

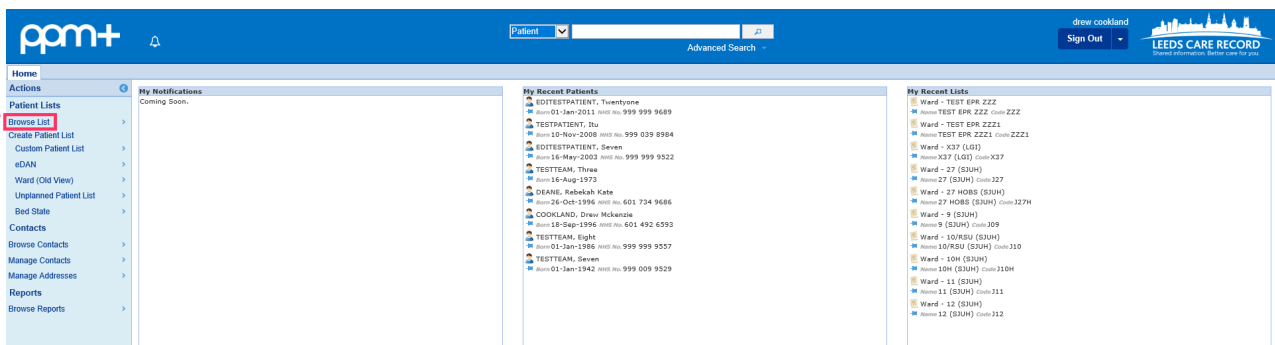
Weekend Oncology Handover

User Guide

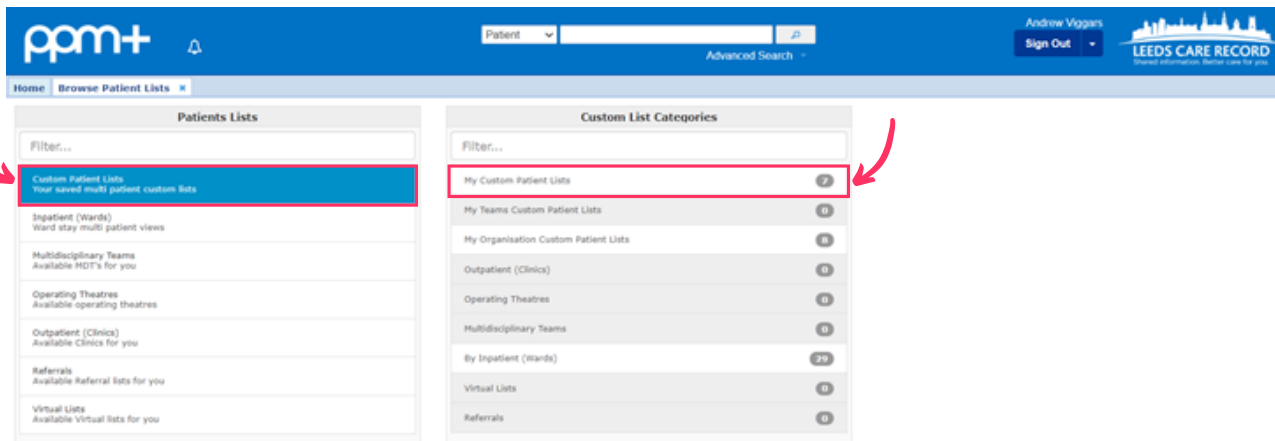
Finding the list

All new 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.

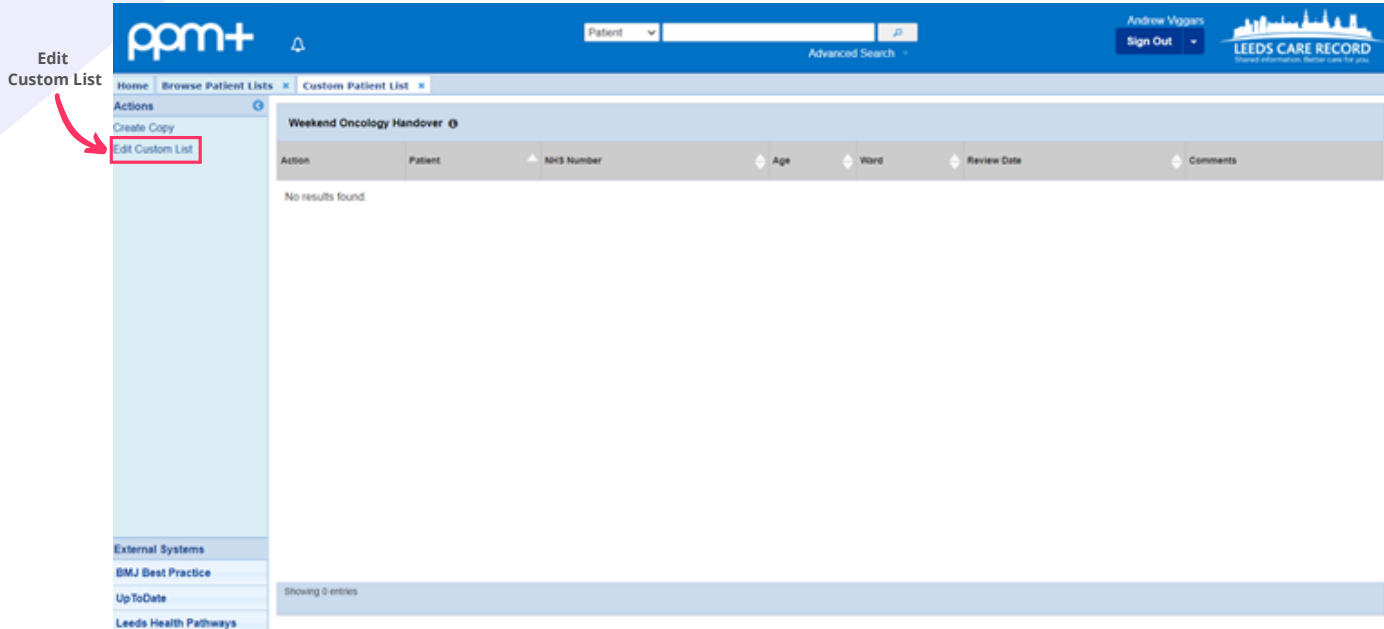


2 Then select **“custom patient lists”** -> **“my custom patient lists”** from the menu. Then select **“weekend oncology handover”** from the final menu.



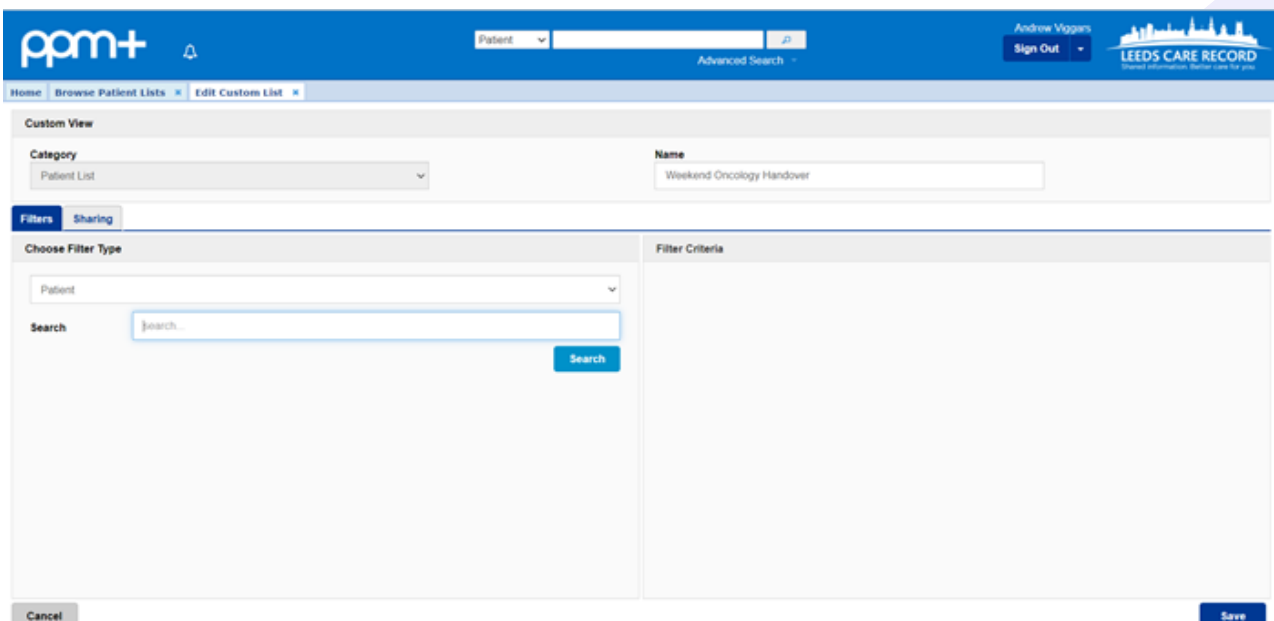
Using the List

You will be taken to the weekend oncology handover list. This may be blank if you are the first person to handover or may have people on it:

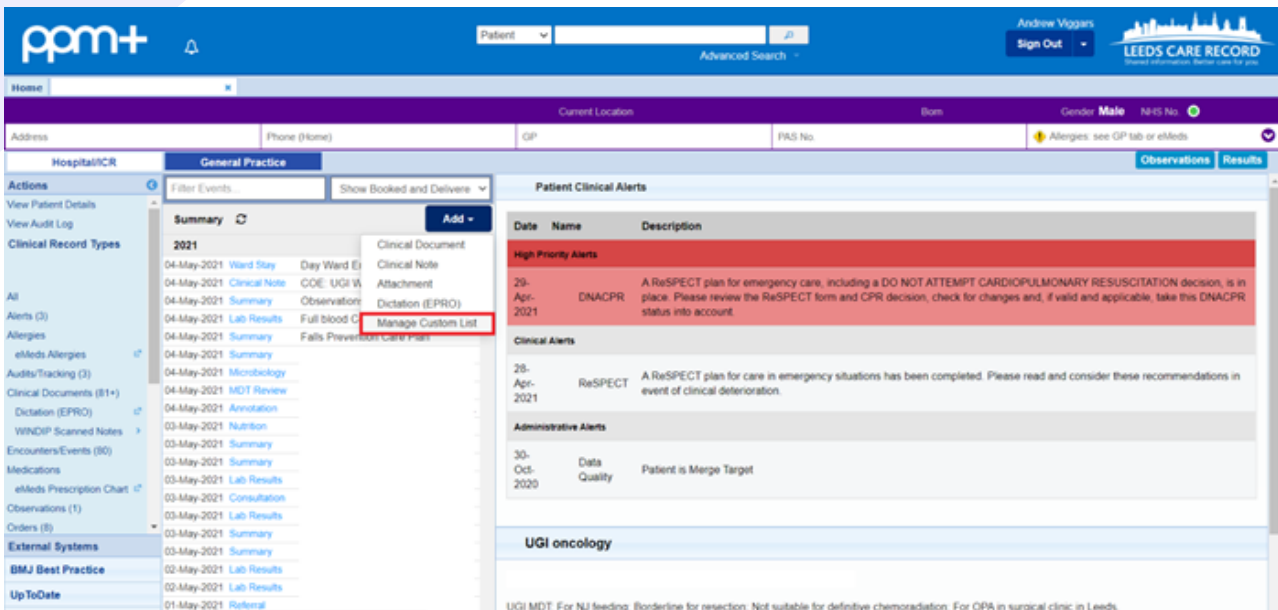


To add patients to the list there are two options:

- 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.

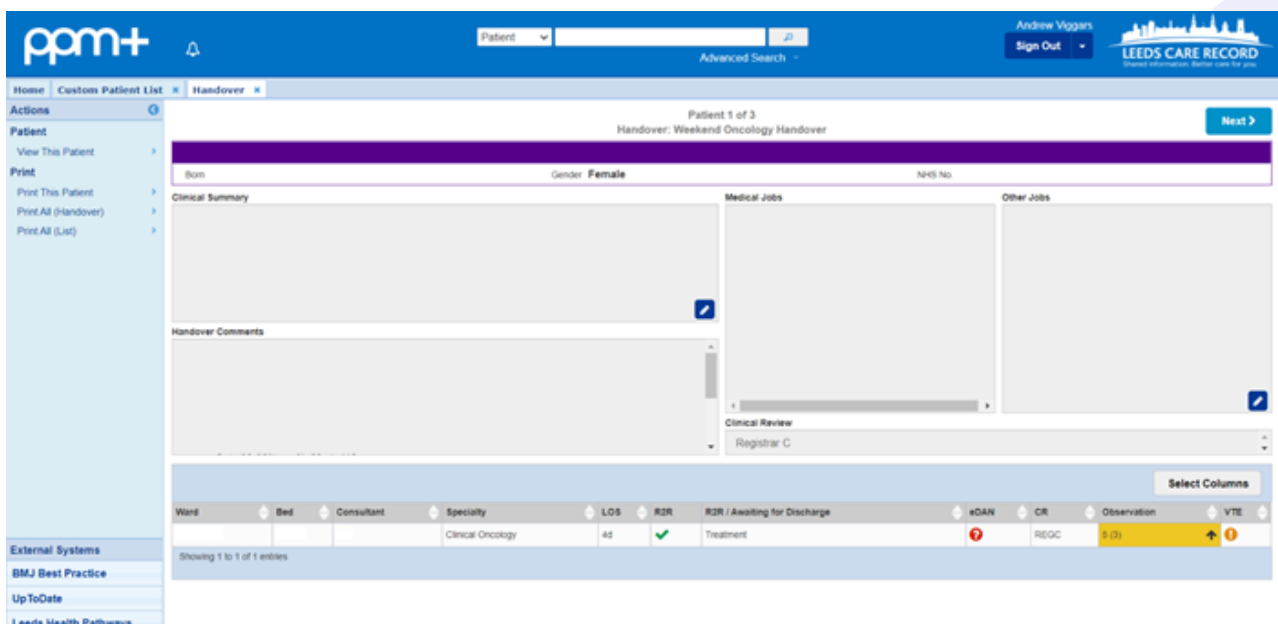


2 On the patient's single patient view, click on the 'add' drop down menu. The 'manage custom list' and then click the '+' sign next to the 'weekend oncology handover' sign.



When opening the list "weekend oncology handover" if you then click on the 'handover' button on the left hand side in the blue column.

This will take you to an individual view of the patients (you will have to click through all the patients but this is quite quickly done) as this will allow you to see the individual handover page for all patients so that you are able to then make sure all necessary fields are completed. You can also do this from the ward view (e.g. J96) but you will then have to make sure you know which columns require completion. Below is an example of the handover view for a patient.



Please ensure that the boxes **“clinical summary”**, **“medical jobs”** and **“clinical review”** are all populated.

- Clinical summary- please ensure this is updated (i.e. not just saying the PTWR handover), the SHOs should be updating this (though 9/10 aren't).
- Medical jobs- this is the actual handover. If you press enter/return then this will save an individual job so only do this at the end of documenting a job
- Clinical review- select Registrar B for medical oncology, Registrar C for clinical oncology and then SHO for any others.

You can then print the list by selecting either **“print all (handover)”** which will print all patients as you see on the above view and usually one patient for page (so will waste a lot of paper) or **“print all (list)”** which will print a PPM+ list – **Make sure you have all the columns selected to print you will need e.g. location, bed, specialty, cons, age, clinical summary, medical jobs, clinical review.**

Whilst on the TCI JONA list the “comments” section is completed for the handover, **don't do this for the weekend handover** as the comments section does not print.

From this view you cannot filter the list by clinical review sadly, if you wish to do this then you can do it by:

PPM+ dashboard-> left blue column -> ward (old view) -> filter by clinical review (choose relevant SpR), specialty (choose medical and clinical oncology), ward stay type (select the top one) and ensure “include” selected for all- this should make a list of just your patients to review.