PPM+ Mobile User Guide

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❶ iPads

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.

Power button

Home button
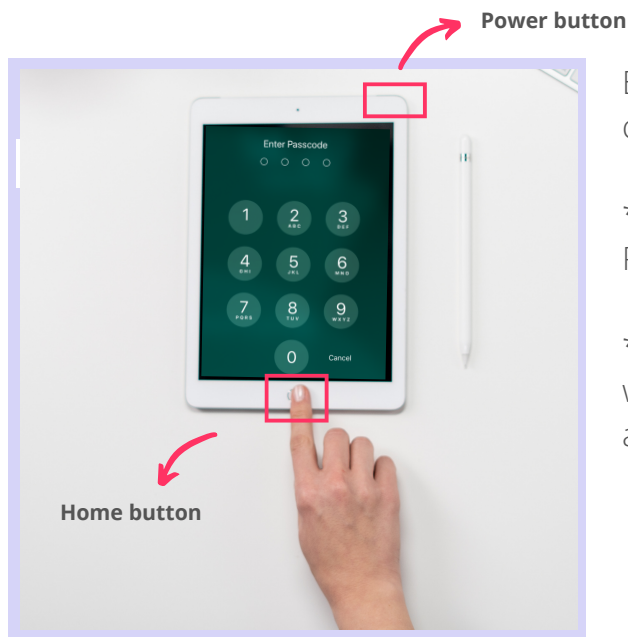
Enter in the **Passcode**, which your nurse in charge will inform you of.

*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.
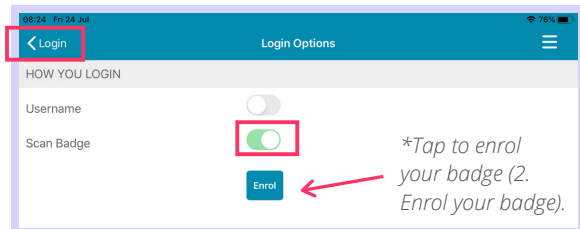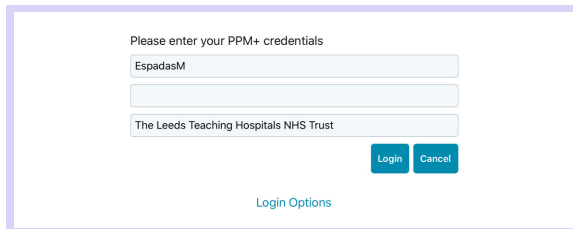
Select the **PPM+ Mobile App**.

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② Logging in

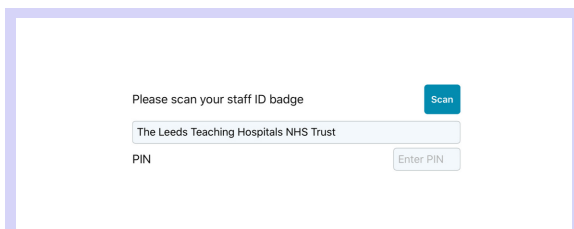Tap to open the **ppm+ Mobile App** in your iPad. Enter your ppm+ Username and Password or tap on *Login Options* to change the way of logging in.

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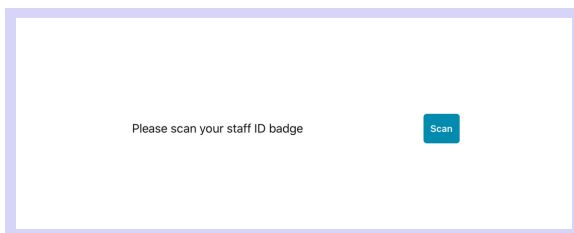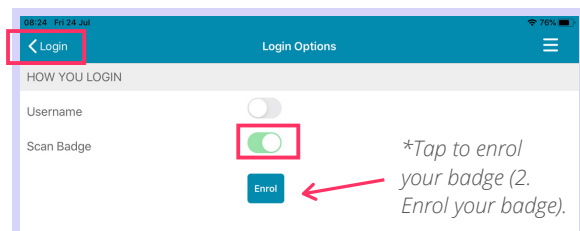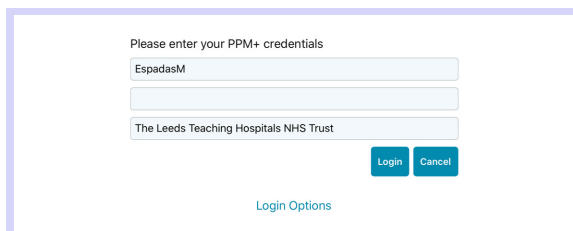
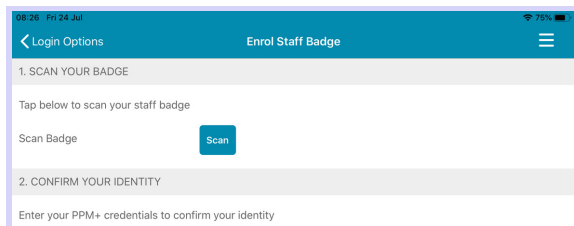Enter your **PIN number**. The Homepage will open.

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Enrolling your badge
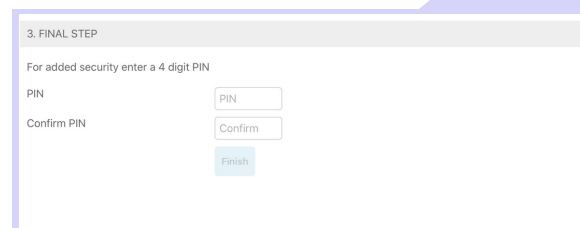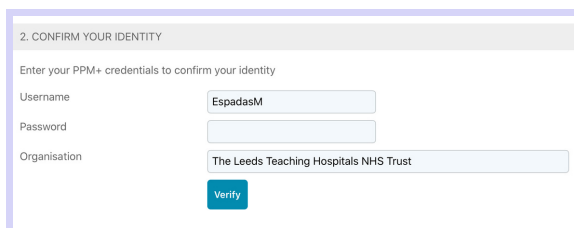
Tap on *Login Options* and then on **Enrol**.

*Tap to enrol your badge (2. Enrol your badge).

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.

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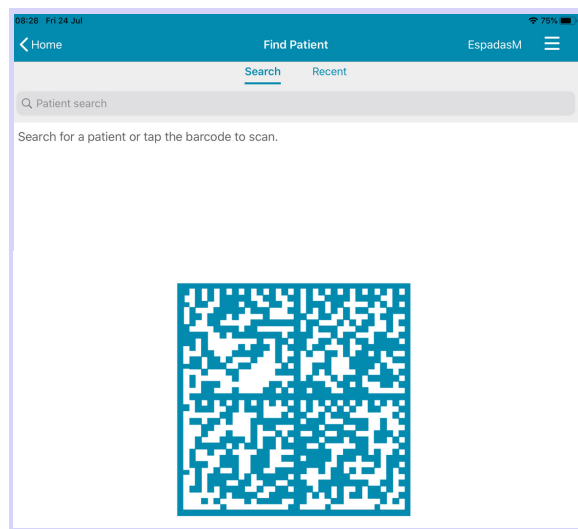# PPM+ Mobile User Guide

❸ Patient Search

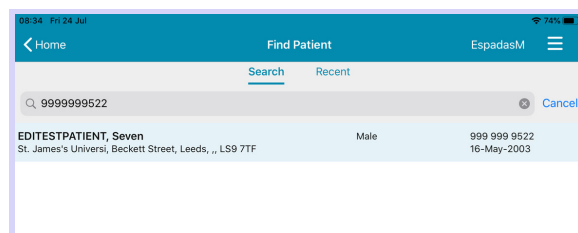On the Homepage, tap on **Patient Search**. Tap the QR code to scan the patient's wristband.
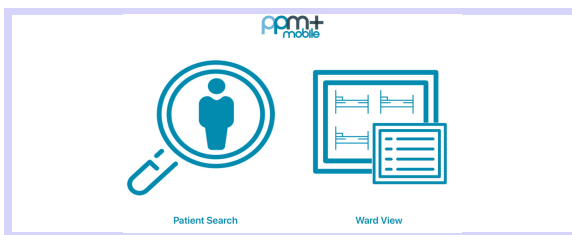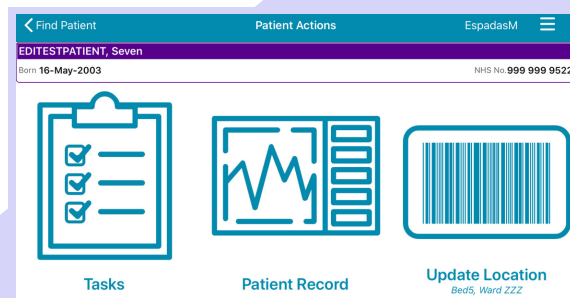

Homepage.

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.
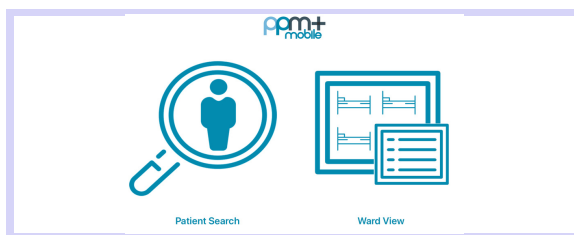

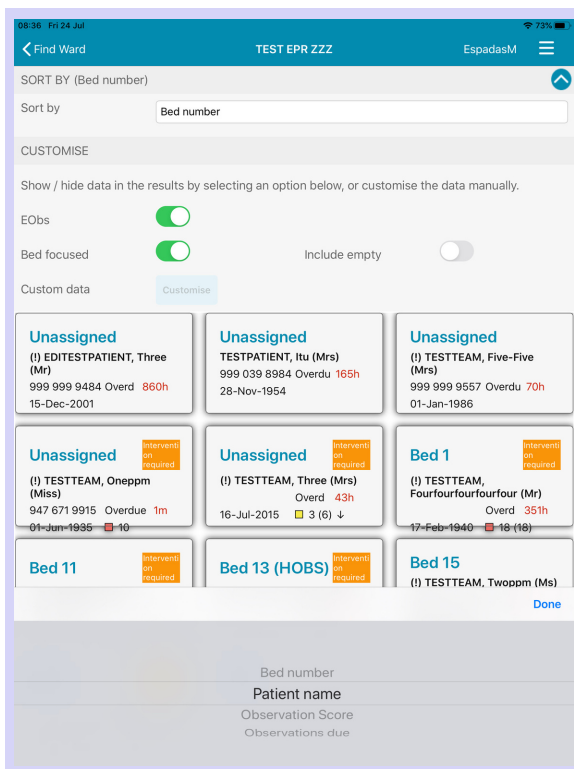This will open the *Patient Actions*' menu.

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④ Ward View

On the Homepage, tap on **Ward View**. In the search bar, type the Ward you want to view and select it from the results.

Homepage.
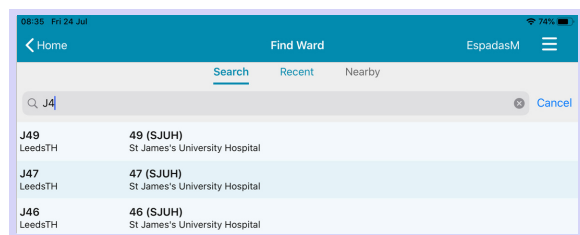
Tap on the **blue little arrow** to show the customisation options.

You can **Sort by**:

- *Bed number*
- *Patient name*
- *Observation Score*
- *Observations due*

Select the **EObs** option to see details about the patient's observations.

For a **Bed focused** view, select this option.

You can **Include empty** beds too.

Tap on the bed/patient to go to their **Patient Action's Menu.**

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Fixed Ward

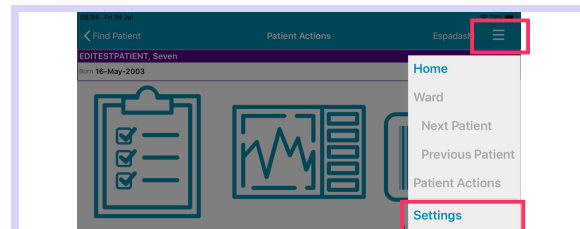By choosing your **Fixed Ward**, you will directly access this *Ward's View* from the *Homepage*, without the need to search for it again.
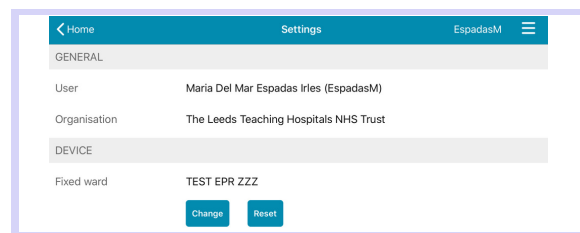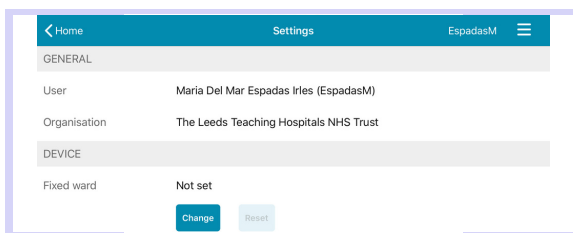
To set this, open **Settings** from the homepage, or from . *Change* to select your preferred ward.
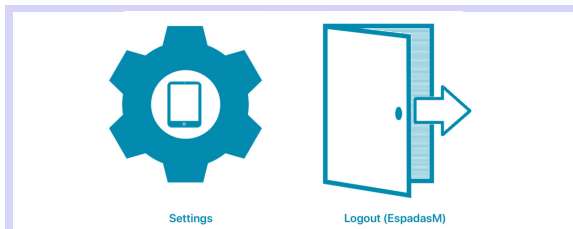
Homepage.

Tap again on *Change* to edit your fixed ward, and on **Reset** to remove it.

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⑤ Tasks

To access the ***Tasks'*** list for your selected patient, tap on their icon in the *Patient Actions*' menu.
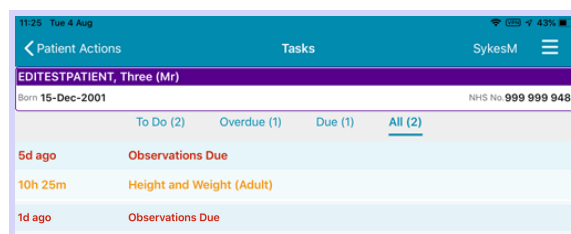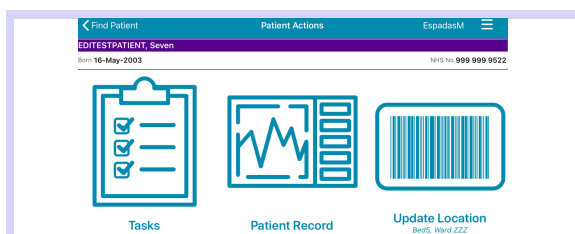
Tasks will be grouped into **To do**, **Overdue** or **Due**. In the *All* tab, you will see all tasks for that patient.

- Tasks which are not currently due show in **black text**.
- Tasks which are due show in **amber text**.
- Tasks which are overdue show as **red text**.

Select the task you want to complete. Fill in the associated form and **submit**. This will **close** the Task.

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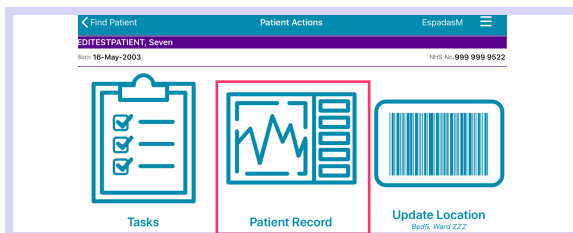
❻ Patient Record

From the *Patient Actions*' menu, tap on **Patient Record** to access their *Summary Views.*

Tap on **Summary Views** *to* select from the list the Summary you want to view.
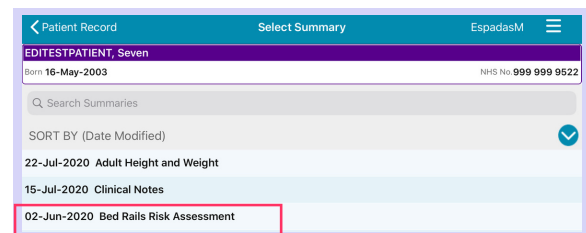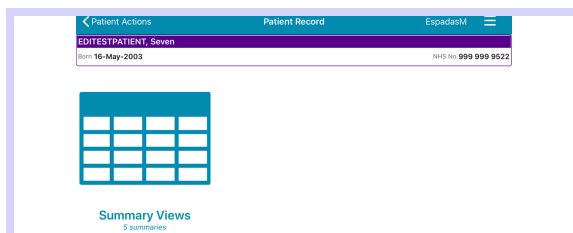
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7 eForms

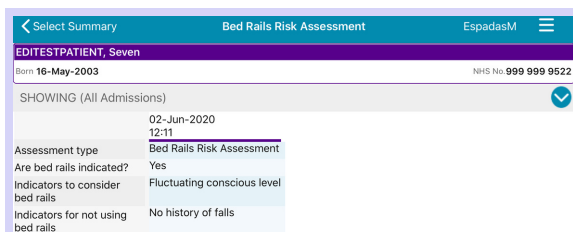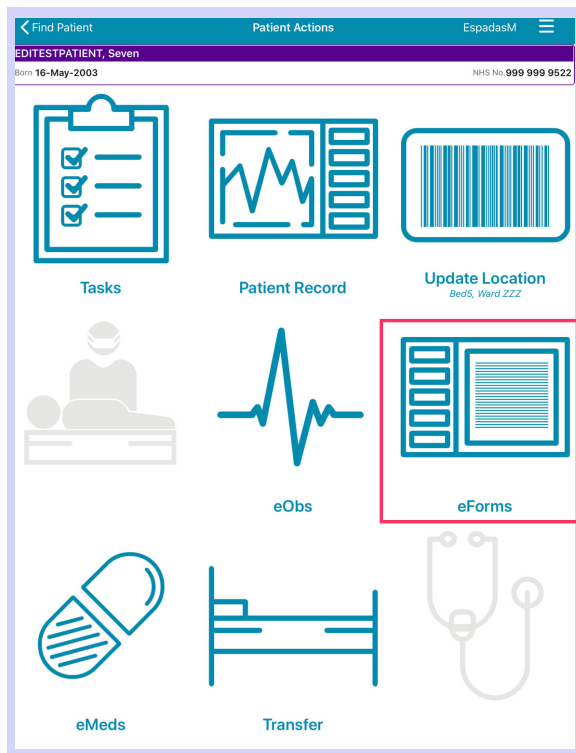From the *Patient Actions*' menu, tap on **eForms** to add a Clinical Document.

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 e-Forms ⟶
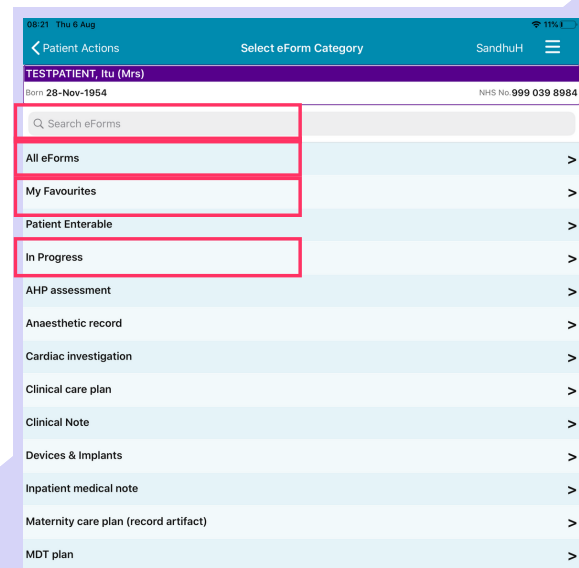
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eForms
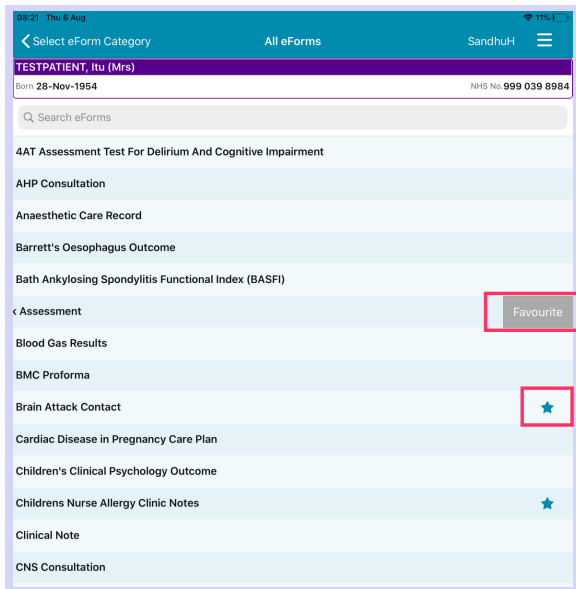
To Favourite an eForm, swipe left on its entry and tap **Favourite.** A little star will appear in the eForm entry.

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

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⑧ eOBS & eMeds

To learn more about eObs and eMeds please, refer to their e-Learning via DLS **here.**

❾ 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 **https://lth-dwp.onbmc.com/.**

- Reset your password.
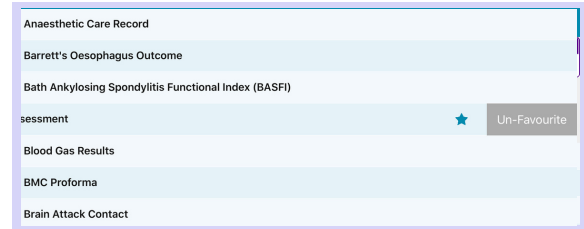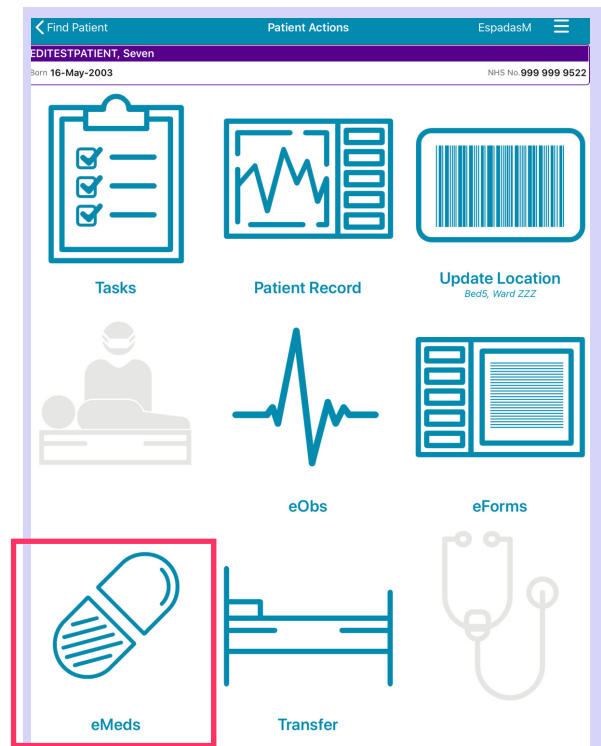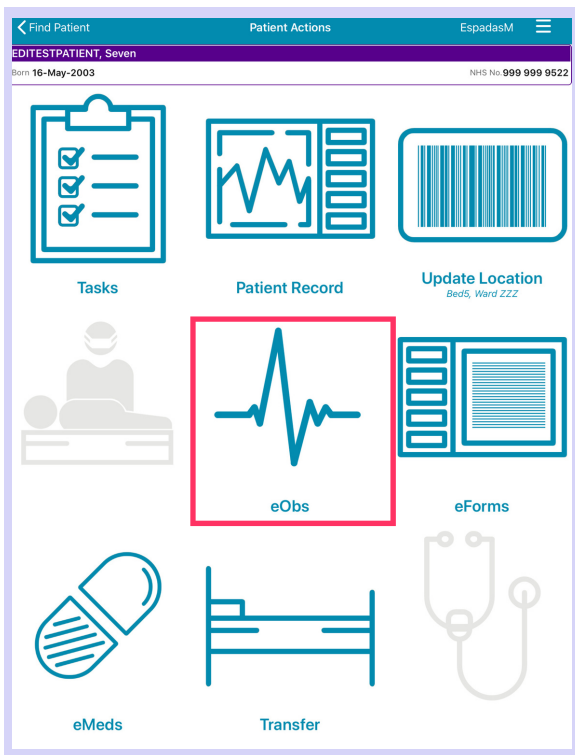- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.

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.

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/**

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iPad FAQS

Q. The Wi-Fi has disconnected, what should I do?

A. Go to the settings on your iPad, select Wi-Fi and ensure LTHgreen is selected
    If this doesn't work, then contact the IT service desk.

Q. My iPad has broken, what should I do?

A. Contact the IT service desk to report the damaged iPad, if this can't be fixed your
    ward will be responsible for procuring a new iPad.

Q. How can I order a new iPad?

A. Please make your request through the IT service desk portal

Q. My iPad is not allowing me to take e0bs

A. Ensure you are using the PPM+ MOBILE app and not the PPM+ app. If you are using
    the correct version, then please contact the IT service desk.

Q. How can I clean the iPads?

A. All the iPads can be Chlor-Cleaned.

Q. The PPM+ mobile app crashed whilst I was completing an E-form has my work
    been lost?

 A. No, you can find the E-form you were completing in the drafts section