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The Leeds
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NHS Trust

Safe Surgery Checklist

User Guide

Contents Page

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.

Power button

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.

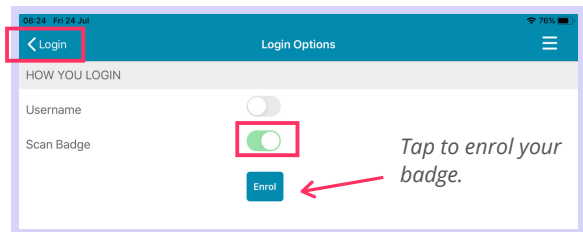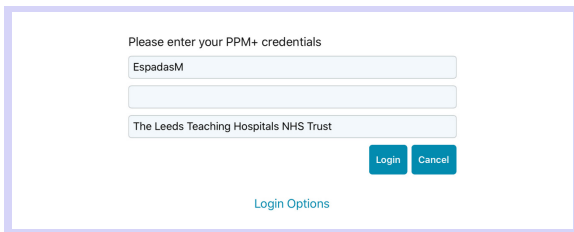** You can clean the iPad as you would with any other piece of medical equipment as per Trust guidelines.
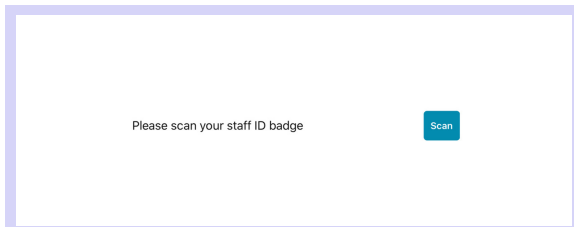
Select the *PPM+ Mobile App*.
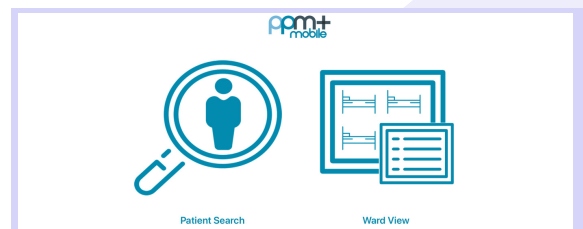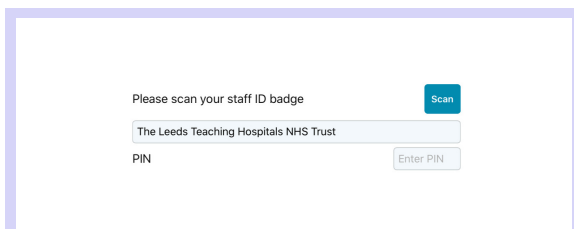
ppm+ mobile

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**.

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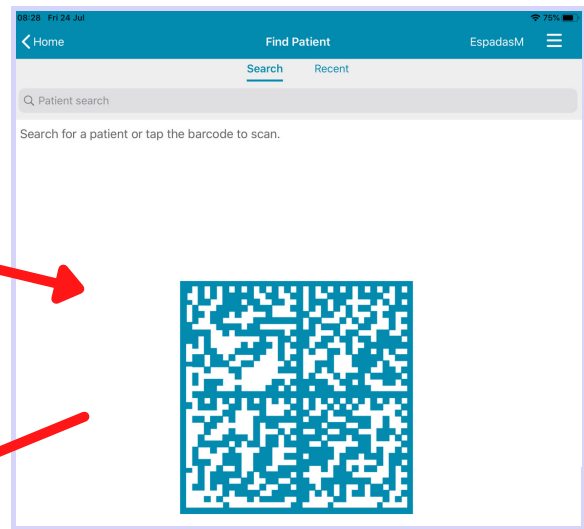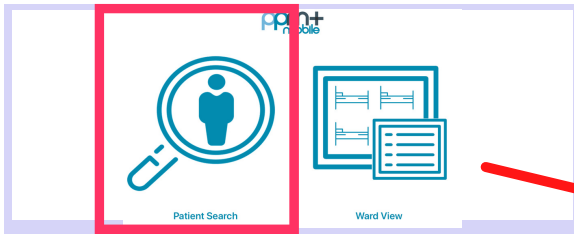
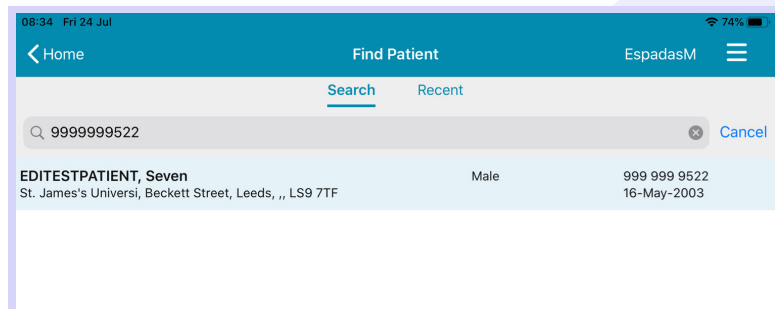# Adding an eForm (Clinical Documents) on the PPM+ Mobile App

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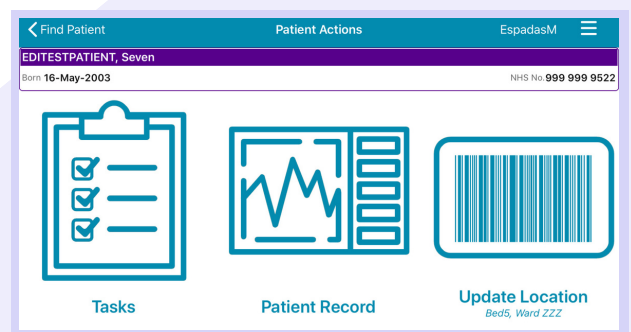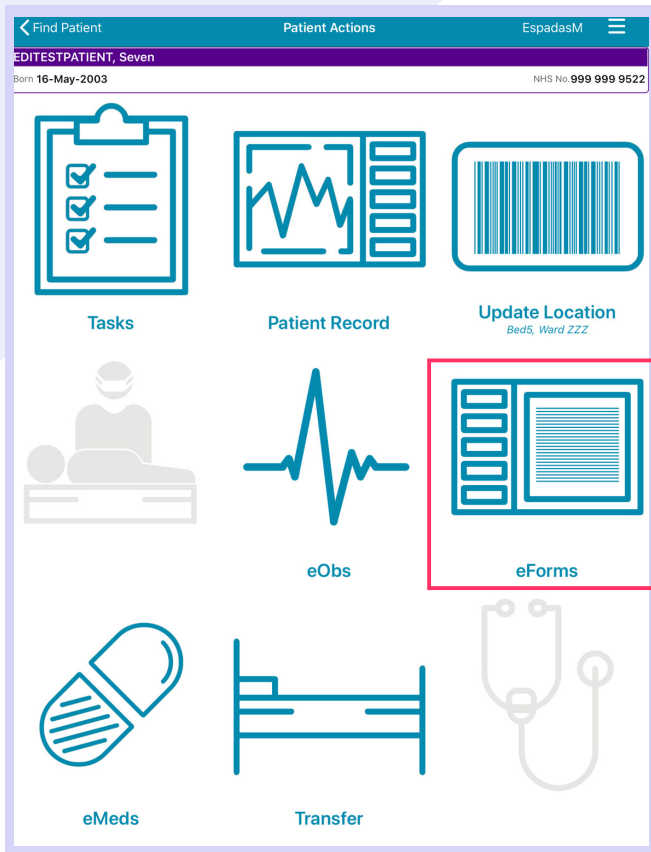
Homepage.

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.
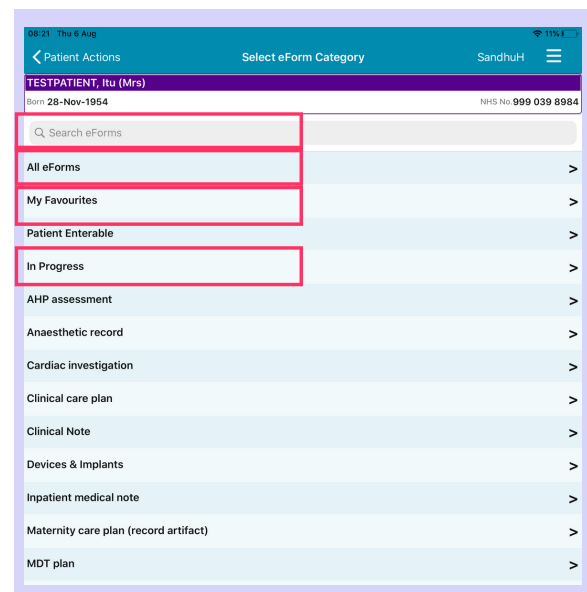

This will open the *Patient Actions* menu.

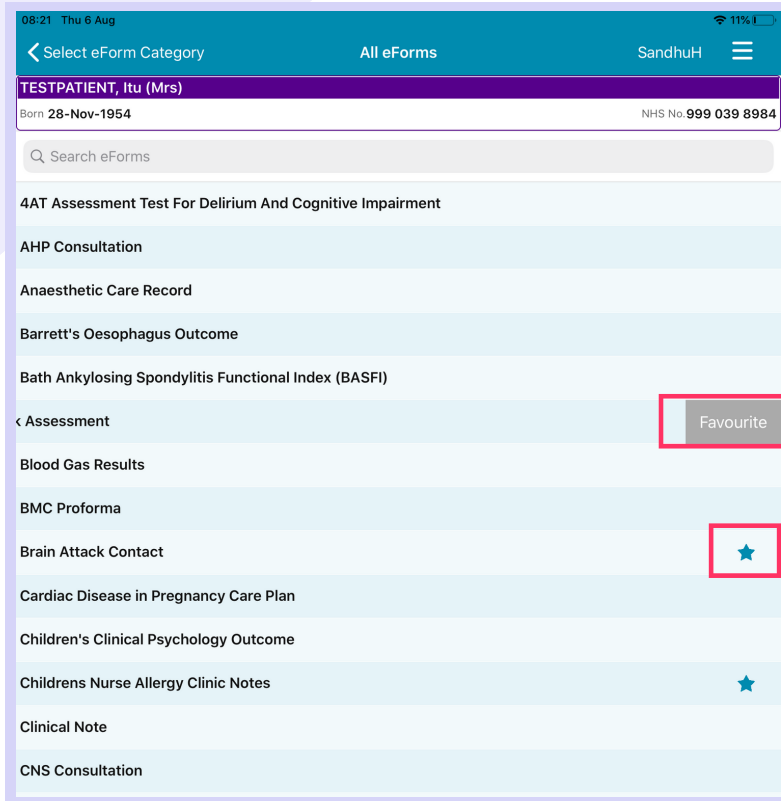From the *Patient Actions* menu, tap on *eForms* to add a Clinical Document.

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

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To Favourite an eForm, swipe left on its entry and tap **_Favourite._** A star will then appear next to the eForm.
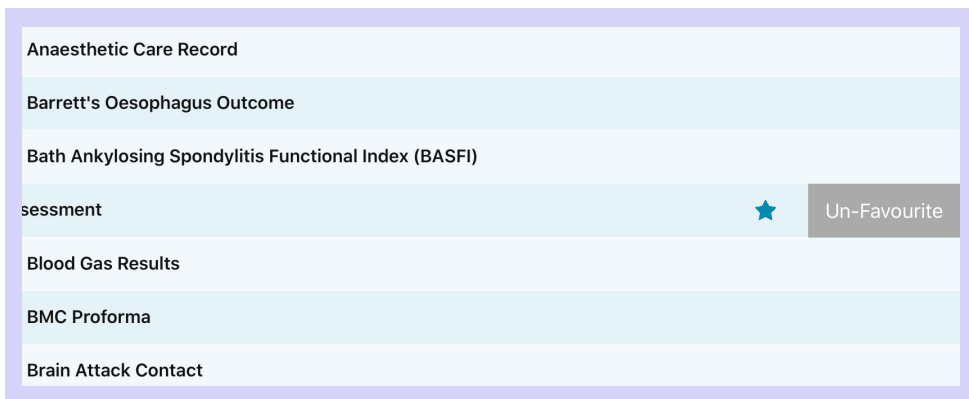
To remove an eForm from your Favourites, swipe left again and tap on **_Un-Favourite_**.

To find out more about using the PPM+ Mobile App, Click Here

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0599
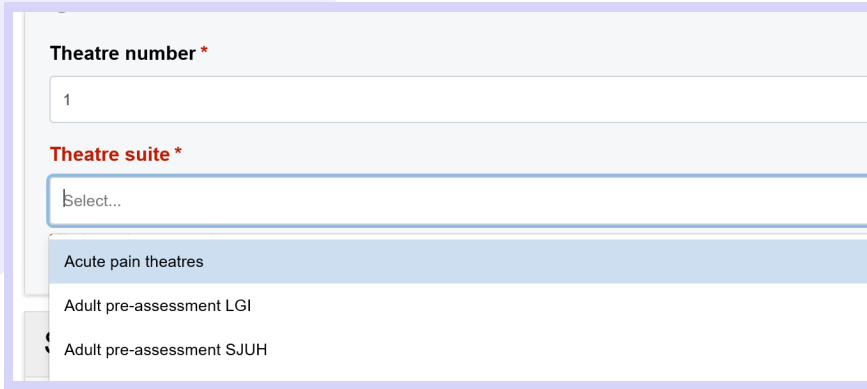
Completing a
Safe Surgery Checklist

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.

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

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Theatre number *

1

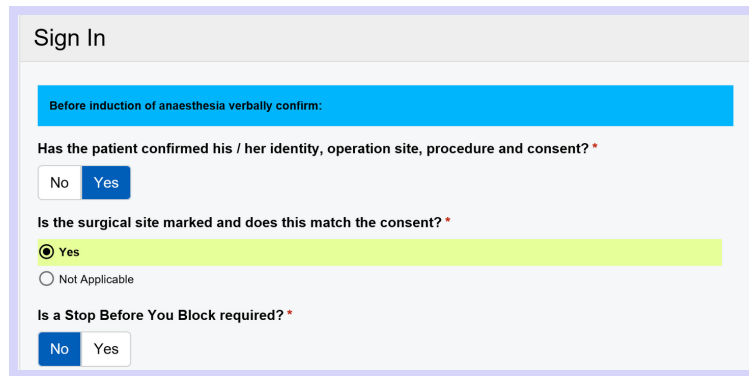**Theatre suite** *

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? *
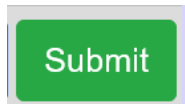
No   Yes

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

◉ Yes
○ Not Applicable

Is a Stop Before You Block required? *

No   Yes

Submit

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.

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Withdrawing a
Safe Surgery Checklist

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.**

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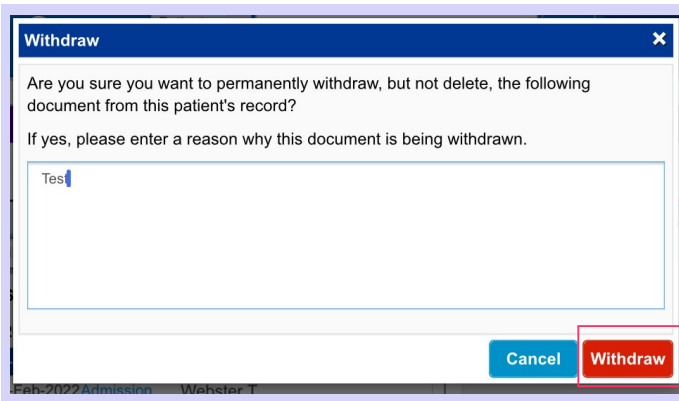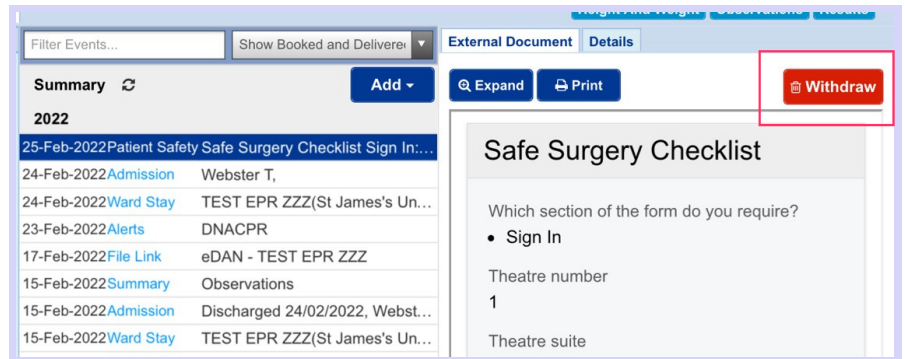
Document the reason for withdrawing the Safe Surgery Checklist and then click on **Withdraw**.

Useful contacts

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

Ext: 60599

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/