

Safe Surgery Checklist

User Guide

Contents Page

Pages 3 - 5 - Accessing the PPM+ Mobile App

Pages 6 - 8 - Adding an eForm (Clinical Document) on the
PPM+ Mobile App

Pages 9 - 10 - Completing a Safe Surgery Checklist

Page 11 - Adding an eForm (Clinical Document) via the Desktop

Pages 12 - 13 - Withdrawing a Safe Surgery Checklist

Page 14 - Useful Contacts

Accessing the PPM+ Mobile App

iPads

Your iPads should be stored in their charging 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 ward's/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.

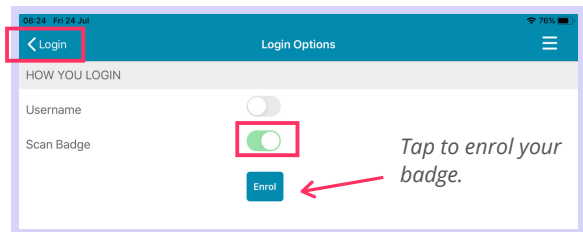
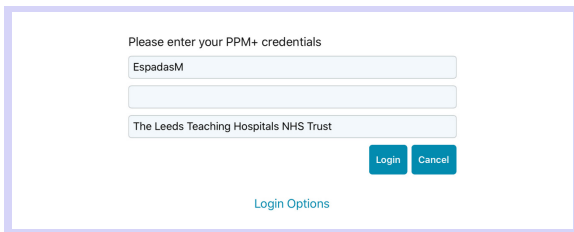
Select the **PPM+ Mobile App**.



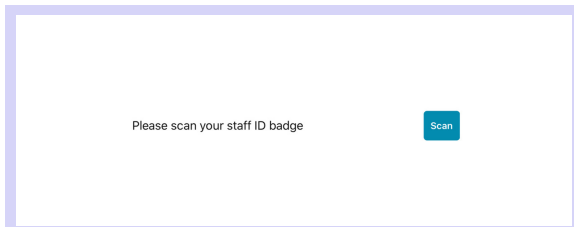
PPM+ Mobile

Logging in

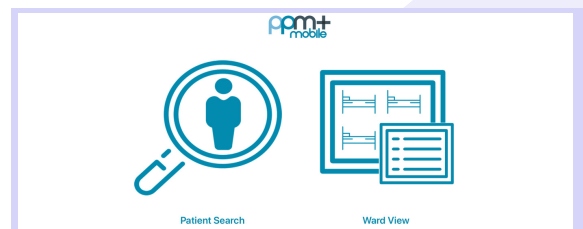
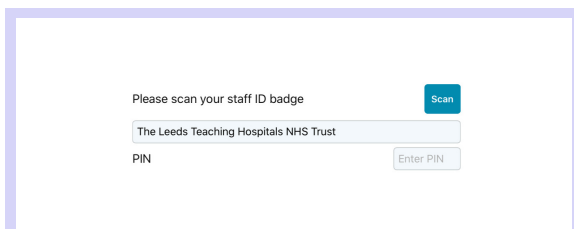
Tap to open the **PPM+ Mobile App** in your iPad. Enter your PPM+ Username and Password or tap on **Login Options** to change the way of logging in.



Select the **Scan badge** option and go back to the *login* screen to log in using your badge and pin number. Scan your badge.



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



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

08:24 Fri 24 Jul 76%

< Login Login Options

HOW YOU LOGIN

Username

Scan Badge

Enrol

Tap to enrol your badge

Scan your badge to enrol it.

08:26 Fri 24 Jul

< Login Options Enrol Staff Badge

1. SCAN YOUR BADGE

Tap below to scan your staff badge

Scan Badge Scan

2. CONFIRM YOUR IDENTITY

Enter your PPM+ credentials to confirm your 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

Enter your PPM+ credentials to confirm your identity

Username EspadasM

Password

Organisation The Leeds Teaching Hospitals NHS Trust

Verify

3. FINAL STEP

For added security enter a 4 digit PIN

PIN PIN

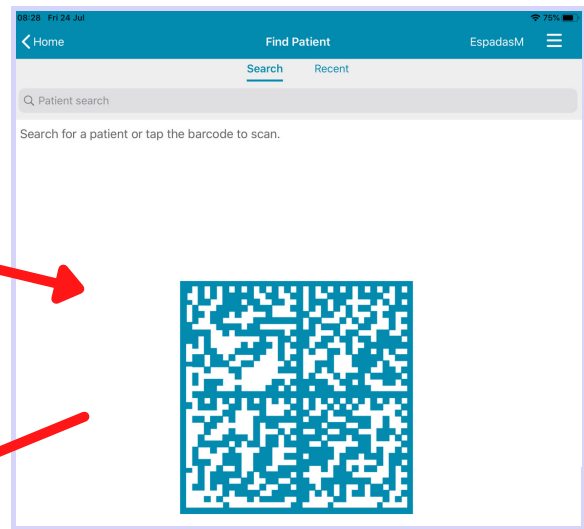
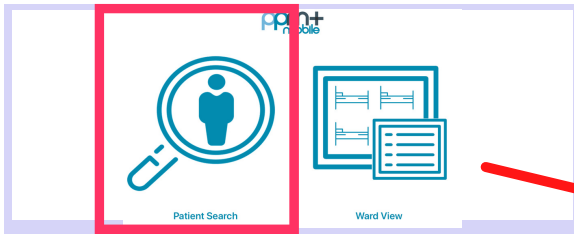
Confirm PIN Confirm

Finish

Adding an eForm (Clinical Documents) on the PPM+ Mobile App

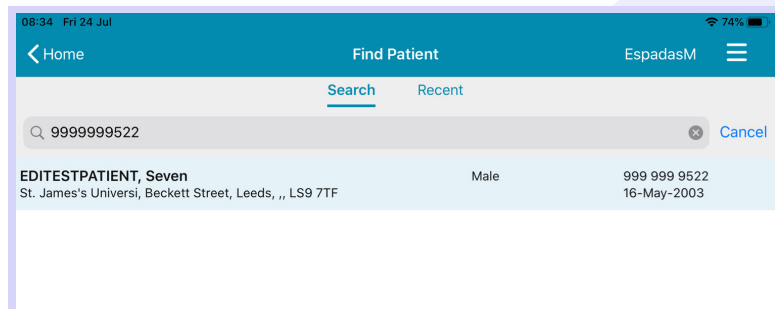
On the Homepage, tap on **Patient Search**. Tap the QR code to scan the patient's wristband.

Homepage.

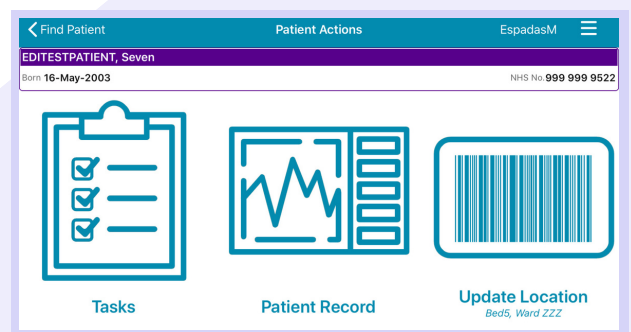


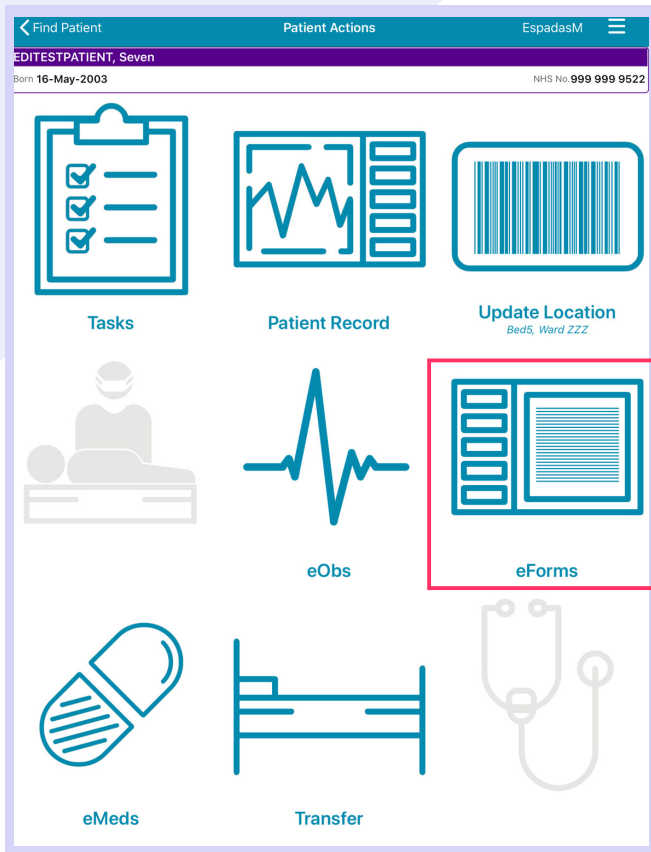
QR code in patient's wristband.

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.





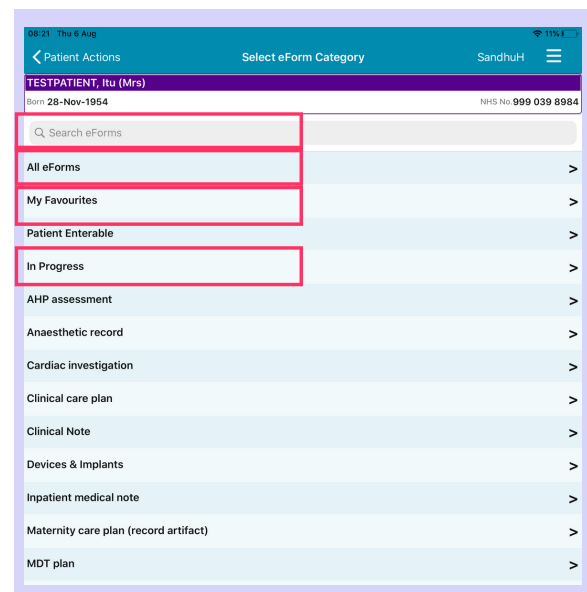
From the **Patient Actions** menu, tap on **eForms** to add a Clinical Document.

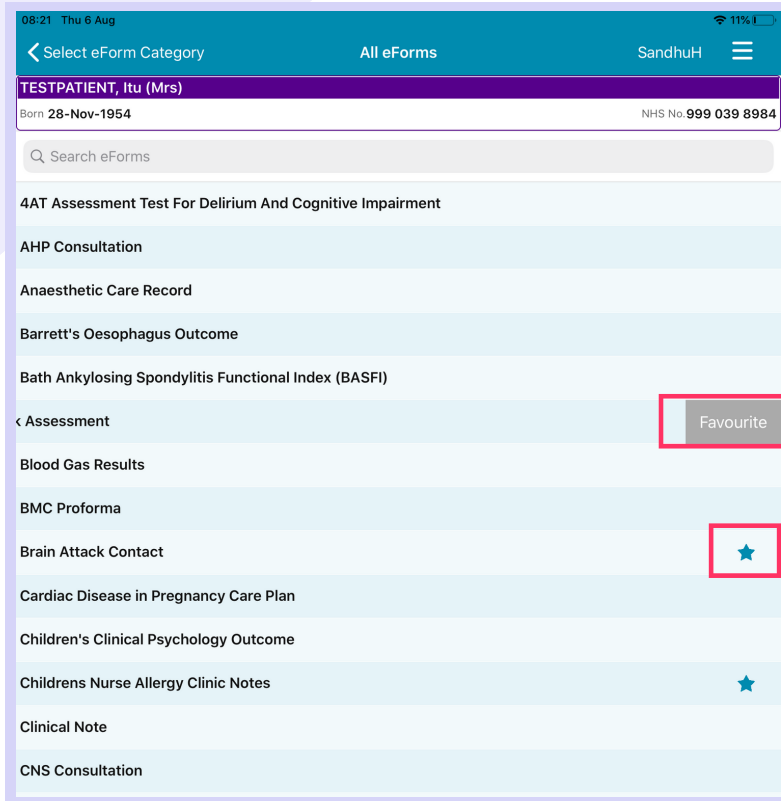
The **Search eForms** field allows you to search for a specific eForm.

All eForms will allow you to scroll through all eForms.

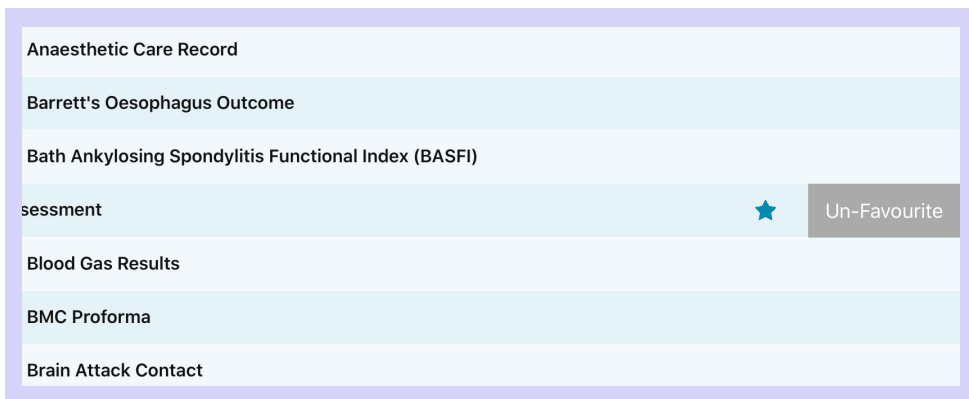
In Progress is where you can find any form you have saved as a draft.

My Favourites will show all your Favourite eForms





To Favourite an eForm, swipe left on its entry and tap **Favourite**. A star will then appear next to the eForm.



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

To find out more about using the PPM+ Mobile App, [Click Here](#)

Completing a Safe Surgery Checklist

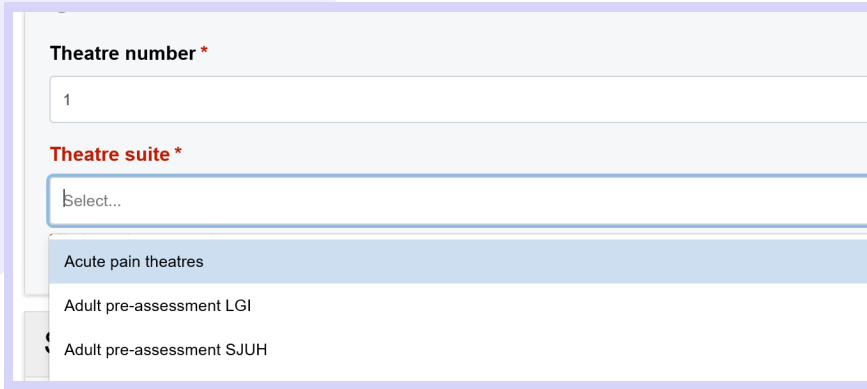


Search for Safe Surgery Checklist in eForms in the **PPM+ mobile app** and then select Safe Surgery Checklist from the options below.

When you first access the **eForm**, you will need to select the checklist you require from options given.

A screenshot of a mobile application screen titled 'Safe Surgery Checklist'. Below the title is a question: 'Which checklist do you require? *'. There is a search input field containing the word 'Generic' with a small 'x' icon to its right. Below the search field is a list of options: 'Cardiac', 'Cataract', 'Generic', 'Hip', 'Liver Transplant', and 'Obstetrics'. The 'Generic' option is highlighted with a blue background.A screenshot of a mobile application screen titled 'Which checklist do you require? *'. Below the title is a search input field containing the word 'Generic'. Below the search field is another question: 'Which section of the form do you require? *'. There are three radio button options: 'Sign In', 'Time Out', and 'Sign Out'. The 'Sign In' option is selected and highlighted with a yellow background.

Next, select which section of the form you require (**Sign In, Time Out or Sign Out**).



Theatre number *

1

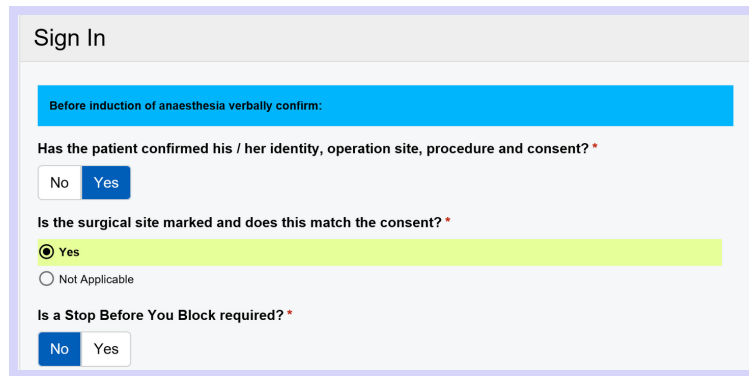
Theatre suite *

Select...

- Acute pain theatres
- Adult pre-assessment LGI
- Adult pre-assessment SJUH

Select the **Theatre Suite** from options in the drop down and also fill in the **Theatre number** too.

Fill out the section of the **eForm** you have selected.



Sign In

Before induction of anaesthesia verbally confirm:

Has the patient confirmed his / her identity, operation site, procedure and consent? *

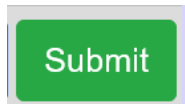
No Yes

Is the surgical site marked and does this match the consent? *

Yes Not Applicable

Is a Stop Before You Block required? *

No Yes



Click on **Submit**, once you have completed the eForm.

Adding an eForm (Clinical Documents) via the Desktop

To find out how to add a Clinical Document and other functions via your Desktop PC or Laptop, [Click Here](#).

It is possible to complete a Safe Surgery Checklist via your Desktop. The layout of the eForm and the way you complete it, is similar on the PPM+ mobile app and Desktop.

Withdrawing a Safe Surgery Checklist

Action	Ward	Bed	Patient	Age	Scanned Location	Time Since Arrival	Tasks	Consultant
Bed Unassigned								
<input type="checkbox"/>	TEST EPR ZZZ		EDITESTPATIENTONE Three-Three	76y		47d 23h 46m	10 (10 overdue)	AW
<input checked="" type="checkbox"/>	TEST EPR ZZZ		TEST Ann	57y		85d 20h 42m	7 (7 overdue)	A
<input type="checkbox"/>	TEST EPR ZZZ		TEST Bravo	71y		102d 1h	13 (13 overdue)	AW

To withdraw a Safe Surgery Checklist, go onto **Multi Patient View** of the ward/area the patient is currently admitted on. On the Desktop version of PPM+, click on the **blue drop down button** next to their name.

Click on **Single Patient View**.

Single Patient View

eMeds

Add Clinical Note

Dictation (EPRO)

Add Clinical Document

Handover

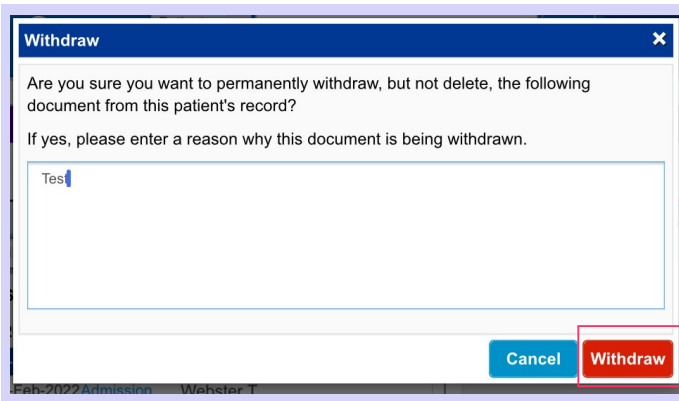
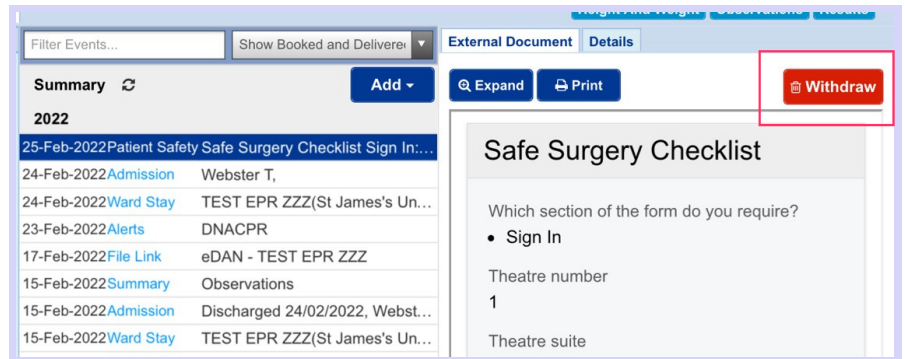
Manage Custom List

Transfer

The screenshot shows a search bar with the text '999 999 9522' and a magnifying glass icon. Below the search bar is a dropdown menu with the following options: Patient, Clinic, Contact, MDT, Theatre, and Ward. The 'Patient' option is highlighted in blue. The search bar also has a label 'Patient' and a dropdown arrow on the left, and 'Advanced Search' with a dropdown arrow on the right.

You can also access the **Single Patient View** for a Patient by selecting '**Patient**' at the top of the PPM+ Homepage from the dropdown options and then entering the Patient's **NHS number**.

Select the **Safe Surgery Checklist** you wish to withdraw, and then click on the **Withdraw button** on the right hand side of the screen.



Document the reason for withdrawing the Safe Surgery Checklist and then click on **Withdraw**.

Useful contacts

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

Ext: 60599

leadsth-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 leadsth-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: leadsth-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.leadsth.nhs.uk/>