



# Interventional Radiology Checklist

### **User Guide**



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### Accessing the PPM+ Mobile App

#### iPads

Your iPads should be stored in their charging 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 ward's/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.

Select the **PPM+ Mobile App**.





#### 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.

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Please enter your PPM+ credentials	08:24 Fri 24 Jul Login Login Options	≎76%■) Ξ
EspadasM The Leeds Teaching Hospitals NHS Trust Login Cancel	HOW YOU LOGIN Username Scan Badge	Tap to enrol your badge.
Login Options	Enrol	your bauge.

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



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

		PPML+
Please scan your staff ID badg The Leeds Teaching Hospitals NH		
PIN	Enter PIN	Patient Search Ward View

#### Enrolling your badge

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

Please enter your PPM+ credentials	08:24 Fri 24 Jul	Login Options	중 76% ■
EspadasM	HOW YOU LOGIN		
The Leeds Teaching Hospitals NHS Trust Login Cancel	Username Scan Badge	Tap to en vour badg	rol ze
Login Options		Enrol	

#### Scan your badge to enrol it.

26 Fri 24 Jul		🗢 75% 🗰
Login Options	Enrol Staff Badge	≡
1. SCAN YOUR BADGE		
Tap below to scan your staff badge		
Scan Badge	Scan	
2. CONFIRM YOUR IDENTITY		
Enter your PPM+ credentials to confirm	n your identity	

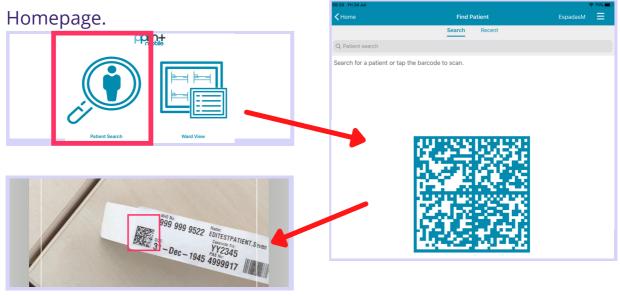
To confirm your identity, enter your ppm+ Username and Password and tap on **Verify.** Create a 4 digits PIN and tap Finish to save the changes and go to the Login screen.

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



### 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.

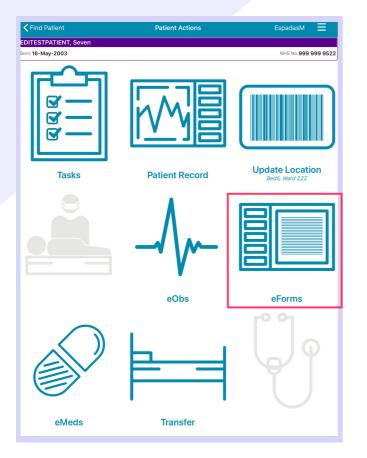
If unable to scan, you can search for the patient by typing their NHS number, name, or date of birth in the **Patient Search** bar.

08:34 Fri 24 Jul			🗢 74% 🔳
<b>≺</b> Home	Find P	atient	EspadasM 🗮
	Search	Recent	
Q 9999999522			Cancel
EDITESTPATIENT, Seven St. James's Universi, Beckett Street, Leeds, ,, LS:	9 7TF	Male	999 999 9522 16-May-2003

### This will open the **Patient Actions** menu.







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 eForms

Patient Actions	Select eForm Category	SandhuH 🗮
TESTPATIENT, Itu (Mrs)		
Born 28-Nov-1954		NHS No.999 039 898
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 artifac	t)	;
MDT plan		;

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08:21 Thu 6 Aug		<b>२</b> 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 An	d Cognitive Impairment	
AHP Consultation		
Anaesthetic Care Record		
Barrett's Oesophagus Outcome		
Bath Ankylosing Spondylitis Function	al Index (BASFI)	
Assessment		Favourite
Blood Gas Results		
BMC Proforma		
Brain Attack Contact		*
Cardiac Disease in Pregnancy Care Pl	an	
Children's Clinical Psychology Outcor	ne	
Childrens Nurse Allergy Clinic Notes		*
Clinical Note		
CNS Consultation		

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To Favourite an eForm, swipe left on its entry and tap **Favourite.** A star will then appear next to the eForm.

Anaesthetic Care Record		
Barrett's Oesophagus Outcome		
Bath Ankylosing Spondylitis Functional Index (BASFI)		
sessment	*	Un-Favourite
Blood Gas Results		
BMC Proforma		
Brain Attack Contact		

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

#### To find out more about using the PPM+ Mobile App, <u>Click Here</u>



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

Step 1: Search for Interventional Radiology Checklist in eForms in the PPM+ Mobile App and then select Interventional Radiology Checklist from the options below.

Interventional Radiology Pause

Which section of the form do you require?'

Which checklist do you require?\*

Complex Interventions
Joint Cases

Sign In
Time Out
Sign Out

Theatre \*

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

**Step 2:** When you first access the eForm, you will need to select the checklist you require from options given.

## Step 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? *
Complex Interventions
◯ Joint Cases
Which section of the form do you require?*
⊖ Sign In
◯ Time Out
⊖ Sign Out
Theatre *

	Are there any anticipated difficulties or critical steps (include 'sterile cockpit' points?) *
	No Yes
	Are any staffing changeovers anticipated during the case?*
	No Yes
	Are there any questions or concerns?*
	No Yes
Discard	l su

Step 4: Complete the form and click 'Submit'.





### 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, <u>Click Here</u>.



### Withdrawing an Interventional Radiology Checklist

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

Step 2 : Click on Single Patient View.

Step 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

Single Patient View eMeds Add Clinical Note Dictation (EPRO) Add Clinical Document Handover Manage Custom List Transfer

Patient	$\mathbf{\mathbf{\vee}}$	999 999 9522	P
Patient Clinic		Advanced Sea	arch –
Contact MDT Theatre Ward			
-	_	]	

Step 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.



**Step 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.

Summary	C	Add 🗸	Q Expand ⊖ Print	ithdrav
2022				
20-Jun-2022	Patient Safety	Interventional Radiology Checklist	Interventional Radiology Pause	
22-Mar-2022	Transfer Sum	Transfer Checklist: DUNCAN, Geor	interventional reactionsy radio	
22-Mar-2022	Transfer Sum	Transfer Checklist: DUNCAN, Geor		
16-Feb-2022	Nursing Assess	Nursing Specialist Assessment (NS	Which checklist do you require?	
16-Feb-2022	Summary	Nursing Specialist Assessment (NSA)	Complex Interventions	
15-Feb-2022	Admission	Abbas A,	Which section of the form do you require?	
15-Feb-2022	Ward Stay	TEST EPR ZZZ(St James's Universi	Sign In	

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Withdraw	×
Are you sure you want to permanently withdraw, but not delete, the following document from this patient's record?	
If yes, please enter a reason why this document is being withdrawn.	
Tes	
Cancel Withdr	aw

**Step 5:** Document the reason for withdrawing the Interventional Radiology Checklist and then click on **Withdraw**.





#### **Useful contacts**

Please contact the Implementation Team for Digital support & Training: Handover, Specialist Referrals, PPM+ Mobile, e-Obs, PAWS...

> Ext: 60599 leedsth-tr.ImplementationTeam@nhs.net

Please contact the Informatics Service Desk at x26655 or visit the portal at https://lth-dwp.onbmc.com, 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.

Please contact the PPM+ EHR team at leedsth-tr.EPR@nhs.net if you have any development ideas or comments on your experience of using the EHR.

If you would like to make a request for change to PPM+, please contact us at: leedsth-tr.EPR@nhs.net with a completed Request For Change (RFC) form available here.

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/