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NHS
The Leeds
Teaching Hospitals
NHS Trust

Radiology Alerts: End User

User Guide

Contents Page

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)
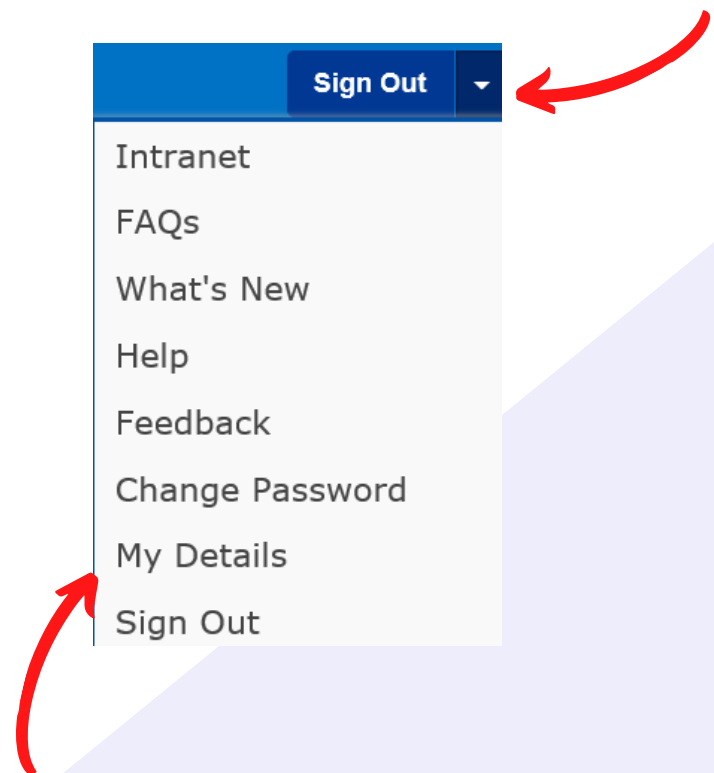
Team Management

(Adding and removing yourself from a team)

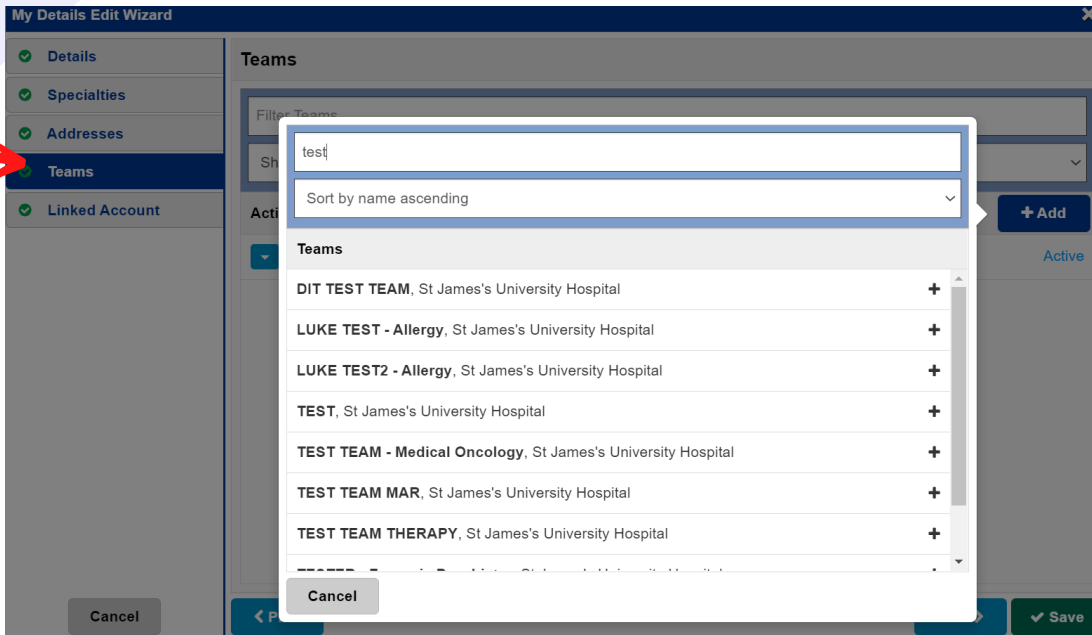**To access your details you must already have your PPM+ contact created.
If this is not already set up, <u>click here</u> to find out how to create your contact.**

1 Click on 'My Details' via the the drop down button, next to Sign Out.

Sign Out ▼

Intranet
FAQs
What's New
Help
Feedback
Change Password
My Details
Sign Out

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2

My Details Edit Wizard ✕

Teams

✓ Details
✓ Specialties
✓ Addresses
✓ Teams
✓ Linked Account

Filter Teams

test

Sort by name ascending

+ Add

Active

Active

Teams

DIT TEST TEAM, St James's University Hospital +

LUKE TEST - Allergy, St James's University Hospital +

LUKE TEST2 - Allergy, St James's University Hospital +

TEST, St James's University Hospital +

TEST TEAM - Medical Oncology, St James's University Hospital +

TEST TEAM MAR, St James's University Hospital +

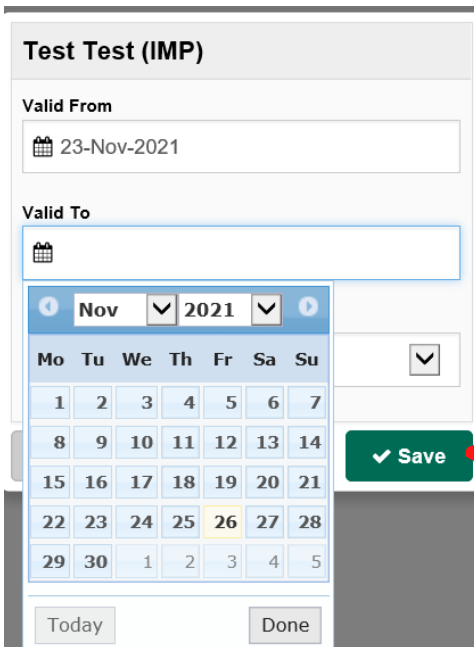TEST TEAM THERAPY, St James's University Hospital +

Cancel

Cancel

✓ Save

Select 'Teams' from the list on the left-hand side to view the teams you are currently a member of.

Click on the 'Add' button and search for the name of the team you wish to add yourself to.

3

Test Test (IMP)

Valid From

📅 23-Nov-2021

Valid To

📅

◄ Nov ▼ 2021 ▼ ►

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today   Done

✓ Save

The 'Valid To' date is when your membership to the Team will end. You will be removed from the Team at the end (midnight) of the date selected. This field is optional.

Remember to click Save.

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4

My Details Edit Wizard ✕

✅ Details	**Teams**
✅ Specialties	
✅ Addresses	
✅ **Teams**	
✅ Linked Account	

Filter Teams

| Show Active ▼ | Sort by name ascending ▼ |

Active Teams ①   **+ Add**

🔽 **Test Test (IMP)**, St James's University Hospital   `Core`   Active

📅 Edit period
➕ Add period

Cancel   **‹ Prev**   **Next ›**   **✔ Save**

If you want to remove yourself from a team at a later date, return to this view on 'My Details'. Next, click on the blue drop down and click on 'Edit Period'.

As before, put in the date you wish to be removed from the team.

Please note: you will be removed from the Team at the end of the day (midnight) of the date you selected.

Valid From
📅 23-Nov-2021

Valid To
📅

‹	Nov ▼	2021 ▼	›

▼

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today   Done

✔ Save

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5 If you are unable to find your team or need a team to be created, please contact your CSU Tri team or Team Lead to highlight the issue.

After you have added yourself to a team, you will be able to view Custom Patient Lists shared with your team. **Click here** to find out how.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

Viewing a Custom Patient List

(Including Custom Patient Lists shared with you and your Team)
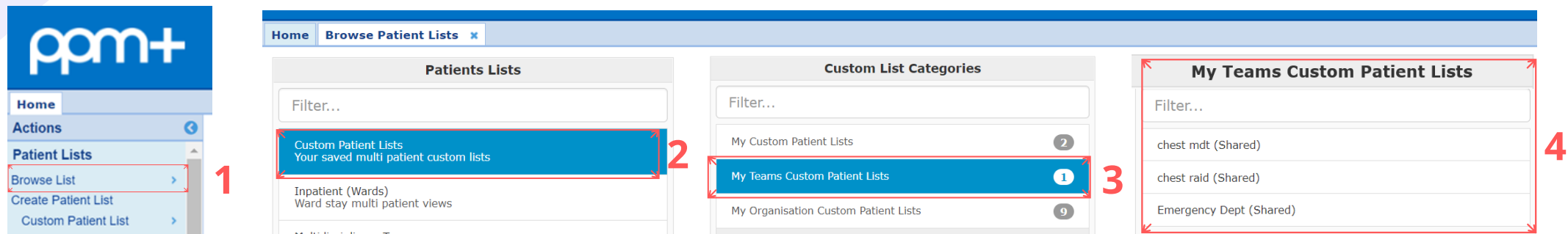
Step 1

From your PPM+ Homepage, click on "Browse List".

Step 2

From "Patients Lists", select "Custom Patient Lists".

Step 3

From "Custom List Categories", select "My Teams Custom Patient Lists" to view lists shared with your team.

Step 4

From "My Teams Custom Patient Lists", select the relevant list you want to view. Any list that is shared with you or your team will appear here.

If you are unable to see the shared Custom Patient List, you need to view, you may need to add yourself to the team itself. Go to the Team Management section on page 3 to find out how.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

My Recent Lists

- Custom View - Emergency Dept
  Category Custom Patient List *Last Viewed* 04-Feb-2021 15:09
- Custom View - Chest MDT
  Category Custom Patient List *Last Viewed* 04-Feb-2021 15:14
- Custom View - Chest Radiologist
  Category Custom Patient List *Last Viewed* 04-Feb-2021 14:58
- Custom View - Suspicious Findings (Radiology Investigations)
  Category Custom Patient List *Last Viewed* 04-Feb-2021 12:58

5

Step 5

Once you have viewed the list, it will appear on "My Recent Lists" in the top right of the Homepage on PPM+. You can pin it to fix it to the top of the list. Simply click on the pin next to the list.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

Completing a Task

1 Once on your Custom Patient List, click the blue action button next to the patient and select Launch Task.
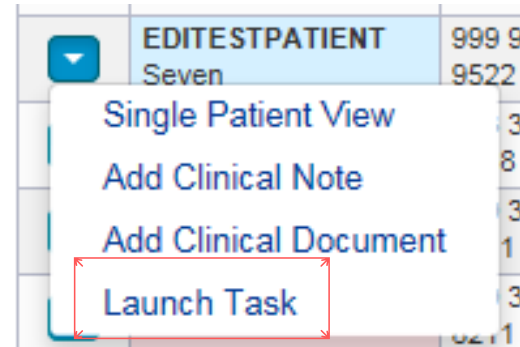
The task will open for you to view the radiology report.

2

In response to the question (Have all appropriate steps been followed?), if you select Yes or Not Applicable, the task will close taking the patient off the list. If you select No, the patient will remain on the list. Further Comments are mandatory when selecting Yes or Not Applicable.
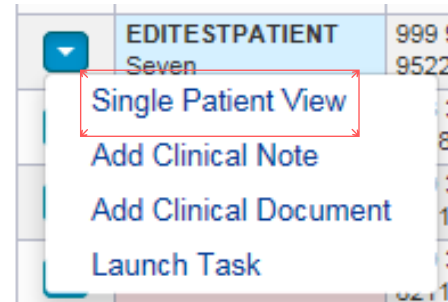
DO NOT COMPLETE THE TASK UNTIL YOU HAVE COMPLETED ALL ACTIONS OR THE PATIENT WILL BE REMOVED FROM THE LIST.

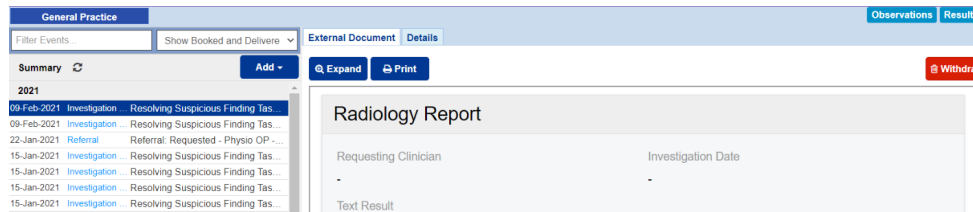For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

Withdrawing a completed task
(In case of mistakes or amendments)

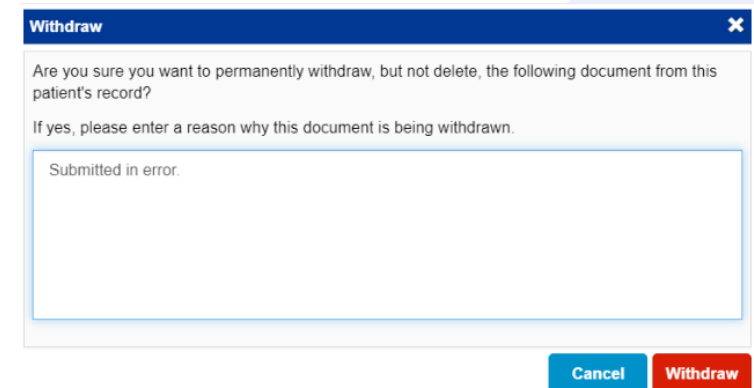**1** Search for the patient and open their single patient view.

2 Locate the task you wish to withdraw and click on the red withdraw button.

3 A withdraw box will appear asking you to enter a reason why the document is being withdrawn. Enter a reason and click withdraw. The patient's task will reappear on the Custom Patient List, along with the patient themselves.

Troubleshooting email and further information

Please contact the **Implementation Team** for **Digital Support & Training** on PPM+ functionalities.

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/**

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