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🚺 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.



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**.



PPM+ Mobile





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.

Please enter your PPM+ credentials	08:24 Fri 24 Jul	Login Options	≈ 76% ■)
EspadasM	HOW YOU LOGIN		
The Leeds Teaching Hospitals NHS Trust	Username Scan Badge		*Tap to enrol your badge (2.
Login Options		Enrol	Enrol your badge).

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.

Please scan your staff ID badge scan The Leeds Teaching Hospitals NHS Trust PIN Enter PIN Plane Scan Plane Sca			PPm:t-
PIN Enter PIN Patient Search Ward View	Please scan your staff ID badge The Leeds Teaching Hospitals NHS Trust	Scan	
Patient Search Ward View	PIN	Enter PIN	
			Patient Search Ward View





Enrolling your badge

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

Please enter your PPM+ credentials	
EspadasM	
The Leeds Teaching Hospitals NHS Trust	
	Login Cancel
Login Options	



Scan your badge to enrol it.

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Login Options	Enrol Staff Badge	≡
1. SCAN YOUR BADGE		
Tap below to scan your staff badge Scan Badge	1	
2. CONFIRM YOUR IDENTITY		
Enter your PPM+ credentials to confirm you	ur 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 confir	m 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		
	Verify		
	_		





8 Patient Search

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.

00.04 11124 001				
✓ Home	Find P	atient	EspadasM	Ξ
	Search	Recent		
Q 9999999522			0	Cancel
EDITESTPATIENT, Seven St. James's Universi, Beckett Street, Leeds, ,, LSI	9 7TF	Male	999 999 9522 16-May-2003	

This will open the *Patient Actions*' menu.







👍 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.



08:35 Fri 24 Jul				•	74% 🔳
< Home		Find Ward		EspadasM	≡
	Search	Recent	Nearby		
Q J4				0	Cancel
J49 LeedsTH	49 (SJUH) St James's University Hospital				
J47 LeedsTH	47 (SJUH) St James's University Hospital				
J46 LeedsTH	46 (SJUH) St James's University Hospital				

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.*





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.

Home	Settings	EspadasM 🗮
GENERAL		
User	Maria Del Mar Espadas Irles (EspadasM)	
Organisation	The Leeds Teaching Hospitals NHS Trust	
DEVICE		
Fixed ward	Not set	
	Change Reset	





5 Tasks

To access the **Tasks**' list for your selected patient, tap on their icon in the *Patient Actions*' menu.

TRATERNT, Seven tey 2003 tey 2003 tey 2003 tey 2003 tey 2004 tey 2004tey 2004 tey	Contraction Contraction TEXTERNT, Sceen Arrow 100 909 909 9022 Image: Contraction EDITEST PATIENT, Three (Mr) Born 15-Dec-2001 To Do (2) Overdue (1) Due (1) All (2)	TPANIENT. Seven Tasks Way: 2003 VEX 100 999 999 9222 Image: Control of the seven	STRATENT, Seven Tasks Mar. 2003 Into the 999 999 9522 Image: Contract of the seven seve	nd Patient	Patient Actions	EspadasM 🗮		11:25 Tue 4 Aug					ľ	
Company Description <	y-2003 INITE IN 1995 999 9922 Image: State of the state of	Comparison Description Image: Second Secon	y-2003 WH 10: NO 999 99 99 99 99 99 99 99 99 99 99 99 9	ATIENT, Seven				Patient Actions		Tas	ks			
	EDIESTPATIENT, Infrée (M/) Born 15-Dec-2001 To Do (2) Overdue (1) Due (1) All (2)	Image: State of the state	Image: Second	5-May-2003		NHS No.999 999 9522								_
Image: Constraint of the second sec	Image: Second	Image: Second	Image: Second					EDITESTPATIENT,	Three (Mr)					
To Do (2) Overdue (1) Due (1) All (2)		Image: Constraint of the second se	Image: Constraint of the second se				E	Born 15-Dec-2001						N
									To Do (2)	Overdue (1)	Due (1)	All (2)		
Ed ago Observations Due 10h 25m Height and Weight (Adult)	Image: Second					Update Location	1	1d ago	Observations	Due				
Sci ago Observations Due 10h 25m Height and Weight (Adult) 1d ago Observations Due	Update Location 10h 25m Height and Weight (Adult)	Update Location 1d ago Observations Due	Update Location 1d ago Observations Due	Tasks	Patient Record	Bed5, Ward ZZZ								

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.









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.

Patient Actions	Patient Record	EspadasM 🚞
EDITESTPATIENT, Seven		
Born 16+May-2003		NHS No.999 999 952
Commence Minute		
5 summaries		

Select Summary	Bed Rails R	sk Assessment	EspadasM 📃
EDITESTPATIENT, Seven			
Born 16-May-2003			NHS No.999 999 9522
SHOWING (All Admiss	ions)		♥
	02-Jun-2020 12:11		
Assessment type	Bed Rails Risk Assessment		
Are bed rails indicated?	Yes		
Indicators to consider bed rails	Fluctuating conscious level		
Indicators for not using bed rails	No history of falls		

Select Summary	EspadasM 🗮
	NHS No.999 999 9522
	S
ght	
sment	
	Select Summary









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 →

08:21 Thu 6 Aug	Select eForm Cat	æ gory S andhu	≈11%⊡ H
TESTPATIENT, Itu (Mrs)			
Born 28-Nov-1954		NHS No.9	999 039 8984
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 artifa	act)		>
MDT plan			>





eForms

08:21 Thu 6 Aug		₱ 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		

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**.

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





8 eOBS & eMeds

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







Ø Useful contacts

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

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

Please contact the Informatics Service Desk at <u>https://lth-dwp.onbmc.com/.</u>

- 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: **leedsthtr.EPR@nhs.net** with a completed **Request For Change (RFC)** form.

Please contact the **IT Training Department** at **<u>ITTraining,LTHT@nhs.net</u> if you require further training on PPM+ or any other Clinical System.**

PPM+ Help Site: <u>https://www.ppmsupport.leedsth.nhs.uk/</u>





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