

Interventional Radiology Checklist

User Guide

Contents Page

Pages 3-5 - [Accessing the PPM+ Mobile App](#)

Pages 6-8 - [Adding an eForm \(Clinical Document\) on the PPM+ Mobile App](#)

Page 9 - [Completing an Interventional Radiology Checklist on the PPM+ Mobile App](#)

Page 10 - [Adding an eForm \(Clinical Document\) via the Desktop](#)

Pages 11-12 - [Withdrawing an Interventional Radiology Checklist](#)

Page 13 - [Useful Contacts](#)

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.

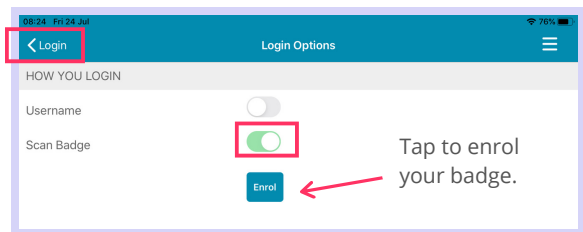
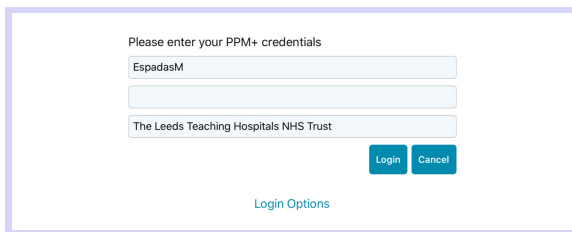
Select the **PPM+ Mobile App**.



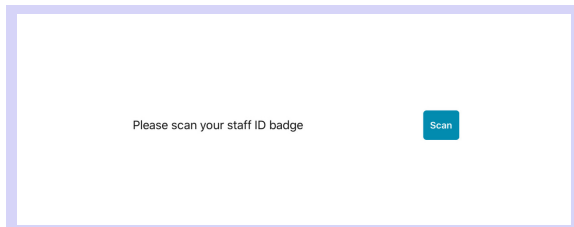
PPM+ Mobile

Logging in

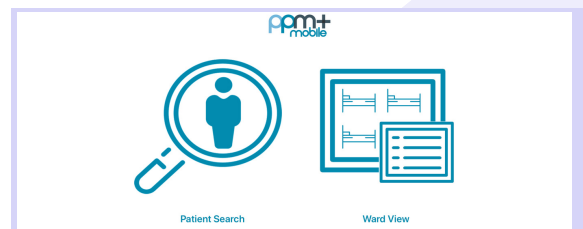
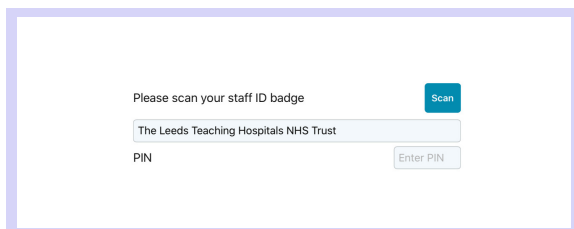
Tap to open the **PPM+ Mobile App** in your iPad. Enter your PPM+ Username and Password or tap on **Login Options** to change the way of logging in.



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

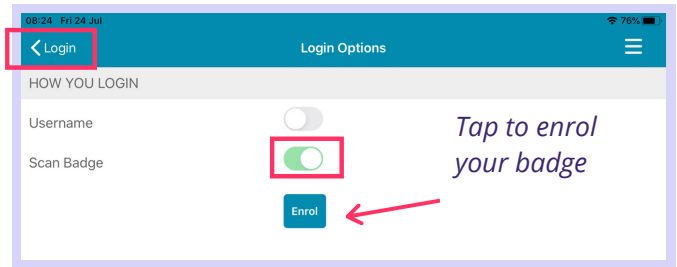
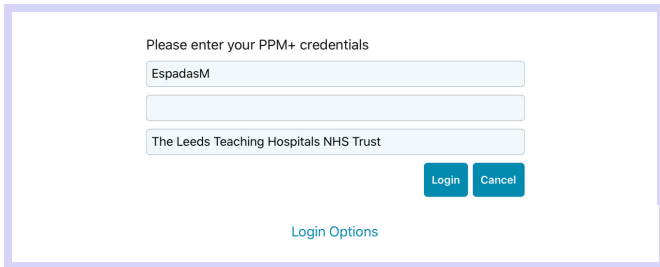


Enter your **PIN number**. The Homepage will open.

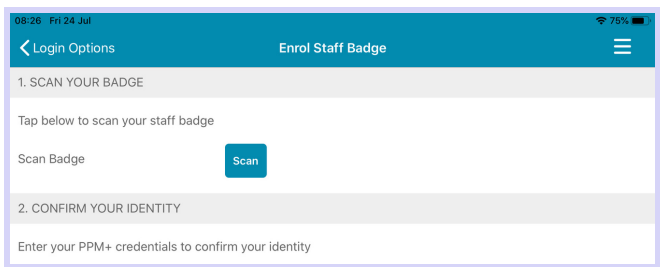


Enrolling your badge

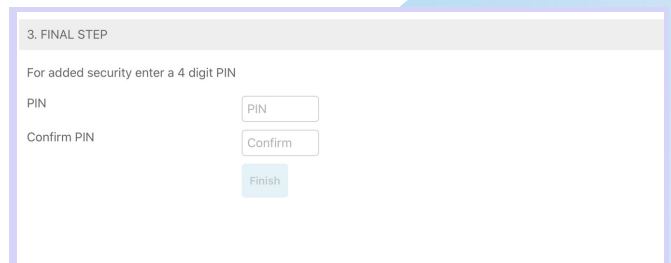
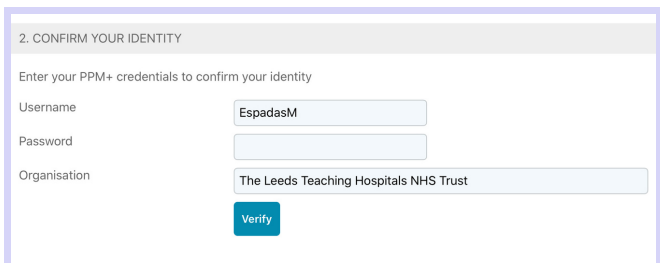
Tap on Login Options and then on **Enrol**.



Scan your badge to enrol it.



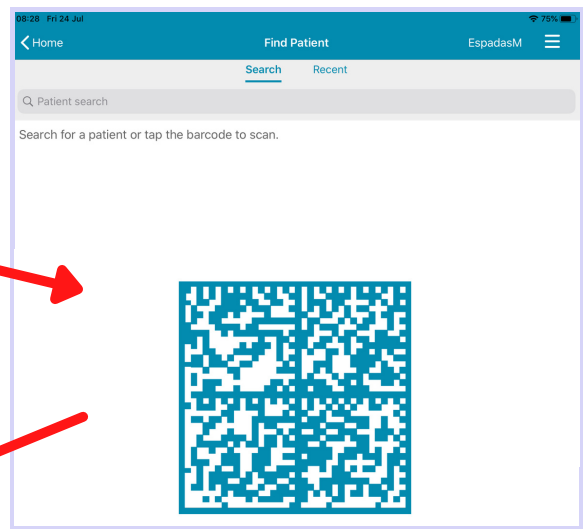
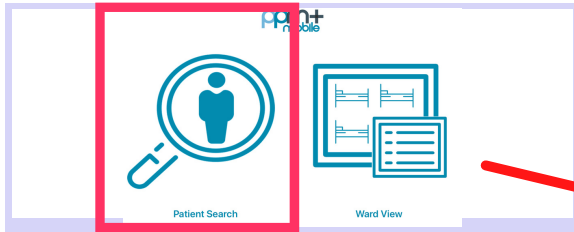
To confirm your identity, enter your ppm+ Username and Password and tap on **Verify**. Create a 4 digits PIN and tap Finish to save the changes and go to the Login screen.



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

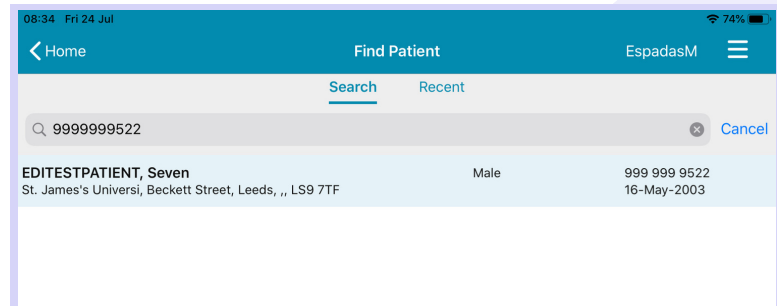
On the Homepage, tap on **Patient Search**. Tap the QR code to scan the patient's wristband.

Homepage.

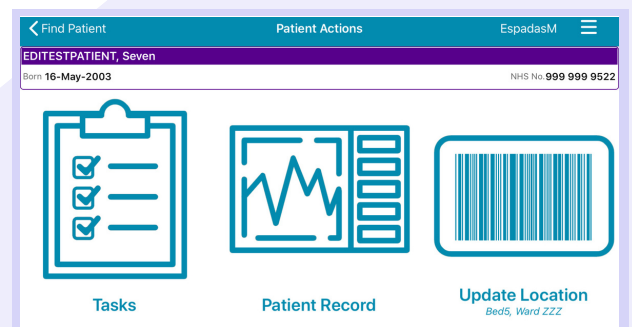


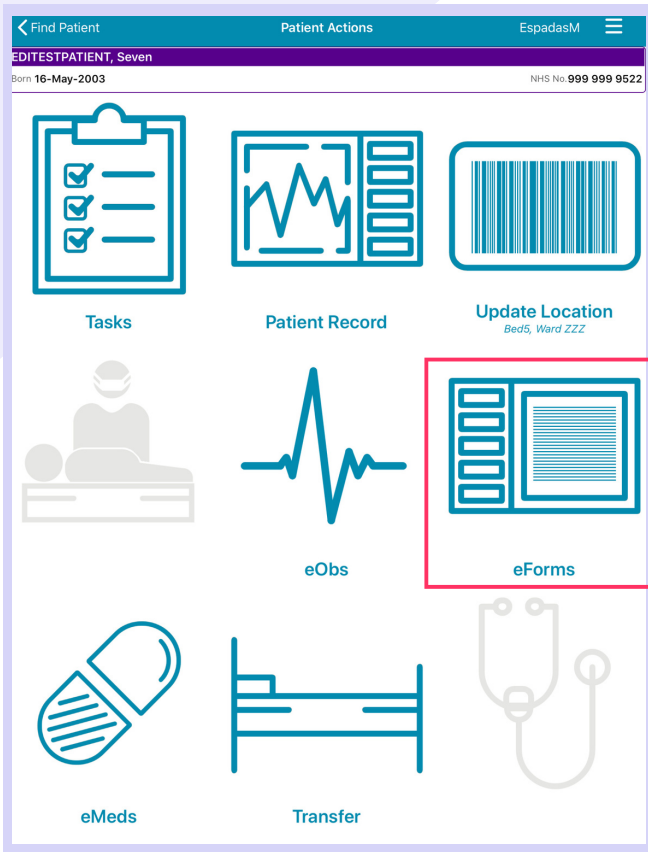
QR code in patient's wristband.

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.





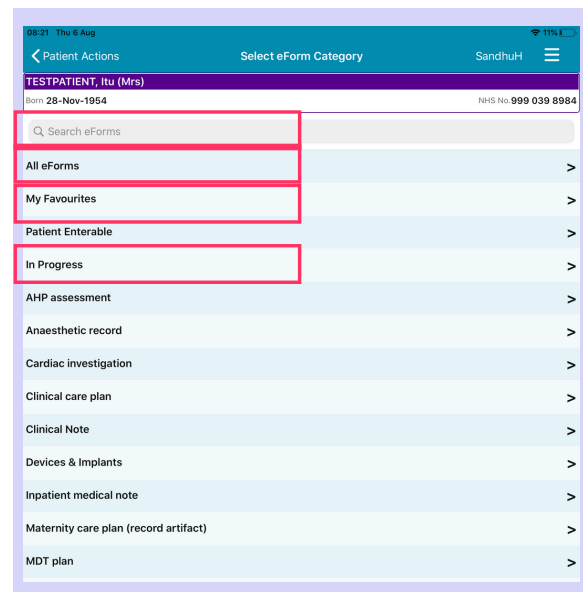
From the **Patient Actions** menu, tap on **eForms** to add a Clinical Document.

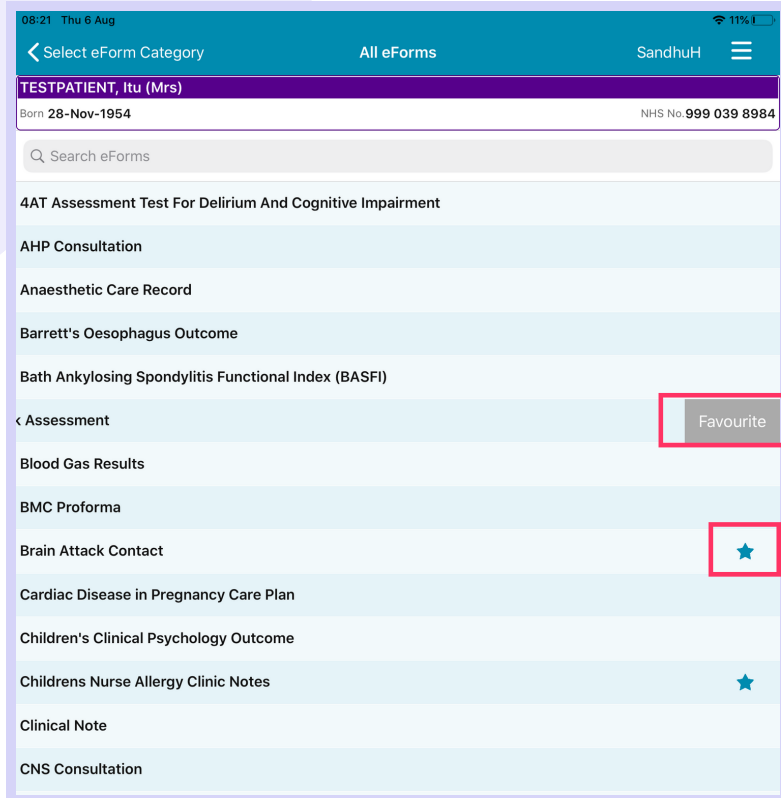
The **Search eForms** field allows you to search for a specific eForm.

All eForms will allow you to scroll through all eForms.

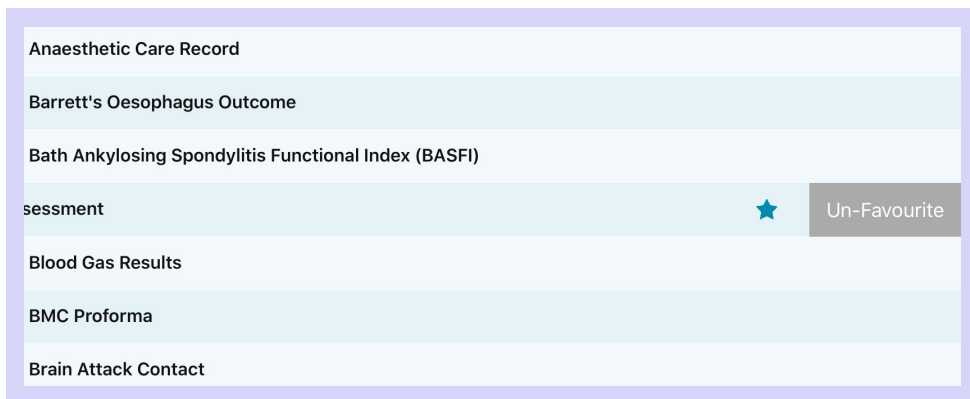
In Progress is where you can find any form you have saved as a draft.

My Favourites will show all your Favourite eForms





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

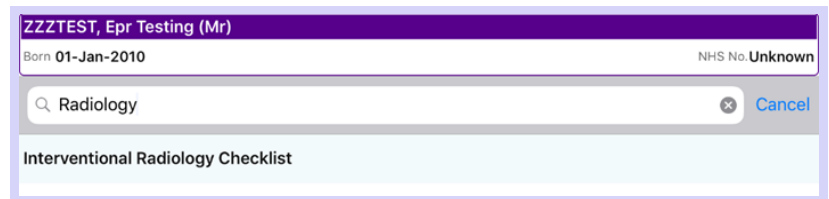


To remove an eForm from your Favourites, swipe left again and tap on **Un-Favourite**.

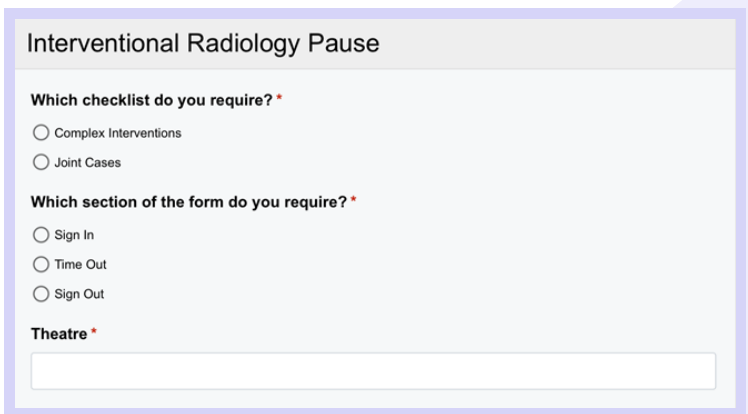
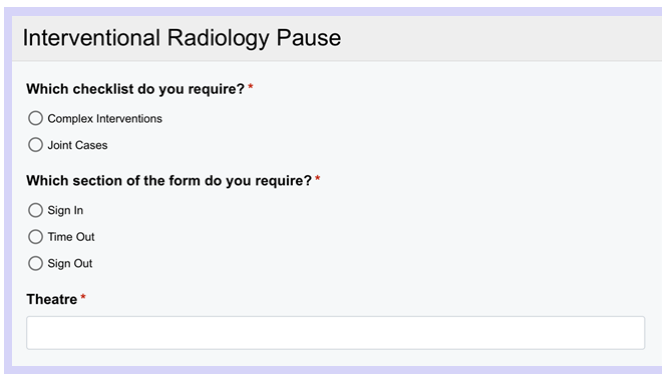
To find out more about using the PPM+ Mobile App, [Click Here](#)

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.

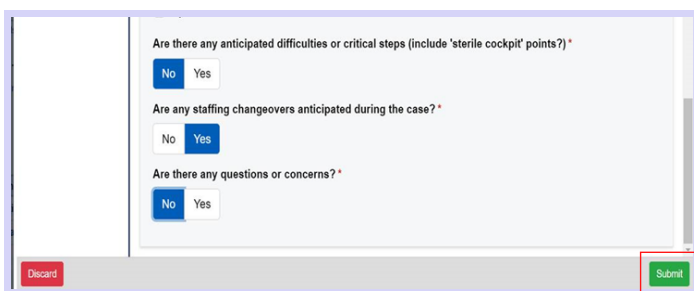


Step 2: When you first access the eForm, you will need to select the checklist you require from options given.



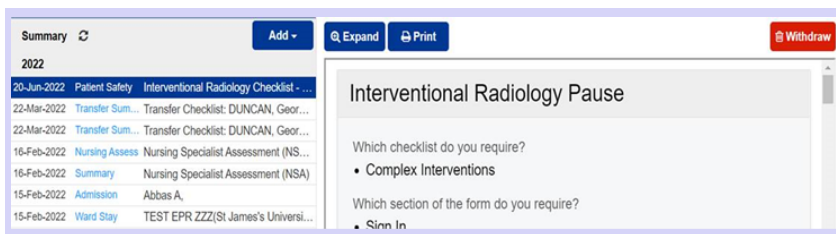
Step 3: Next, select which section of the form you require (**Sign In, Time Out or Sign Out**).

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, [Click Here](#).

Withdrawing an Interventional Radiology Checklist

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

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

Step 2 : Click on **Single Patient View**.

Single Patient View

eMeds

Add Clinical Note

Dictation (EPRO)

Add Clinical Document

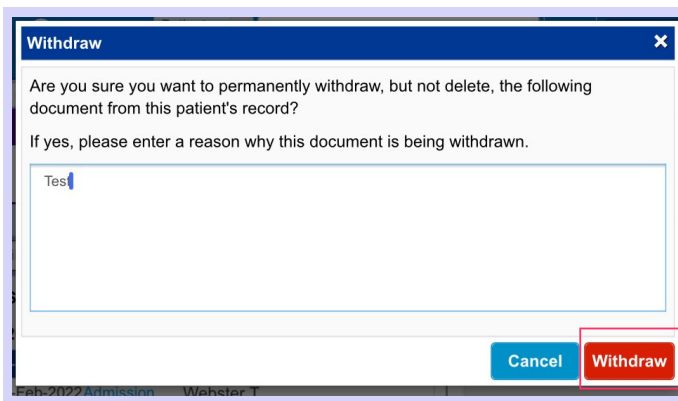
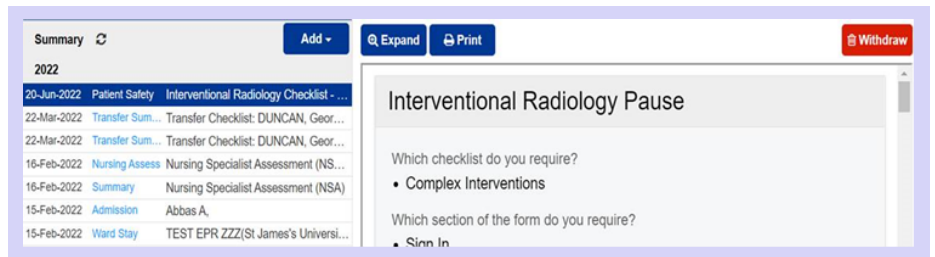
Handover

Manage Custom List

Transfer

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.



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/>