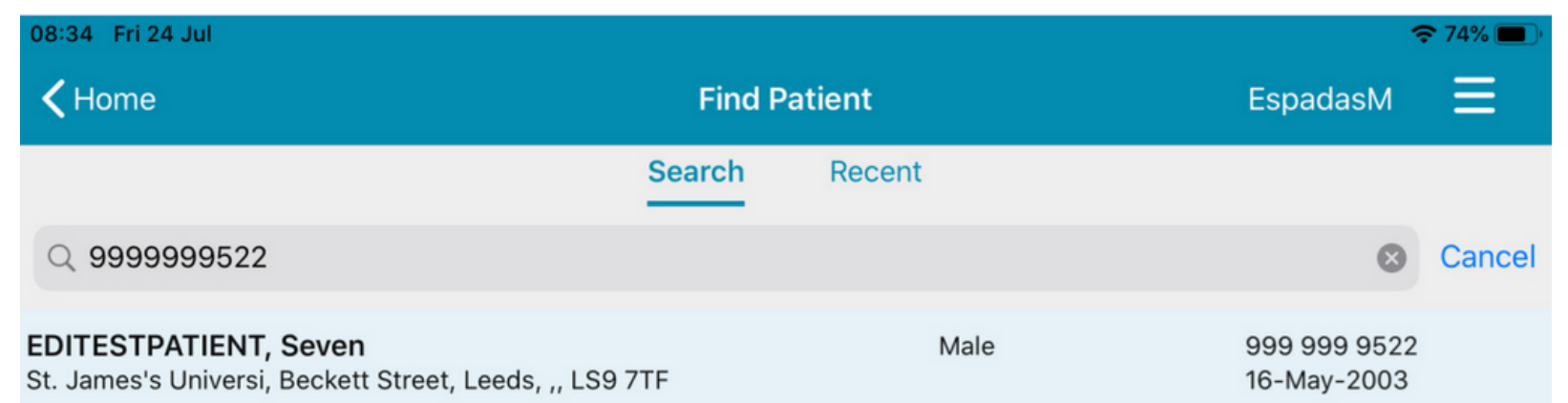
Homepage.



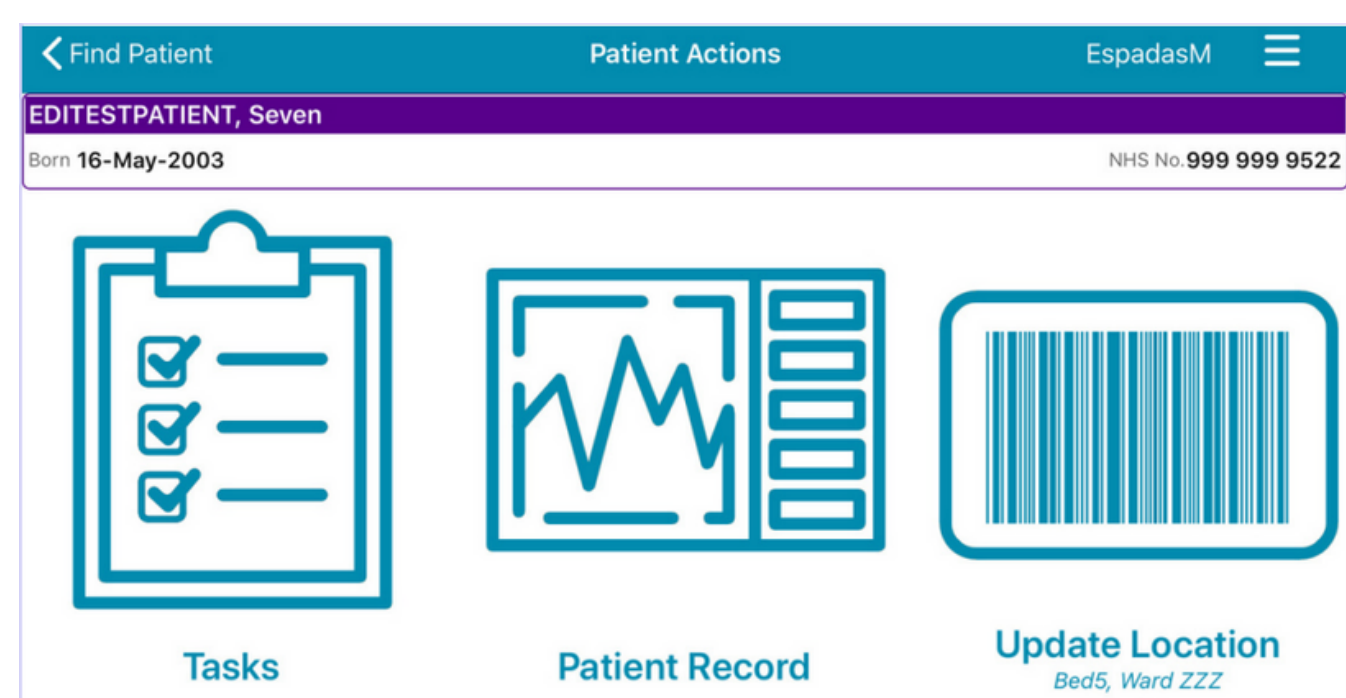
QR code in patient's wristband.



If unable to scan, you can search for the patient by typing their NHS number, name, or date of birth in the Patient Search bar.



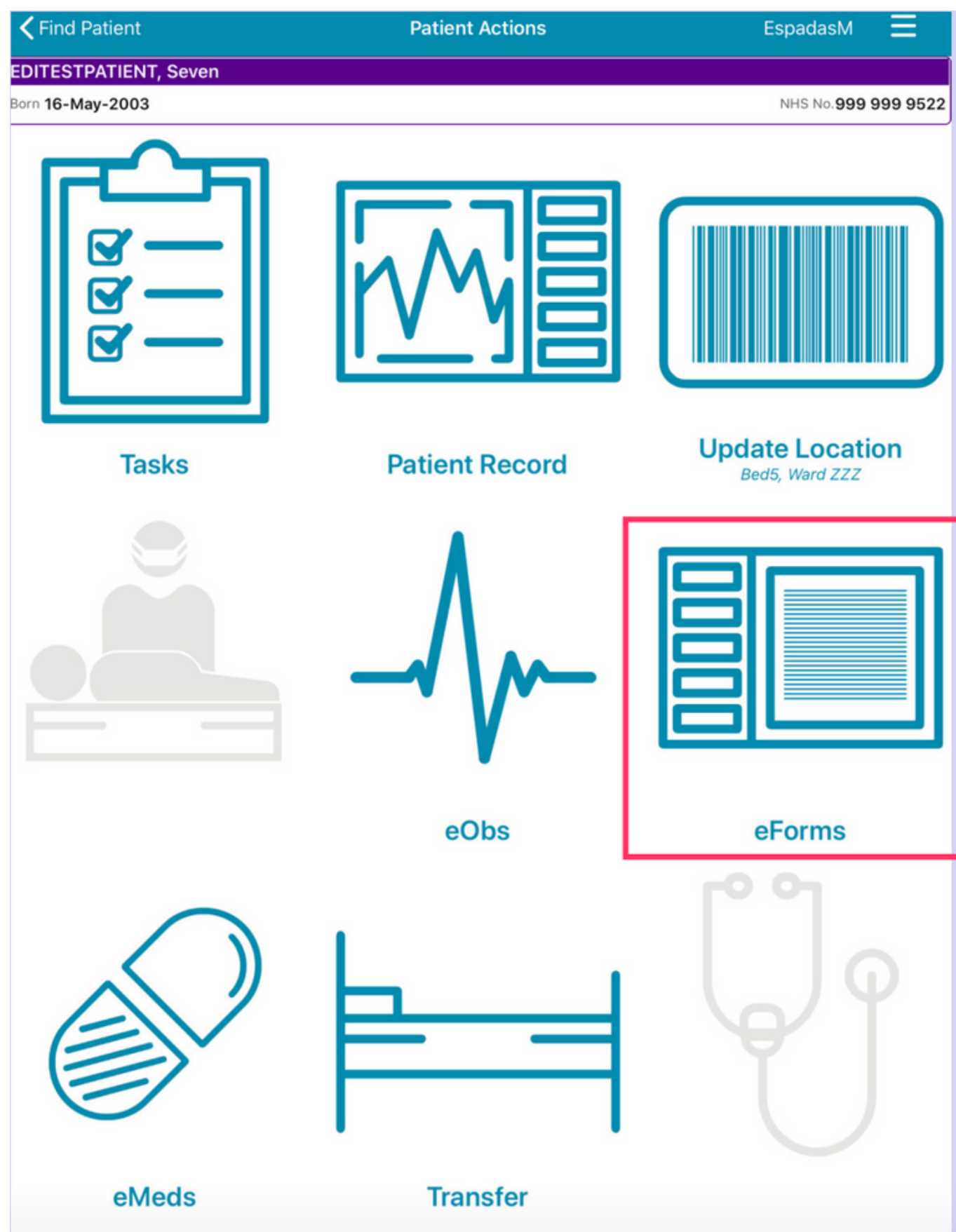
This will open the Patient Actions menu.



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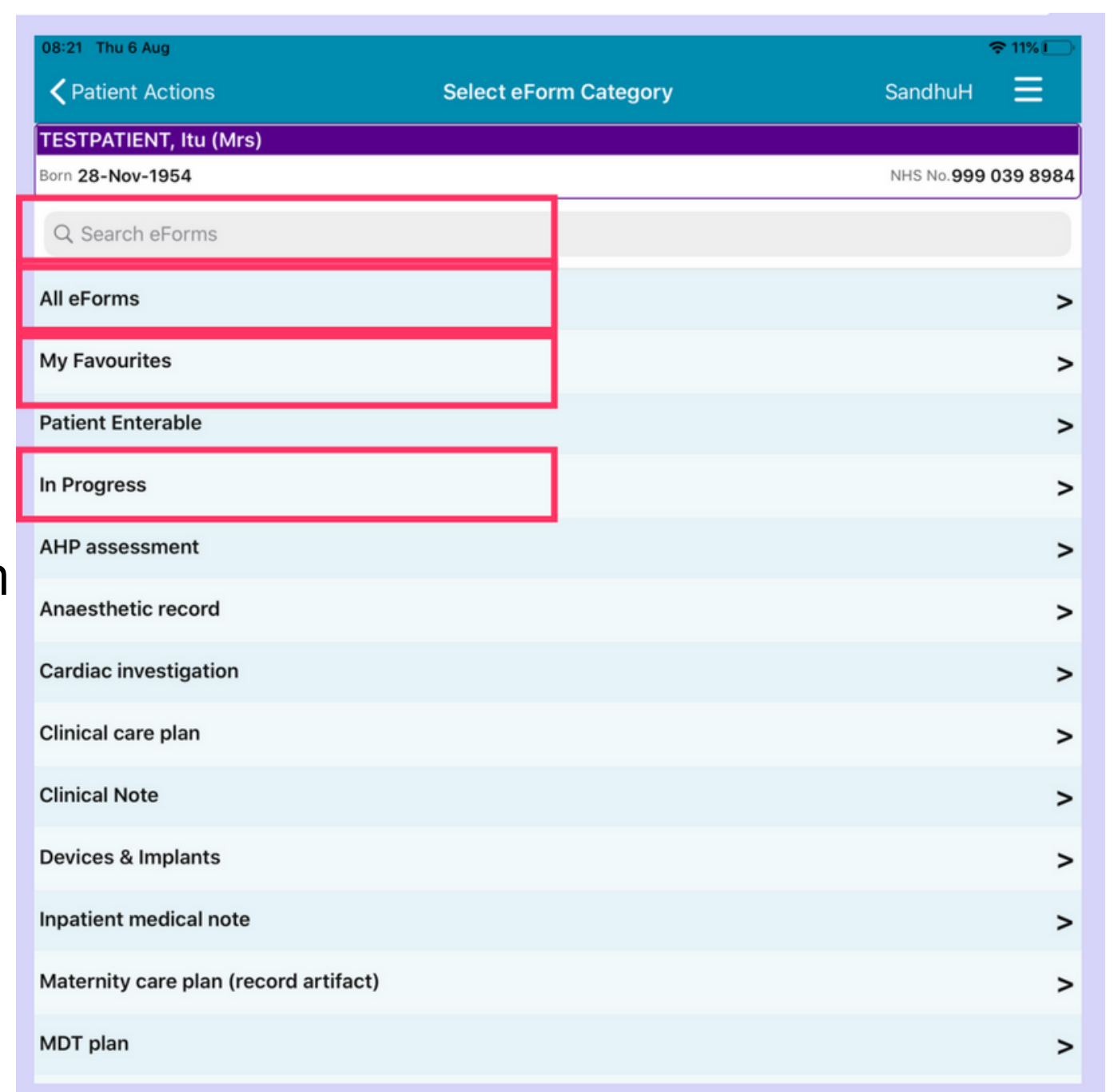
From the *Patient Actions*' menu, tap on **eForms** to add a Clinical Document.

The **Search eForms** field allows you to search for a specific eForm.

**All eForms** will allow you to scroll through all eForms.

**In Progress** is where you can find any form you have saved as a draft.

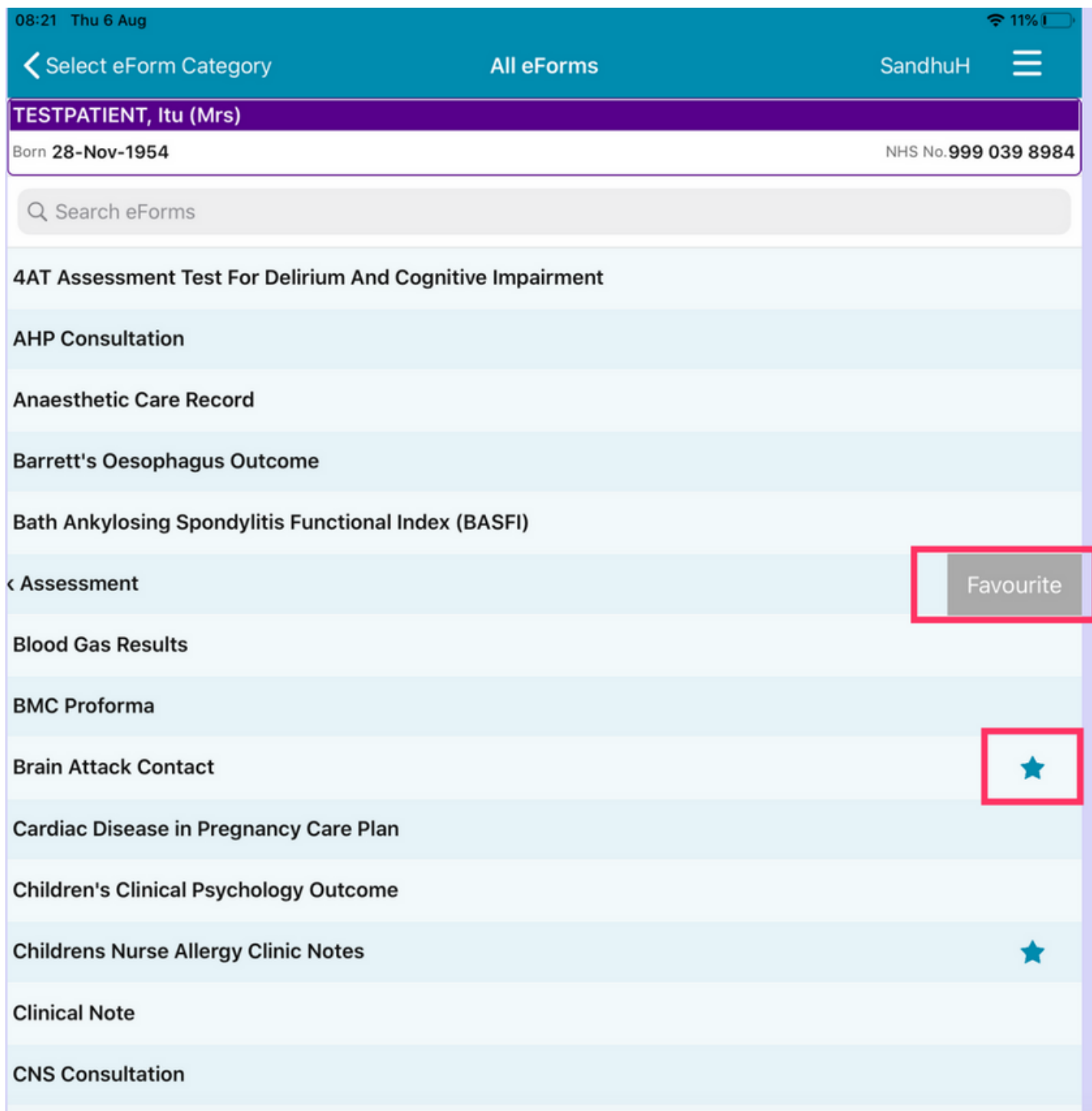
**My Favourites** will show all your Favourite e-Forms



For further information please contact:

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To Favourite an eForm, swipe left on its entry and tap **Favourite**. A little star will appear in the eForm entry.

To remove an eForm from your Favourites, swipe left again and tap on **Un-Favourite**.



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# Completing an Interventional Radiology Checklist on the PPM+ Mobile App

1

Search for Interventional Radiology Checklist in eForms in the PPM+ Mobile App and then select Interventional Radiology Checklist from the options below.

2

When you first access the eForm, you will need to select the checklist you require from options given.

3

Next, select which section of the form you require (Sign In, Time Out or Sign Out).

4

Complete the form and click 'Submit'.

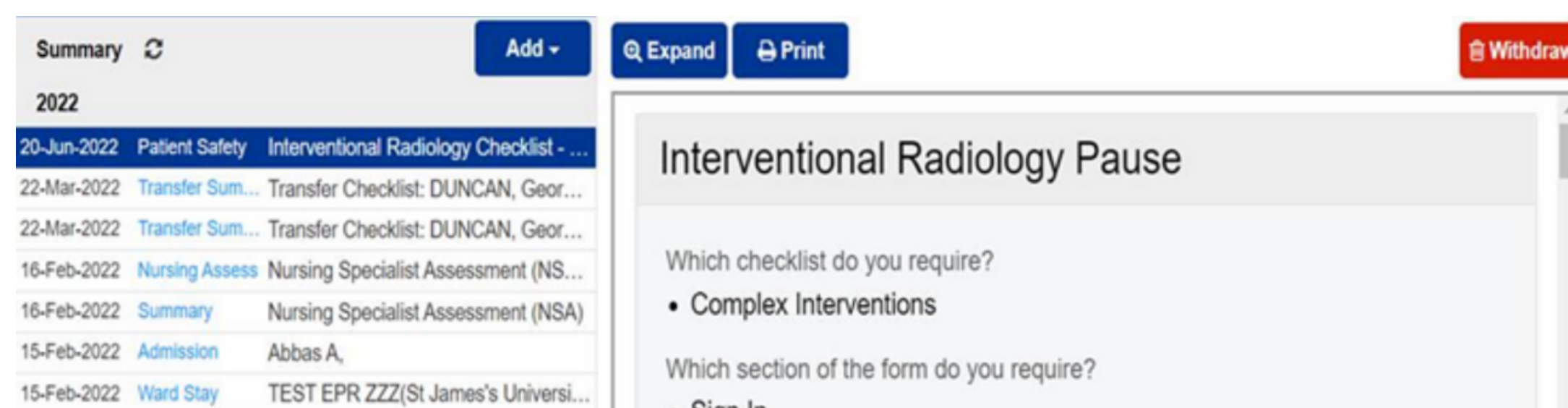
For further information please contact:

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## Adding an eForm (Clinical Documents) via the Desktop

It is possible to complete an Interventional Radiology Checklist via your Desktop. The layout of the eForm and the way you complete it is similar on the PPM+ Mobile App and PPM+ on a Desktop.



You can view the completed Interventional Radiology Checklist eForm in the patient's record in the Desktop version of PPM+ and on in the PPM+ Mobile App.

[To find out how to add a Clinical Document and other functions via your Desktop PC or Laptop, Click Here.](#)

**For further information please contact:**

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# Withdrawing an Interventional Radiology Checklist

- 1** To withdraw an **Interventional Radiology Checklist**, go onto the **Multi Patient View** of the ward/area the patient is currently admitted on via the desktop version of **PPM+**. Click on the **blue drop down button** next to their name

Action	Ward	Bed	Patient	Age	Scanned Location	Time Since Arrival	Tasks	Consultant
Bed Unassigned								
	TEST EPR ZZZ		EDITESTPATIENTONE Three-Three	76y		47d 23h 46m	10 (10 overdue)	AW
	TEST EPR ZZZ		TEST Ann	57y		85d 20h 42m	7 (7 overdue)	A
	TEST EPR ZZZ		TEST Bravo	71y		102d 1h	13 (13 overdue)	AW

- 2** Click on **Single Patient View**.

Single Patient View

eMeds

Add Clinical Note

Dictation (EPRO)

Add Clinical Document

Handover

Manage Custom List

Transfer

- 3** You can also access the **Single Patient View** for a Patient by selecting **'Patient'** at the top of the PPM+ Homepage from the dropdown options and then entering the Patient's **NHS number**.

The screenshot shows a search bar with a dropdown menu open. The dropdown menu lists several options: Patient, Clinic, Contact, MDT, Theatre, and Ward. The 'Patient' option is highlighted. To the right of the dropdown is a search input field containing the text '999 999 9522'. Below the search bar, the text 'Advanced Search' is visible.

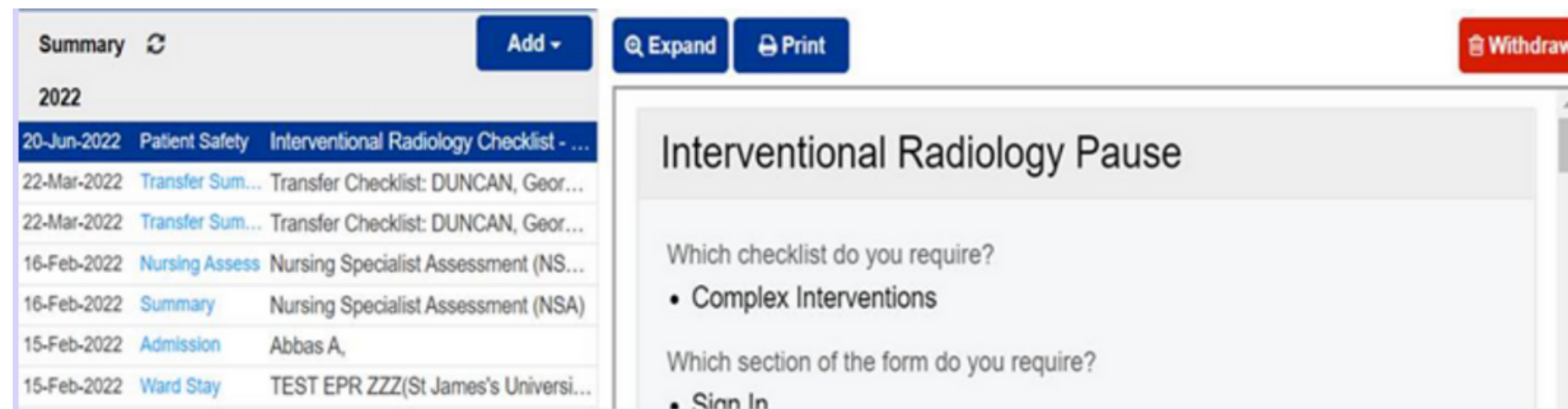
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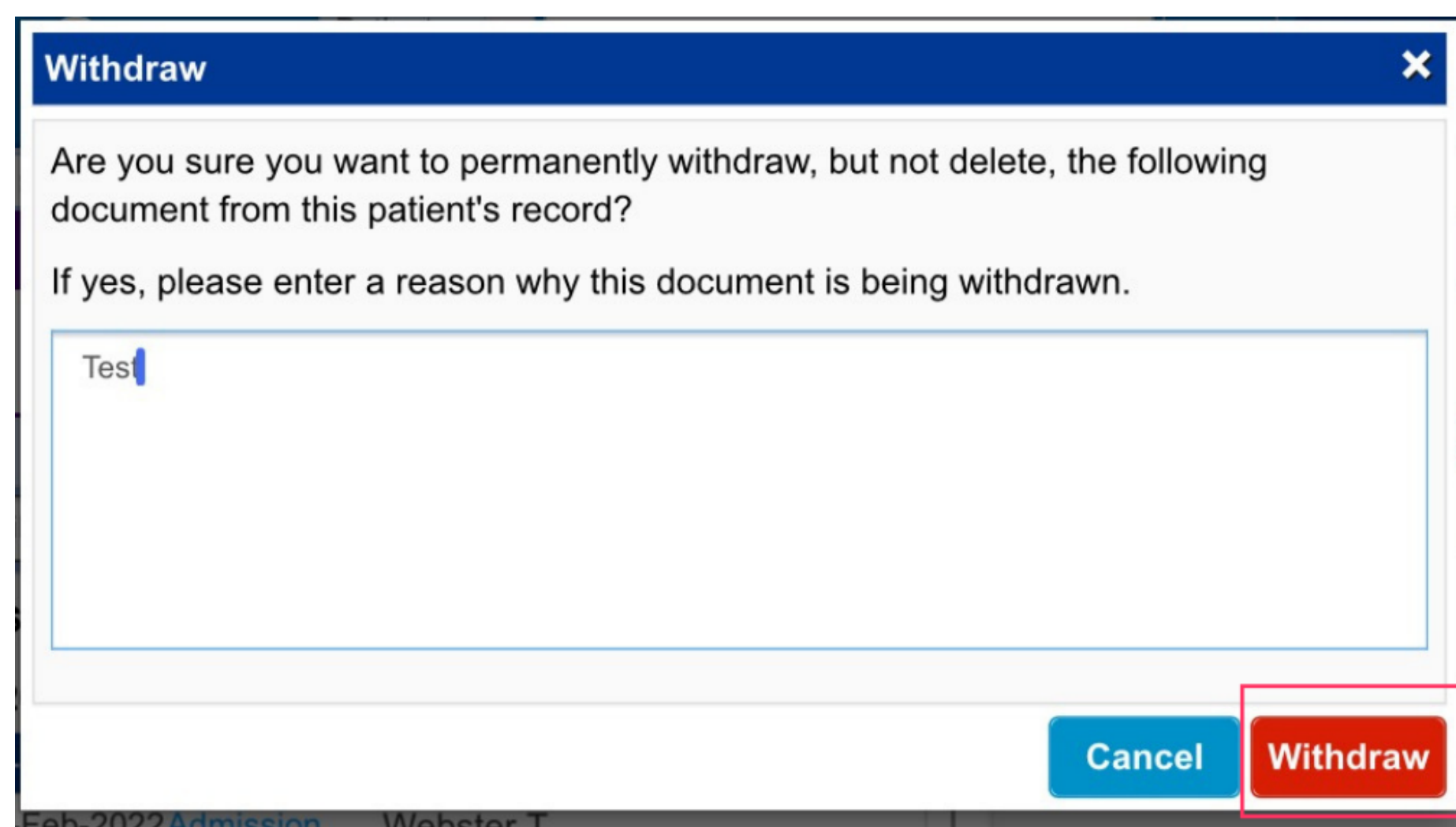
4

Select the **Interventional Radiology Checklist** you wish to withdraw, and then click on the **Withdraw button** on the right hand side of the screen.



5

Document the reason for withdrawing the Interventional Radiology Checklist and then click on **Withdraw**.



For further information please contact:

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# Useful contacts

## Implementation Team

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



Ext: 60599



[leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-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](mailto:ITTraining.LTHT@nhs.net) if you require **further training on PPM+** or any other Clinical System.



**PPM+ Help Site: <https://www.ppmsupport.leadsth.nhs.uk/>**

**For further information please contact:**



[leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net) or



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