

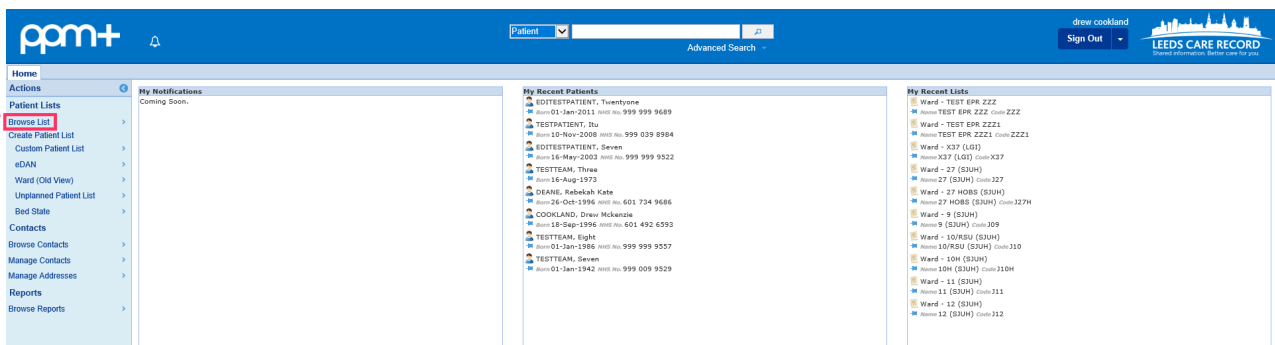
Accepted to Oncology Bed Base

User Guide

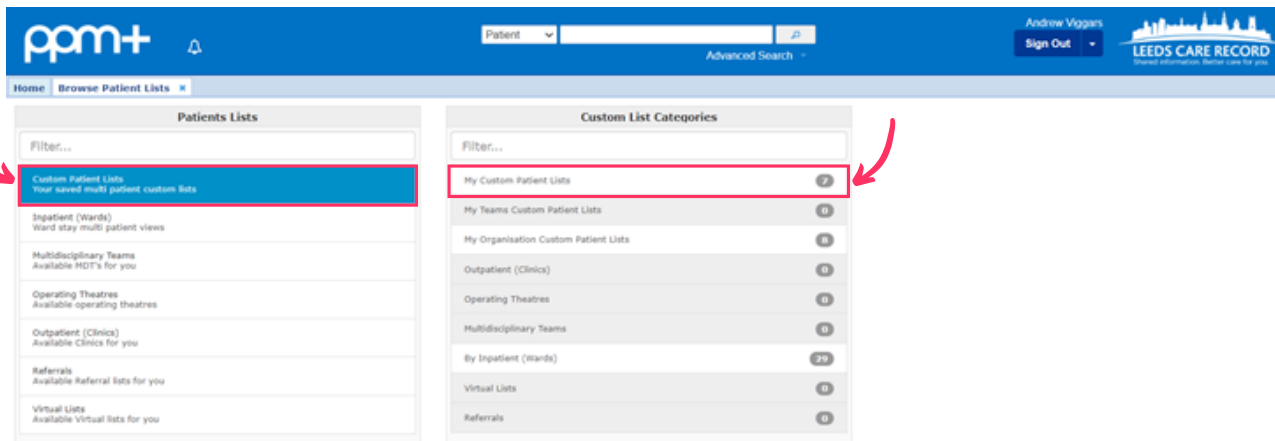
Finding the list

All new/current doctors working in the department should be given access to the weekend handover list. If you do not have access please ask a colleague or supervisor so that you can be added to the shared list. All medics are given edit access to the list so that you can add/remove patients from the list. This also means you should be able to share the list.

1 The list can be found by first clicking on **“browse lists”** on the ppm+ Homepage.

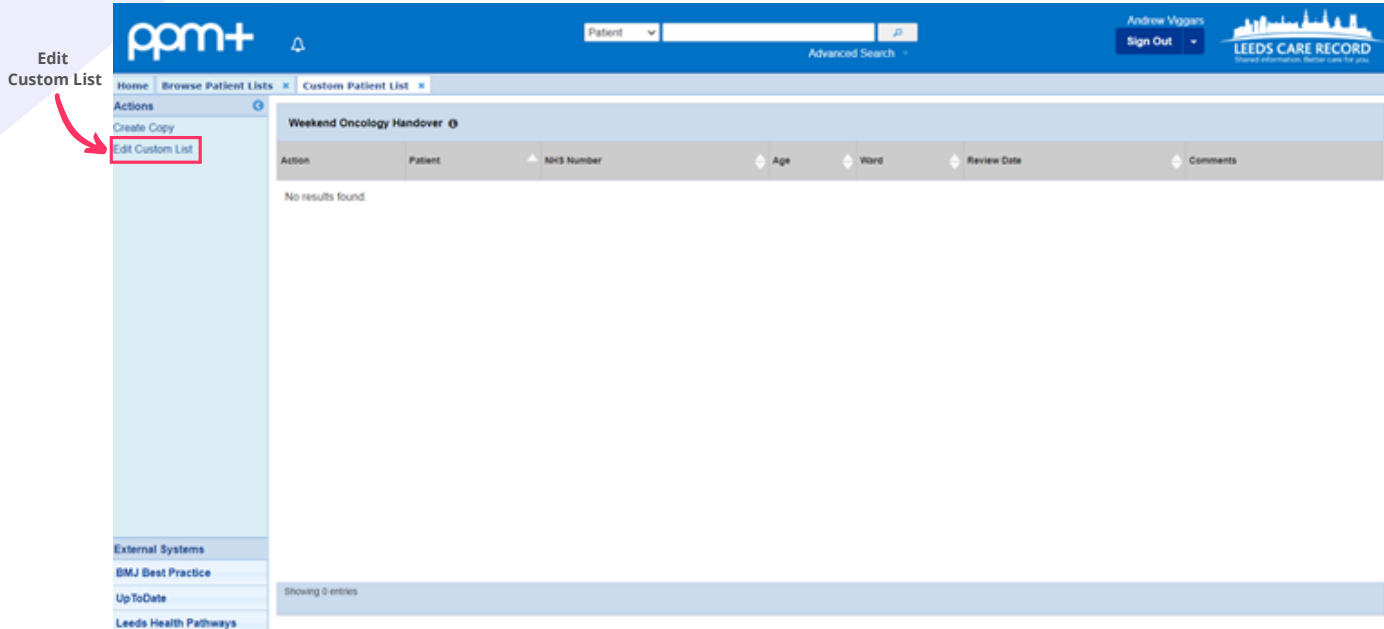


2 Then select **“custom patient lists”** -> **“my custom patient lists”** from the menu. Then select **“accepted to oncology bed base”** from the final menu.



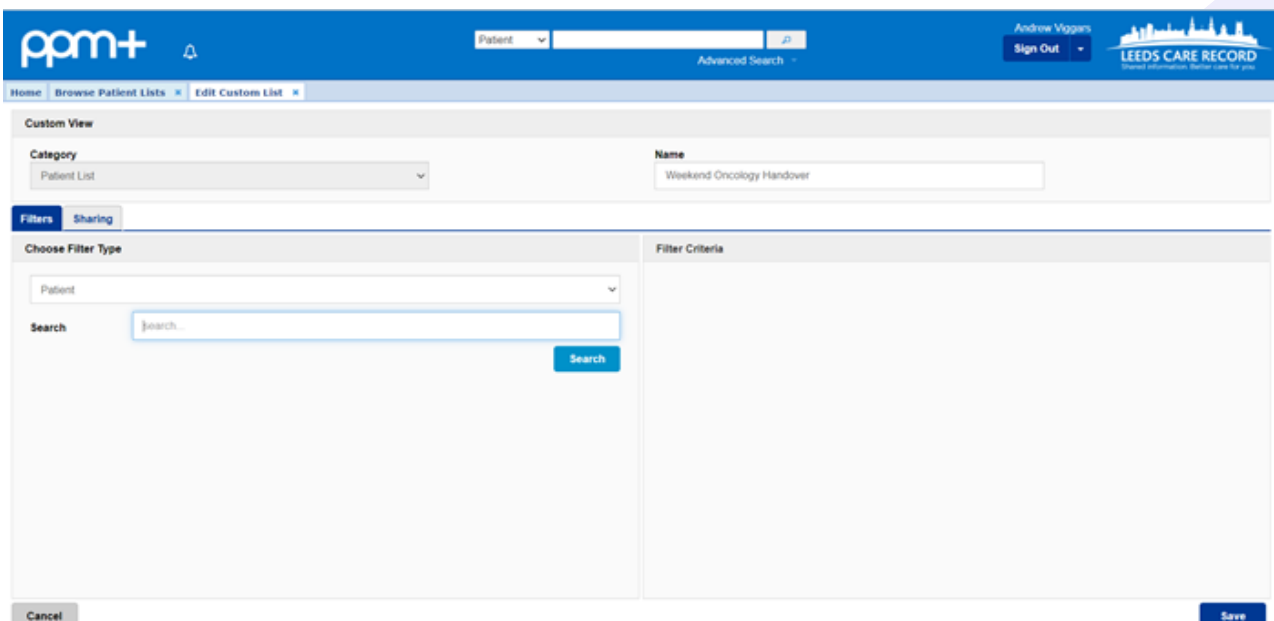
Using the List

You will be taken to the accepted to oncology bed base list. This may be blank if all other accepted patients have been brought into the bed base or may have people on it:



To add patients to the list there are two options:

- 1 Click **"edit custom list"** on the handover screen (above), filter for patients (only option) and then search for the NHS number of the patient you wish to add. Once that patient appears you can click the **+** to add them to the list. You can also remove the patient if added in error (or the task for them has been completed) by clicking the **'bin'** sign next to them.



2 On the patient's single patient view, click on the 'add' drop down menu. The 'manage custom list' and then click the '+' sign next to the 'accepted to oncology bedbase' sign.

The screenshot shows the PPM+ patient record interface. The top navigation bar includes the PPM+ logo, a patient search field, and user information for Andrew Viggers. The main content area is divided into several sections: Hospital/CR, General Practice, and Patient Clinical Alerts. The 'Add' dropdown menu is open, showing options like 'Clinical Document', 'Clinical Note', 'Attachment', 'Dictation (EPRO)', and 'Manage Custom List'. The 'Manage Custom List' option is highlighted with a red box. The 'Patient Clinical Alerts' section displays a table of alerts, including a 'High Priority Alert' for DNACPR and a 'Clinical Alert' for ReSPECT.

Date	Name	Description
29-Apr-2021	DNACPR	A ReSPECT plan for emergency care, including a DO NOT ATTEMPT CARDIOPULMONARY RESUSCITATION decision, is in place. Please review the ReSPECT form and CPR decision, check for changes and, if valid and applicable, take this DNACPR status into account.
28-Apr-2021	ReSPECT	A ReSPECT plan for care in emergency situations has been completed. Please read and consider these recommendations in event of clinical deterioration.
30-Oct-2020	Data Quality	Patient is Merge Target

As per the TCI JONA list the "comments" section is completed for the handover, so things can be added like "accepted under the care of Dr" or "only to transfer following negative COVID swab" etc.

Patients should be deleted by the clinical team looking after the patient once the patient has safely been transferred. Whilst the bed managers do have access to view this list, they don't have the admin rights to add/remove patients.

Please do also ensure that when patients are accepted that the bed managers are made aware as per the usual processes.