

The Leeds **Teaching Hospitals NHS Trust**

Weekend Oncology Handover

USER GUIDE



Finding the list

All new/current doctors working in the department should be given access to the weekend handover list. If you do not have access please ask a colleague or supervisor so that you can be added to the shared list. All medics are given edit access to the list so that you can add/remove patients from the list. This also means you should be able to share the list.



The list can be found by first clicking on "browse lists" on the ppm+ Homepage.





Then select "custom patient lists" -> "my custom patient lists" from the menu. Then select "accepted to oncology bed base" from the final menu.

ρρm+ ₄	Patient 🗸	De Nancod Search	Andrew Viggers Sign Out 🔹	LEEDS CARE RECORD
Iome Browse Patient Lists ×				
Patients Lists	Custom List Categories			
Filter	Filter			
Custom Patient Lists Your saved multi patient custom lists	My Custom Patient Lists	Ø		
Inpatient (Wards)	My Teams Custom Patient Lists	0		
Ward stay multi patient views	My Organisation Custom Patient Lists	0		
Multidisciplinary Teams Available MDT's for you	Outpatient (Clinics)	0		
Operating Theatres Available operating theatres	Operating Theatres	0		
Outpatient (Clinics)	Hultidisciplinary Teams	0		
Reference	By Inpatient (Wards)	60		
Available Referral lists for you	Virtual Lists	0		
Virtual Lists Available Virtual lists for you	Referrals	0		

For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

(0113 206 0599

Using the list

You will be taken to the accepted to oncology bed base list. This may be blank if all other accepted patients have been brought into the bed base or may have people on it:

ppm+	۵		Patient 👻	Adv	P anced Search		Andrew Viggers Sign Out +	LEEDS CARE RECORD
Home Browse Patient Lists	Custom Patient Lis	a ×						
Actions O Create Copy Edit Custom List	Weekend Oncology H	Patient	Nort's Number	Age	• Ward	Review Date	Comm	ents
	No results found.							
External Systems								
BMJ Best Practice	Electricity & publics							
UpToDate	showing o entries							
Leeds Health Pathways								

To add patients to the list there are two options:



Click "edit custom list" on the handover screen (above), filter for patients

(only option) and then search for the NHS number of the patient you wish to add. Once that patient appears you can click the **'+'** to add them to the list. You can also remove the patient if added in error (or the task for them has been completed) by clicking the **'bin'** sign next to them.

ρρm+ ₄	Patient 🗸	D Advanced Search	Andrew Viggans Sign Out •	LEEDS CARE RECORD
Home Browse Patient Lists × Edit Custom List ×				
Custom View				
Category Patient List ~		Name Weekend Oncology Handover		
Filters Sharing				
Choose Filter Type		Filter Criteria		
Patient	v			
Search Joarch				
	Search			
Cancel				Save

For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

(0113 206 0599



On the patient's single patient view, click on the **'add'** drop down menu. The 'manage custom list' and then click the **'+'** sign next to the **'weekend oncology handover'** sign.

ppm+	۵	Patr	ient v		Advanced Sea	р Nch -		Andrew Viggars Sign Out •	LEEDS CARE REC	ORD	
Home											
			Cum	ent Location)		Bom	Gender N	lale NHS No. 💿		
Address	Phone	z (Home)	OP			PAS No.		Allergies: see	e GP tab or eMeds	•	
Hospital/ICR	General Practice								Observations R	lesuits	
Actions 0	Filter Events	Show Booked and Delivere 👻	Patient 0	Clinical Ale	rts					-	
View Patient Details View Audit Log	Summary C	Add -	Date Name	,	Description						
Clinical Record Types	2021 04-May-2021 Ward Stary	Clinical Document Day Ward Er Clinical Note	High Priority A	ierts							
All 04-May-2021 Clinical Not 04-May-2021 Summary Allerts (3)	04-May-2021 Clinical Note 04-May-2021 Summary 04-May-2021 Lab Results	COE: UGLW Attachment Observation: Dictation (EPRO)	29- Apr- 2021	DNACPR	A ReSPECT plan for emergency care, including a DO NOT ATTEMPT CARDIOPULMONARY RESUSCITATION decision, is place. Please review the ReSPECT form and CPR decision, check for changes and, if valid and applicable, take this DNACF status into account.						
Allergies eMeds Allergies 12	04-May-2021 Summary 04-May-2021 Summary	Falls Prevention Carle Plan	Clinical Alerts								
Audits/Tracking (3) Clinical Documents (81+)	04-May-2021 Microbiology 04-May-2021 MDT Review		28- Apr- 2021	ReSPECT	A ReSPECT plan for care event of clinical deterioration	in emergency situations on.	has been completed. Pier	ise read and conside	r these recommendations	in	
Dictation (EPRO) 12* WINDIP Scanned Notes >	04-May-2021 Annotation 03-May-2021 Nutrition 03-May-2021 Surgeous		Administrative	Alerts							
Encounters/Events (80) Medications eMeds Prescription Chart 4*	03-May-2021 Summary 03-May-2021 Lab Results		30- Oct- 2020	Data Quality	Patient is Merge Target						
Observations (1) Orders (8)	03-May-2021 Consultation 03-May-2021 Lab Results 03-May-2021 Summary	· · · ·	1101								
External Systems	03-May-2021 Summary		UGI Onco	oroda							
BMJ Best Practice UpToDate	02-May-2021 Lab Results 02-May-2021 Lab Results 01-May-2021 Referral		UGI MDT. For I	NJ feeding	Borderline for resection: Not	suitable for definitive ct	emoradiation: For OPA in	surgical clinic in Lee	51.		

When opening the list **"weekend oncology handover"** if you then click on the **'handover'** button on the left hand side in the blue column.

This will take you to an individual view of the patients (you will have to click through all the patients but this is quite quickly done) as this will allow you to see the individual handover page for all patients so that you are able to then make sure all necessary fields are completed. You can also do this from the ward view (e.g. J96) but you will then have to make sure you know which columns require completion. Below is an example of the handover view for a patient.

ppm+	۵			Patient V		Adva	ی nced Search		Andrew Viggers Sign Out •	LEEDS C	ARE RECORD
Home Custom Patient Lis	t × Handover										
Actions 0					Mandaura	Patient	1 of 3				Next >
Very This Patient 3					Plandover	r, weekend	uncology handover				
Print	Barn				Gender Female			NHE NO.			
Print This Patient	Clinical Summar	v					Medical Jobs	ine top rear.	Other Jobs		
Print.All (Handover)		,									
	Handover Comm	uents					< Clinical Review Registrar C	,			2
										5	elect Columns
	Ward	0 Bed	Consultant	Specialty	LOS 🔶 R	IR RIR	/ Awaiting for Discharge	eDAN	o cre 💧	Observation	VTE (
Estantia functiona				Clinical Oncology	4d 🗸	Treat	ment	0	REOC	5 (3)	† 0
External Systems	Showing 1 to 1	of 1 entries									
Bind Best Practice	_										
UpToDate											
Leeds Health Pathways											

For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

0113 206 0599

Please ensure that the boxes "clinical summary", "medical jobs" and "clinical review" are all populated.

- **Clinical summary** please ensure this is updated (i.e. not just saying the PTWR handover), the SHOs should be updating this (though 9/10 aren't).
- **Medical jobs** this is the actual handover. If you press enter/return then this will save an individual job so only do this at the end of documenting a job
- **Clinical review** select Registrar B for medical oncology, Registrar C for clinical oncology and then SHO for any others.

You can then print the list by selecting either **"print all (handover)"** which will print all patients as you see on the above view and usually one patient for page (so will waste a lot of paper) or **"print all (list)"** which will print a PPM+ list – **Make sure you have all the columns selected to print you will need e.g. location, bed, specialty, cons, age, clinical summary, medical jobs, clinical review**.

Whilst on the TCI JONA list the "comments" section is completed for the handover, *don't do this for the weekend handover* as the comments section does not print.

From this view you cannot filter the list by clinical review sadly, if you wish to do this then you can do it by:

PPM+ dashboard-> left blue column -> ward (old view) -> filter by clinical review (choose relevant SpR), specialty (choose medical and clinical oncology), ward stay type (select the top one) and ensure "include" selected for all- this should make a list of just your patients to review.

For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

0113 206 0599

Useful contacts

Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.

Ext: 60599

Ieedsth-tr.ImplementationTeam@nhs.net

Informatics Service Desk

Please contact the **Informatics Service Desk** 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.

x26655



If you would like to make a **Request For Work to PPM+**, <u>**Click Here</u></u> to be taken to the required page on the Trust's intranet</u>**

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/

For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

0113 206 0599