

#### The Leeds Teaching Hospitals NHS Trust

## 

# Interventional

## Radiology Checklist

## **USER GUIDE**



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**For further information please contact:** 

Ieedsth-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.



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.

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Select the PPM+ Mobile App.



**PPM+** Mobile

For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

## 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.

Please scan your staff ID badge     Scan       The Leeds Teaching Hospitals NHS Trust     Enter PIN	
	Patient Search Ward View

#### For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

### **Enrolling your badge**

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

	08:24 Fri 24 Jul		奈 76% ■
Please enter your PPM+ credentials	<b>く</b> Login	Login Options	≡.
EspadasM	HOW YOU LOGIN		
The Leeds Teaching Hospitals NHS Trust Login Cancel	Username Scan Badge		Fap to enrol our badge (2.

#### 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.

2. CONFIRM YOUR IDENTITY		3. FINAL STEP	
Enter your PPM+ credentials to c	confirm your identity	For added security enter a 4 digit Pl	N
Username	EspadasM	PIN	PIN
Password		Confirm PIN	Confirm
Organisation	The Leeds Teaching Hospitals NHS Trust		Finish
	Verify		

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

### 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.



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.

<b>&lt;</b> Home	Find Patient			
	Search	Recent		
Q 999999522			8	Cancel
EDITESTPATIENT, Seven St. James's Universi, Beckett Street, Leeds, ,, LS9 7	'TF	Male	999 999 9522 16-May-2003	

Find Patient	Patient Actions	EspadasM 🗮
EDITESTPATIENT, Seven		
Born 16-May-2003		NHS No. 999 999 9522
A A A A A A A A A A A A A A A A A A A		
Tasks	Patient Record	Update Location Bed5, Ward ZZZ

This will open the Patient Actions menu.

#### For further information please contact:

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

21 Thu 6 Aug		奈 11%
Patient Actions	Select eForm Category	SandhuH 🗮

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

, radient Actions	0010010101	in outegory	ounanan	_
TESTPATIENT, Itu (Mrs)				
Born 28-Nov-1954			NHS No.999	039 8984
Q Search eForms				
All eForms				>
My Favourites				>
Patient Enterable				>
In Progress				>
AHP assessment				>
Anaesthetic record				>
Cardiac investigation				>
Clinical care plan				>
Clinical Note				>
Devices & Implants				>
Inpatient medical note				>
Maternity care plan (record artifact)				>
MDT plan				>

For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

08:21 Thu 6 Aug		<del>হ</del> 11% 🔲
Select eForm Category	All eForms	SandhuH 🗮
TESTPATIENT, Itu (Mrs)		
Born 28-Nov-1954		NHS No.999 039 8984
Q Search eForms		
4AT Assessment Test For Delirium And	d Cognitive Impairment	
AHP Consultation		
Anaesthetic Care Record		
Barrett's Oesophagus Outcome		
Bath Ankylosing Spondylitis Functiona	II Index (BASFI)	
< Assessment		Favourite
Blood Gas Results		
BMC Proforma		
Brain Attack Contact		*
Cardiac Disease in Pregnancy Care Pla	in	
Children's Clinical Psychology Outcom	ne	
Childrens Nurse Allergy Clinic Notes		*
Clinical Note		
CNS Consultation		

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**.

Anaesthetic Care Record	
Barrett's Oesophagus Outcome	
Bath Ankylosing Spondylitis Functional Index (BASFI)	

sessment	*	Un-Favourite
Blood Gas Results		
BMC Proforma		
Brain Attack Contact		

#### For further information please contact:

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



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

ZZZTEST, Epr Testing (Mr)	
Born 01-Jan-2010	NHS No. <b>Unknown</b>
Q Radiology	S Cancel
Interventional Radiology Checklist	

2

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

Interventional Radiology Pause	
Which checklist do you require?*	
O Complex Interventions	
O Joint Cases	
Which section of the form do you require?*	
◯ Sign In	
◯ Time Out	
◯ Sign Out	
Theatre *	

3

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

Interventional Radiology Pause
Which checklist do you require?* <ul> <li>Complex Interventions</li> <li>Joint Cases</li> </ul>
Which section of the form do you require?*
◯ Sign In
◯ Time Out
◯ Sign Out
Theatre *



Complete the form and click 'Submit'.



#### For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

## 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.

<u>To find out how to add a Clinical Document and other functions</u> <u>via your Desktop PC or Laptop, Click Here.</u>

For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

## Withdrawing an Interventional Radiology Checklist



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 U	nassigr	ned							
	TEST EPR ZZZ		EDITESTPATIENTONE	76y		47d 23h 46m	10 (10 overdue)	AW	) E
	TEST EPR ZZZ		TEST Ann	57y		85d 20h 42m	7 (7 overdue)	A	I
	TEST EPR		TEST Bravo	71y		102d 1h	13 (13 overdue)	AW	/ 

Single Patient View
eMeds



Click on Single Patient View.

Add Clinical Note Dictation (EPRO) Add Clinical Document Handover Manage Custom List Transfer



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**.



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





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





#### **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

Ieedsth-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.

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

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:

Ieedsth-tr.ImplementationTeam@nhs.net or

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