

Bed Management

User Guide

Bed Management

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Updating Bed Details

PPM+ Desktop

1

	ZZZ1				54m			Emergency
All Beds								
	TEST EPR ZZZ1	Bed 1						
	TEST EPR ZZZ1	Bed 2 (HOBS)						
	TEST EPR	Bed3						

To update the bed column on the *Multi Patient View (MPV)*, select the cell in the *Bed* column, you would like to update. In this example, we are going to update the status of an empty.

2

Bed Management
✕

Bed Details

Status:

▼

Type:

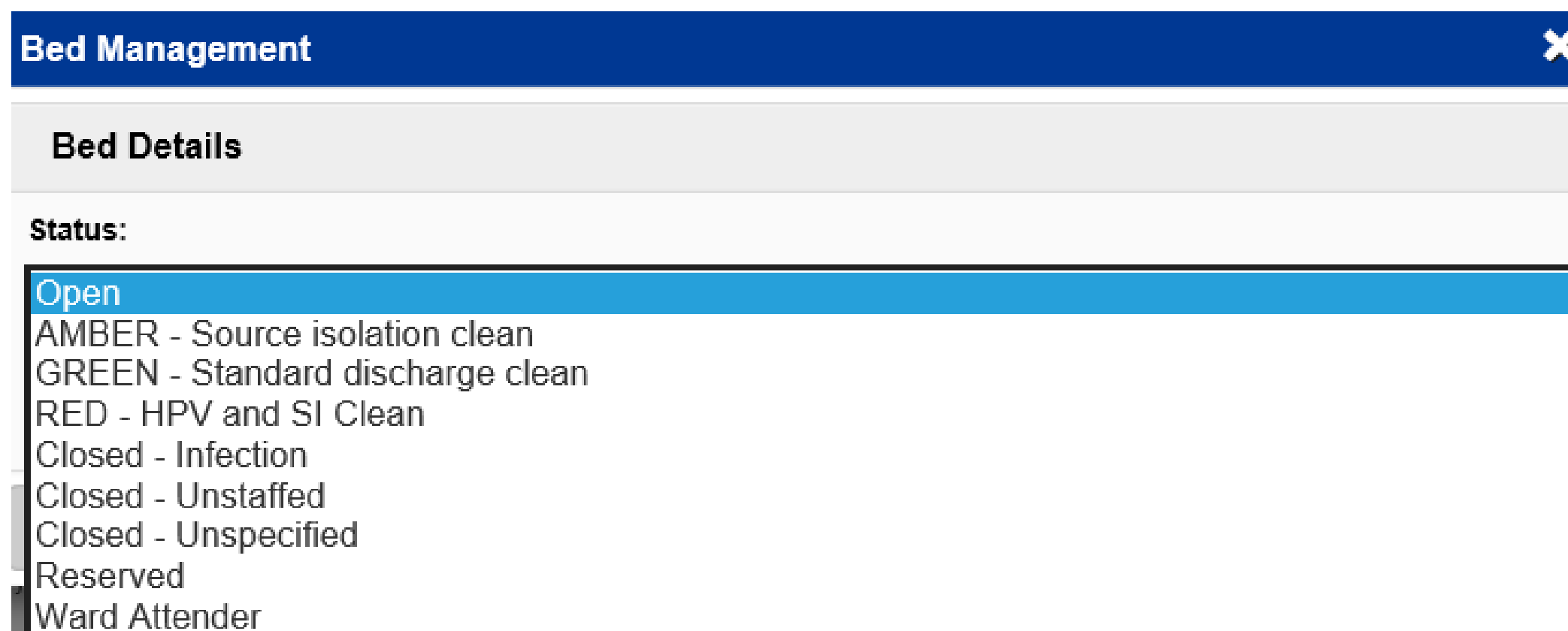
▼

Cancel
✓ Save

This short form will then be presented. First click on the drop down bar below *status*:

3

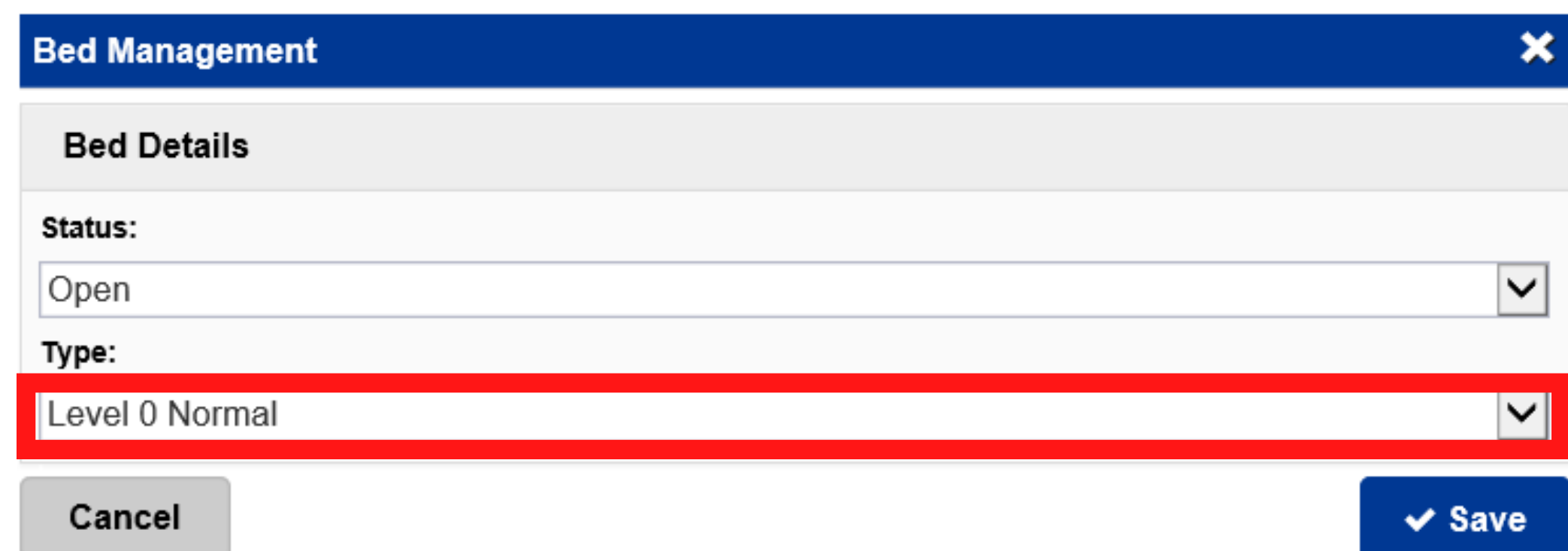
3



The screenshot shows a 'Bed Management' dialog box with a 'Bed Details' section. Under 'Status:', a list of options is displayed: Open, AMBER - Source isolation clean, GREEN - Standard discharge clean, RED - HPV and SI Clean, Closed - Infection, Closed - Unstaffed, Closed - Unspecified, Reserved, and Ward Attender. The 'Open' option is highlighted in blue.

Then chose from the options for the *status* of the bed. Click on the one that applies to that beds current state.

4



The screenshot shows the 'Bed Management' dialog box with the 'Status' dropdown set to 'Open'. The 'Type' dropdown is highlighted with a red border and shows 'Level 0 Normal'. Below the dropdowns are 'Cancel' and 'Save' buttons.

Next, click on the drop down bar underneath *type*:.

4

5

The screenshot shows a 'Bed Management' dialog box with a 'Bed Details' section. The 'Status' dropdown is set to 'Open'. The 'Type' dropdown is open, showing a list of options: 'Level 0 Normal' (highlighted in blue), 'Level 1 Ward Monitored / HOBS', 'Level 2 HDU', 'Level 3 ICU', and 'Surge'. The dialog box has a close button (X) in the top right corner.

Then chose from the options for the type of the bed, you want the bed to be. Click on the one that applies to that beds current type.

6

The screenshot shows the 'Bed Management' dialog box with the 'Status' dropdown set to 'AMBER - Source isolation clean' and the 'Type' dropdown set to 'Level 1 Ward Monitored / HOBS'. At the bottom, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box and contains a checkmark icon.

Once both drop down bars are showing the correct information for that bed. Click on *Save*.

5



	ZZZ1				56m	Override		Emergency
All Beds								
	TEST EPR ZZZ1	Bed 1 (HOBS Amber SI Clean)						
	TEST EPR ZZZ1	Bed 2 (HOBS)						

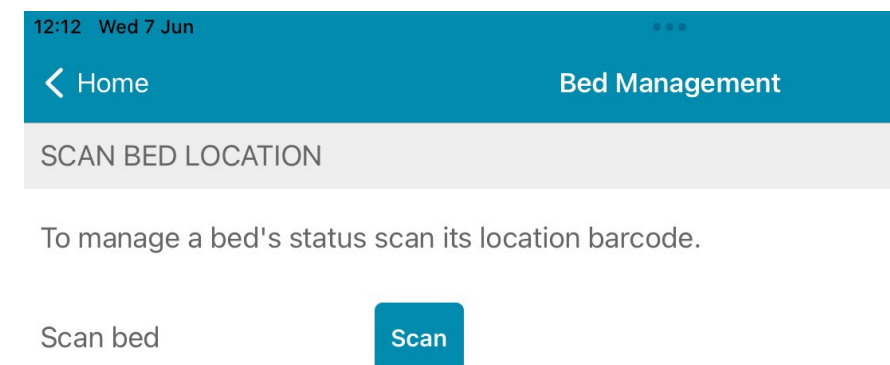
The column will then be updated on the *Multi Patient View (MPV)* as well as the *eWhiteboard* (if that column is activated).

PPM+ Mobile App

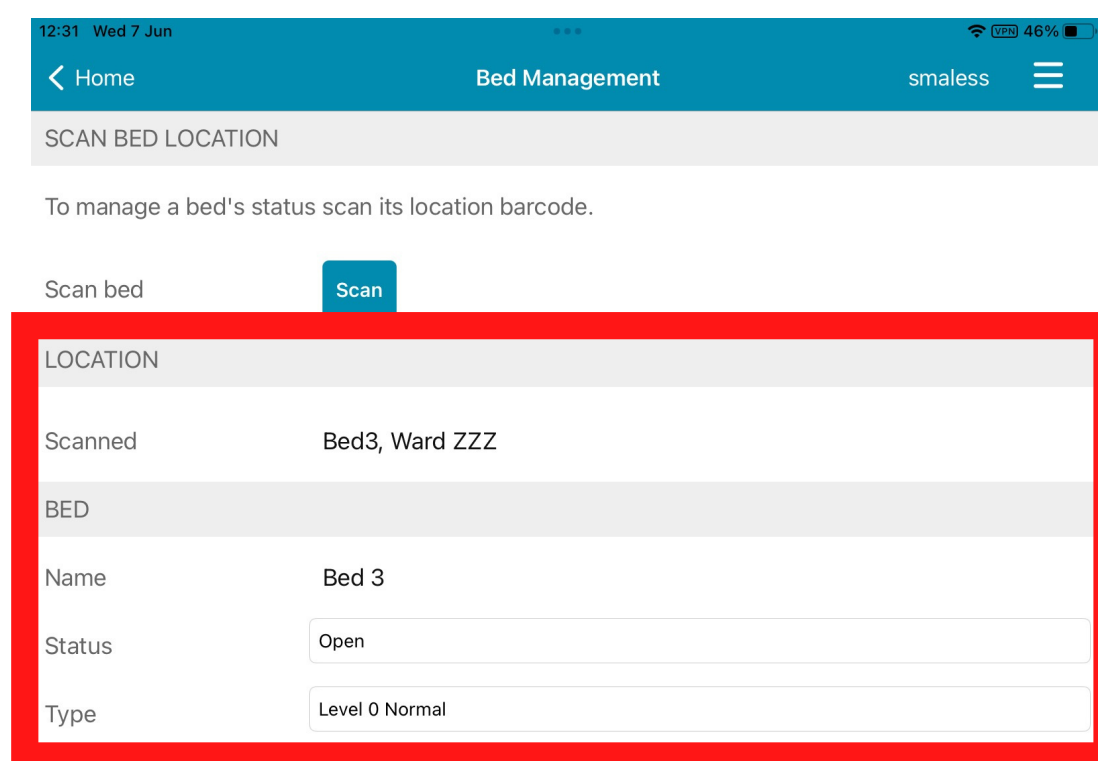
1



Bed Management



Bed 4



When you log into the *PPM+ Mobile App*, click on *Bed Management*, then click on *Scan*, the *iPad camera* will then open. Scan the *Scan4Safety 2D Barcode* next to the bed you want to update the details for. Finally the *Scan Bed Location eForm* will open for that *bed space*.

You will know you are viewing the correct bed by looking at the **Location and Bed** section within the eForm.

2

The screenshot shows the 'Scan Bed Location' eForm. The 'Status' field is highlighted with a red box. Below the form, a dropdown menu is shown with the following options: Open, AMBER - Source isolation clean, GREEN - Standard discharge clean, RED - HPV and SI Clean, Closed - Infection, and Closed - Unstaffed. The 'Open' option is highlighted in red.

In the Scan Bed Location eForm, click within the *Status* field to update the status of the bed. As shown above and previously shown in this guide, there are numerous options to update the status of the bed to. Scroll through the options to find the one you require. Once you find the one you require, make sure it is highlighted and then click *Done*.

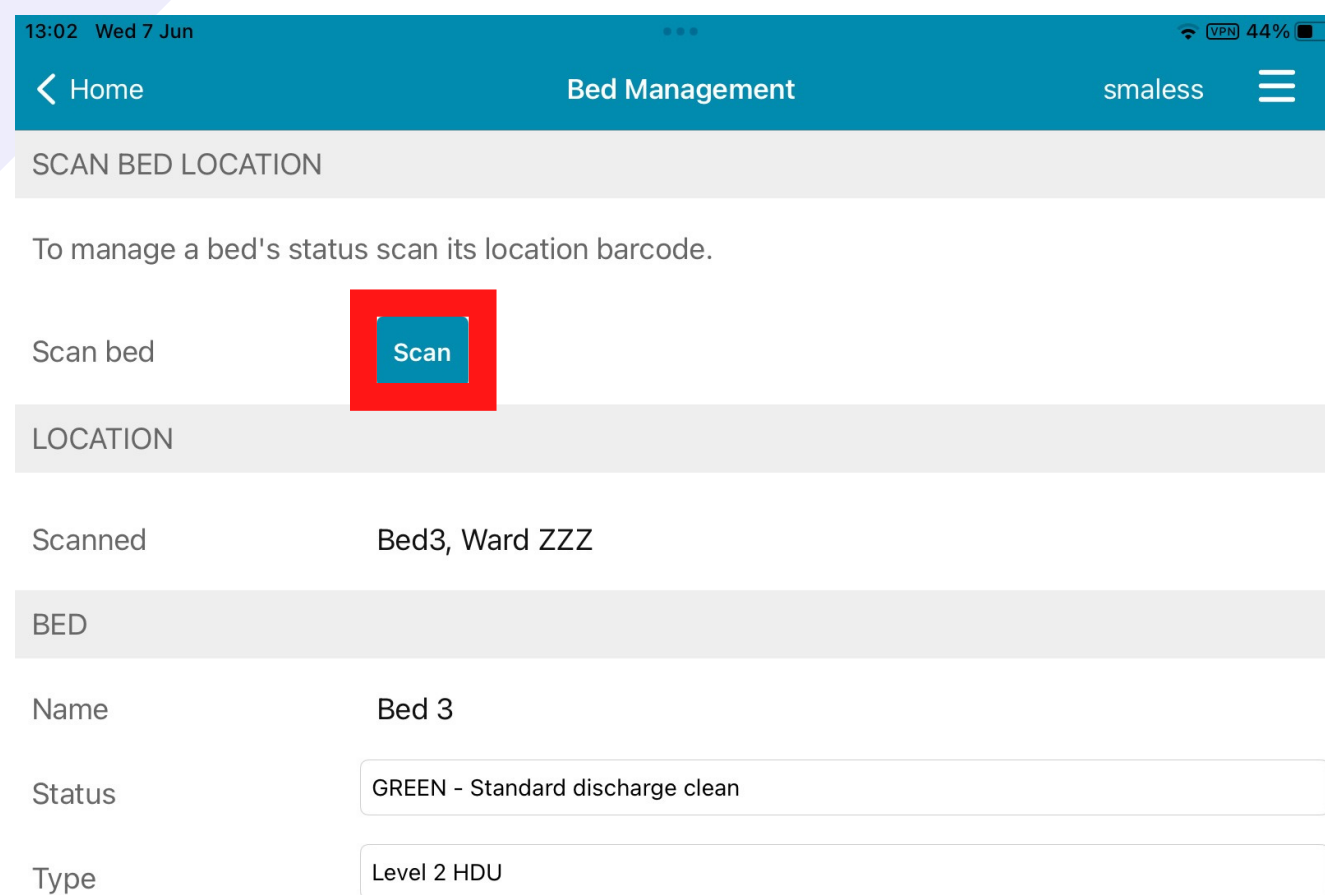
3

The screenshot shows the 'Scan Bed Location' eForm. The 'Type' field is highlighted with a red box. Below the form, a dropdown menu is shown with the following options: Level 0 Normal, Level 1 Ward Monitored / HOBS, Level 2 HDU, Level 3 ICU, and Surge. The 'Level 0 Normal' option is highlighted in red.

Next, click within the *Type* field and select the type of bed you wish to update the bed to. As shown previously in the guide, there are numerous options to select from. Scroll through the options to find the one you require. Once you find the one you require, make sure it is highlighted and then click *Done*.

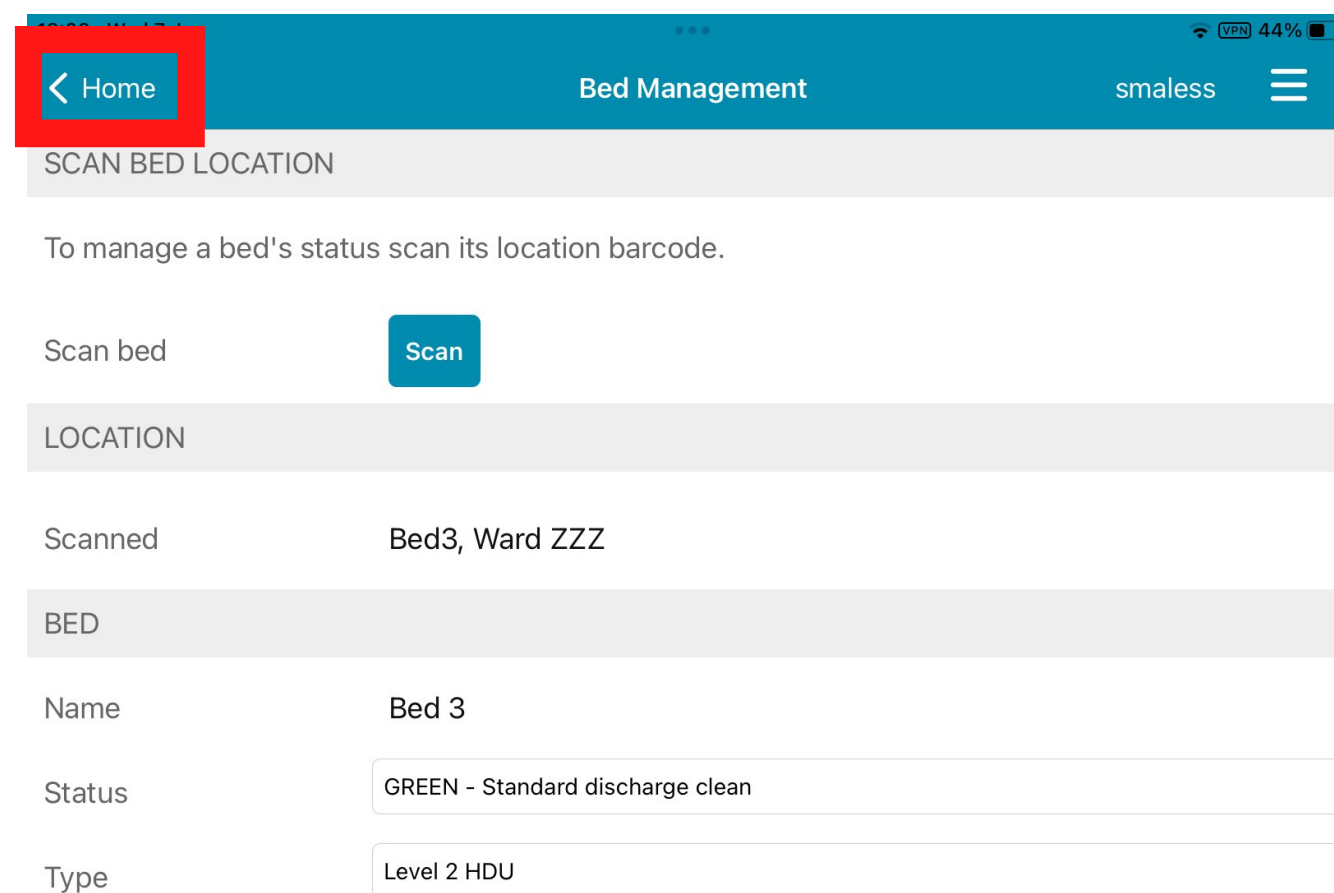
8

4



It is possible to update another bed's details after complete this process by clicking on *Scan* again. Then following the same process as shown previously in this section.

5



Once you have finished updating the bed details, click on *Home* button in the top left corner.

6

TEST	Bed 3 (HDU Green SD Clean)						
EPR							
ZZZ							

The ward's/area's *eWhiteboard* and *Multi Patient View* will automatically update with this updated bed details.

Assigning a Bed via the PPM+ Mobile App

It is vital to use the *PPM+ Mobile App* when assigning a patient to a bed. This is because by scanning the *Scan4Safety 2D barcode*, it updates the required *ICNET report*. This will assist with *patient contact tracing reporting in PPM+*.

1

To learn how to assign a bed for a patient via the Trust iPads, please see the [Transfers Guide](#) on the PPM+ Help Site.

2

There is also a short training video available on the PPM+ helpsite showing how to assign a patient a bed via the Trust iPads.
www.ppmsupport.leedsth.nhs.uk/eL/Transfers.

Assigning a Bed via the Bed Column on the Desktop Version of PPM+

1

Action	Ward	Bed	Patient	Age	Scanned Location	Time Since Arrival	Tasks
Bed Unassigned							
	TEST EPR ZZZ1		TESTTEAM Seven	79y		38d 3h 53m	9 (9 overdue)
All Beds							
	TEST EPR ZZZ1	Bed 1 (Reserved)					
	TEST EPR	Bed 2 (HORS I					

When a patient first arrives on the ward/area, they will first appear in the *bed unassigned* area on *eWhiteboard* and on the *Multi Patient View in PPM+*.

2

Action	Ward	Bed	Patient	Age	Scanned Location	Time Since Arrival	Tasks
Bed Unassigned							
	TEST EPR ZZZ1		TESTTEAM Seven	79y		38d 3h 53m	9 (9 overdue)
All Beds							
	TEST EPR ZZZ1	Bed 1 (Reserved)					
	TEST EPR	Bed 2 (HORS I					

Click onto the *Bed cell* of the required patient you wish to assign a bed for.

3

A screenshot of a web interface showing a dropdown menu titled "Patient Location". The menu is open, displaying three options: "Bed Unassigned" (highlighted in blue), "Bed 1", and "Other". Below the menu, a "Cancel" button is visible on the left and a "Save" button on the right.

Next, select the location you wish to move your patient into via the *Patient Location* section.

4

Two screenshots of a web interface showing the "Patient Location" and "Bed Details" sections. The top screenshot shows the "Patient Location" dropdown set to "Bed 1" and the "Bed Details" section with "Status" set to "Open" and "Type" set to "Level 0 Normal". The bottom screenshot shows the "Patient Location" dropdown set to "Bed 1" and the "Bed Details" section with "Status" set to "Open" and the "Type" dropdown menu open, showing options: "Level 0 Normal" (highlighted), "Level 1 Ward Monitored / HOBS", "Level 2 HDU", "Level 3 ICU", and "Surge".

You can also change the *Bed Details* by clicking on boxes underneath *Status* and *Type*, if required.

5

Patient Location

Bed 1 ▼

Bed Details

Status:

Open ▼

Type:

Level 0 Normal ▼

Once you have assigned the patient a bed and *Bed Details* are showing as correct, click *Save*.

6

All Beds									
<input checked="" type="checkbox"/>	TEST EPR ZZZ1	Bed 1	TESTTEAM Seven	79y		38d 4h 21m	9 (9 overdue) ?	AW	Acciden and Emerge
	TEST EPR ZZZ1	Bed 2 (HOBS Suspended)							
<input checked="" type="checkbox"/>	TEST EPR ZZZ1	Bed3	EDITESTPATIENT Three !	43y		165d 52m	7 (7 overdue) ?	AW	Acciden and Emerge

The patient will then move into the *Bed location* you have selected and appear on the *eWhiteboard* and the *Multi Patient view* of the ward.

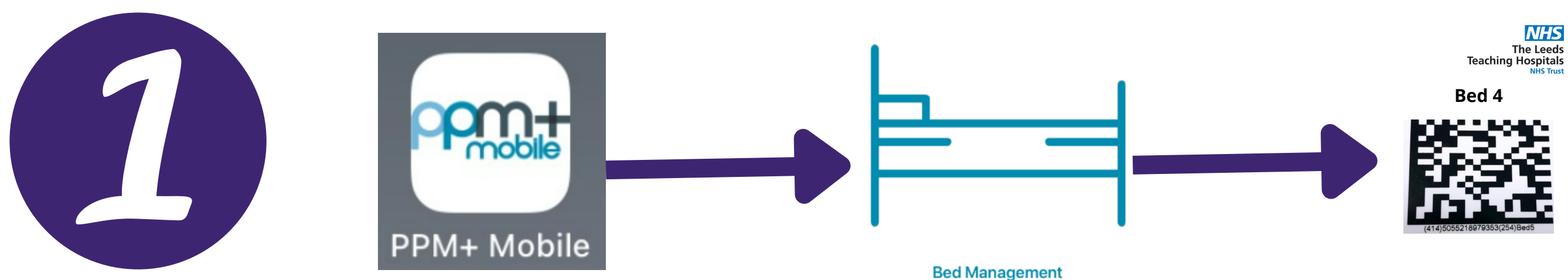
TroubleShooting

1) How do I transfer a Patient?

Please see the [Transfers Guide](#) to learn how to transfer a patient via the PPM+ Mobile App and the Desktop version of PPM+.

2) I need to swap the bed location of two patients on the ward.

PPM+ Mobile App:



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of one of the patients you wish to swap *bed location* for.



PATIENT

Name EDITESTPATIENT, Twentyone

Move to Unassigned Other Location

The Bed will show as *occupied*. At the bottom of the page there is a button to move the patient to the Unassigned area on the *eWhiteboard/Multi Patient View for the ward/area*. Click on the *Unassigned button*.

You will now be able to assign the other patient to their *new bed location* which will now show as available using the process shown in the [Transfer Guide](#) using the *Update Location functionality*. Follow the same process to move the other patient from the Unassigned bed area into a their new bed location.

PPM+ Desktop

1

	TEST EPR ZZZ	Bed 1	TESTTEAM Ebs-Donotuse	10y
	TEST EPR ZZZ	Bed 3 (HDU)	EDITE STPATIENT Twentyone	5y

In the *desktop version of PPM+*, go to your *ward view* and click on the *Bed column cell* of one of the patients you wish to swap bed locations for.

2

Patient Location

Bed 1

Bed Unassigned

ESA 10
Surge 1
ESA 11
Bed 2
Surge 2
Bed 4
Bed 10
Bed 11
Bed 12

Select *Bed Unassigned*, the patient will then be electronically moved to the *Bed Unassigned* area at the top of the *Multi Patient View/eWhiteboard*. Make sure you click *Save*, when finished.

3

All Beds			
	TEST EPR ZZZ	Bed 1	
	TEST EPR ZZZ	Bed 3 (HDU)	EDITE STPATIENT Twentyone

To move the other patient to the now vacant bed, click on the *bed column cell* for that patient.

4

Bed Management

EDITESTPATIENT, Twentyone (Mrs)

Born 01-Jan-2018 Gender Female NHS No. 999 999 9689

Patient Location

Bed 1

Bed 1

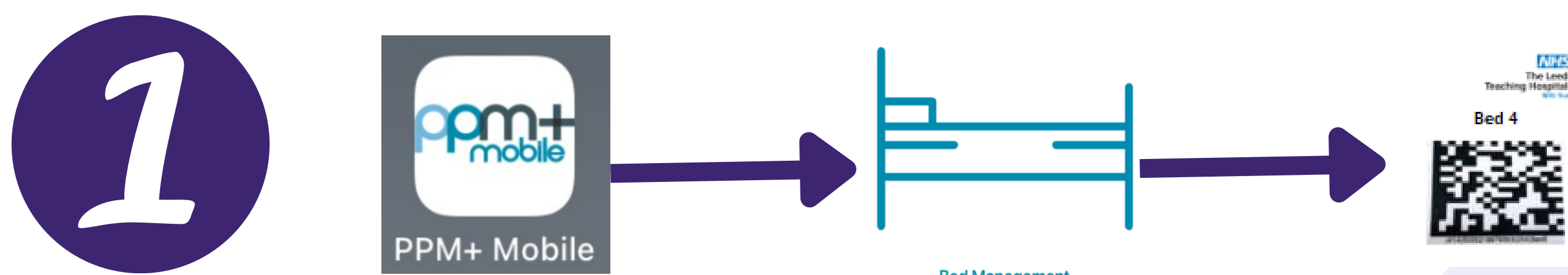
Surge 1
ESA 11
Bed 2
Bed 3
Surge 2
Bed 4
Bed 10
Bed 11

'In the *Patient location* section, chose from the drop down of the *bed space* you want to move the patient to. Then, click on *Save*. The patient will now move to the selected *bed location* on the *Multi Patient View*.

Repeat this for the other patient who is part of the bed swapping process.

3) A patient has left the ward care but cannot be discharged as yet

PPM+ Mobile App:



Open the PPM+ Mobile App and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of the bed the patient had occupied.

2

PATIENT

Name EDITESTPATIENT, Twentyone

Move to **Unassigned** Other Location

The Bed will show as occupied. At the bottom of the page there is a button to move the patient to the *Unassigned area* on the *eWhiteboard/Multi Patient View for the ward/area*. Click on the *Unassigned button*.

3

Home Bed Management smaless

SCAN BED LOCATION

Scanned Bed3, Ward ZZZ

BED

Name Bed 3

Status GREEN - Standard discharge clean

Type Level 2 HDU

Done

AMBER - Source isolation clean
GREEN - Standard discharge clean
RED - HPV and SI Clean

Next, click in the *Status cell* and then change the Status of the bed to the appropriate level of clean required (*Green, Amber or Red*) by scrolling from the options and highlighting it. Once highlighted, click on *Done*. Then click on *Home in the top left hand corner*.

PPM+ Desktop

1

	TEST EPR ZZZ	Bed 1	TESTTEAM Ebs-Donotuse		10y
	TEST EPR ZZZ	Bed 3 (HDU)	EDITESTPATIENT Twentyone		5y

In the *desktop version of PPM+*, go to your *ward view* and click on the *Bed column cell* of the patient who has left the ward but can't be discharged yet.

2

Patient Location

Bed 1

Bed Unassigned

ESA 10

Surge 1

ESA 11

Bed 2

Surge 2

Bed 4

Bed 10

Bed 11

Bed 12

Select *Bed Unassigned*, the patient will then be electronically moved to the *Bed Unassigned area* at the top of the *Multi Patient View/eWhiteboard*. Make sure you click *Save*, when finished.

3

Bed 1

Bed 3
(HDU |
Green SD
Clean)

Next, click back into the *Bed column cell* of the bed the patient was in.

4

Bed Management

Bed Details

Status:

Open

AMBER - Source isolation clean

GREEN - Standard discharge clean

RED - HPV and SI Clean

Closed - Unstaffed

Closed - Unspecified

Reserved

Ward Attender

Click within the *Status cell* and select the appropriate level of cleaning required (*GREEN, AMBER or RED*).

5

Bed Management

Bed Details

Status:

GREEN - Standard discharge clean

Type:

Level 0 Normal

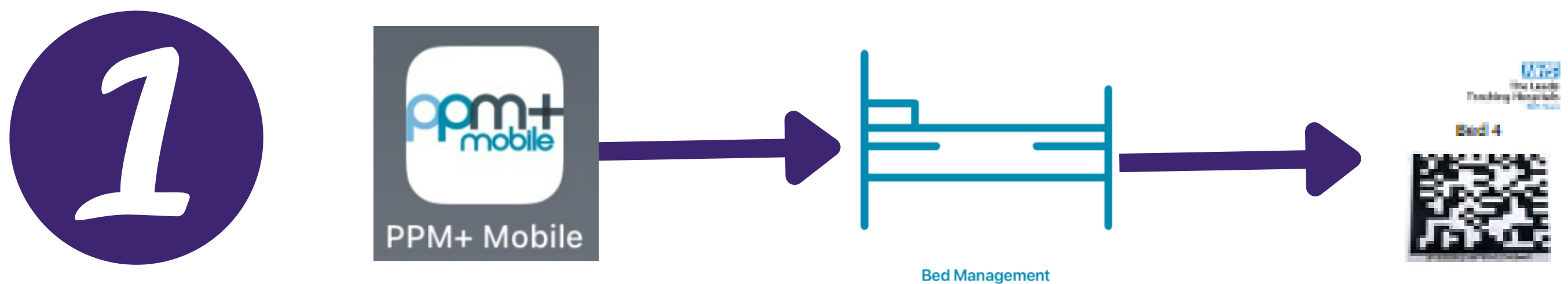
Cancel

✓ Save

Once you have selected the appropriate cleaning level required. Click on *Save*. The *Multi Patient View/eWhiteboard* will update to reflect the new status of the *bed space*.

4) How to mark a bed as awaiting cleaning?

PPM+ Mobile App:



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of the empty bed space that requires cleaning.

Scanned	Bed3, Ward ZZZ
BED	
Name	Bed 3
Status	GREEN - Standard discharge clean
Type	Level 2 HDU

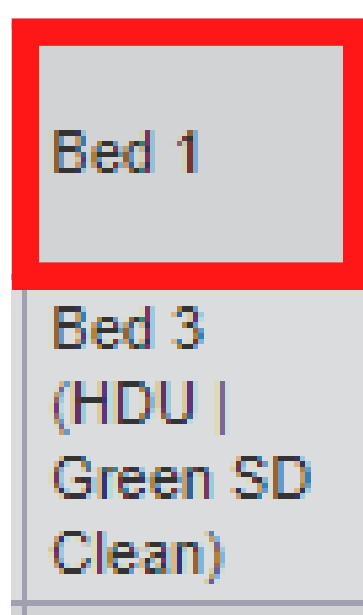
2

AMBER - Source isolation clean GREEN - Standard discharge clean RED - HPV and SI Clean Closed - Unstaffed	Done
--	------

Next, click in the *Status cell* and then change the Status of the bed to the appropriate level of clean required (*GREEN, AMBER or RED*) by scrolling from the options and highlighting it. Once highlighted, click on *Done*. Then click on *Home* in the top left hand corner. Then raise a *CARPS request*.

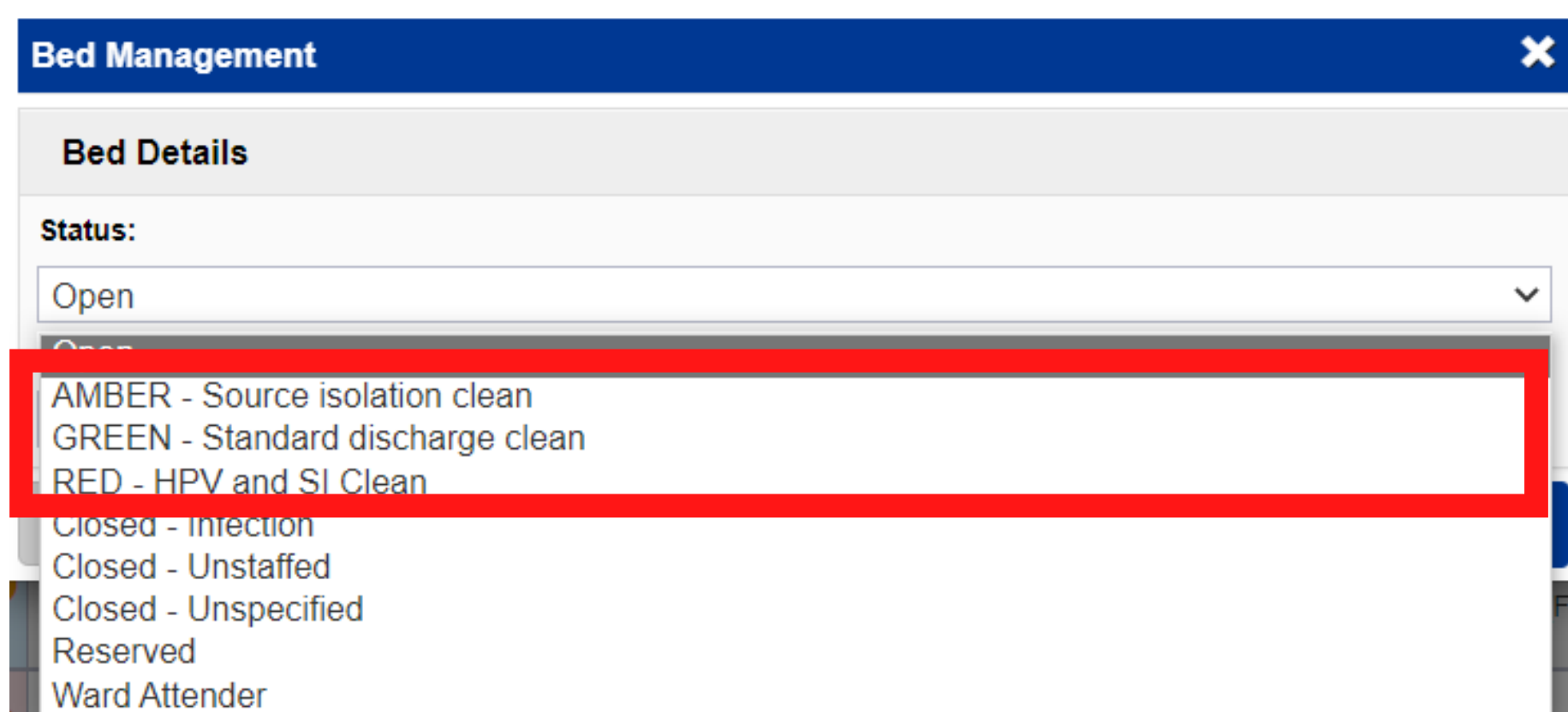
PPM+ Desktop

1



Click into the *Bed column cell* of the bed you wish to mark as for cleaning.

2



Click within the *Status cell* and select the appropriate level of cleaning required (*GREEN, AMBER or RED*).

3

Bed Management

Bed Details

Status:
GREEN - Standard discharge clean

Type:
Level 0 Normal

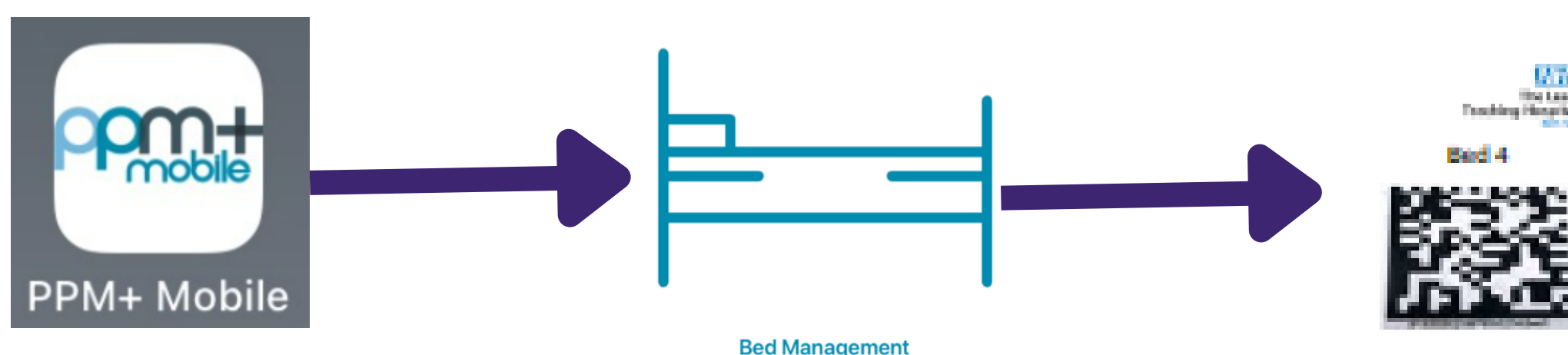
Cancel Save

Once you have selected the appropriate cleaning level required. Click on *Save*. The *Multi Patient View/eWhiteboard* will update to reflect the new status of the *bed space*. Then raise a *CARPS request*.

5a) How do I reserve a bed?

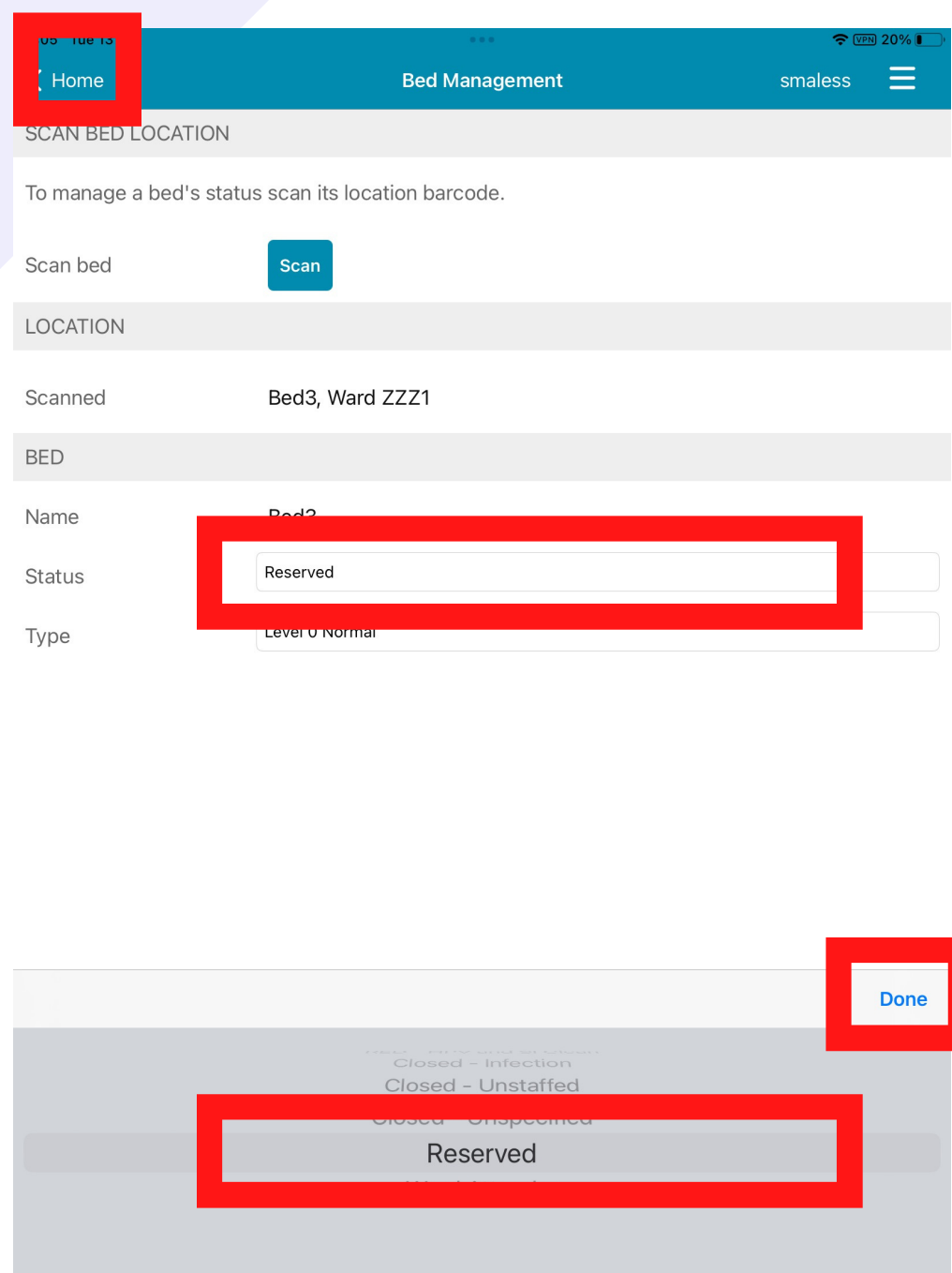
PPM+ Mobile App

1



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of the empty bed space that you wish to reserve for a patient.

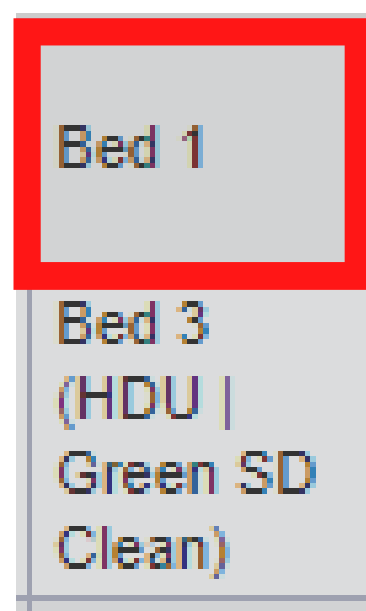
2



Next, click in the *Status cell* and then change the Status of the bed to *Reserved* by scrolling from the options and highlighting it. Once highlighted, click on *Done*. Then click on *Home* in the top left hand corner.

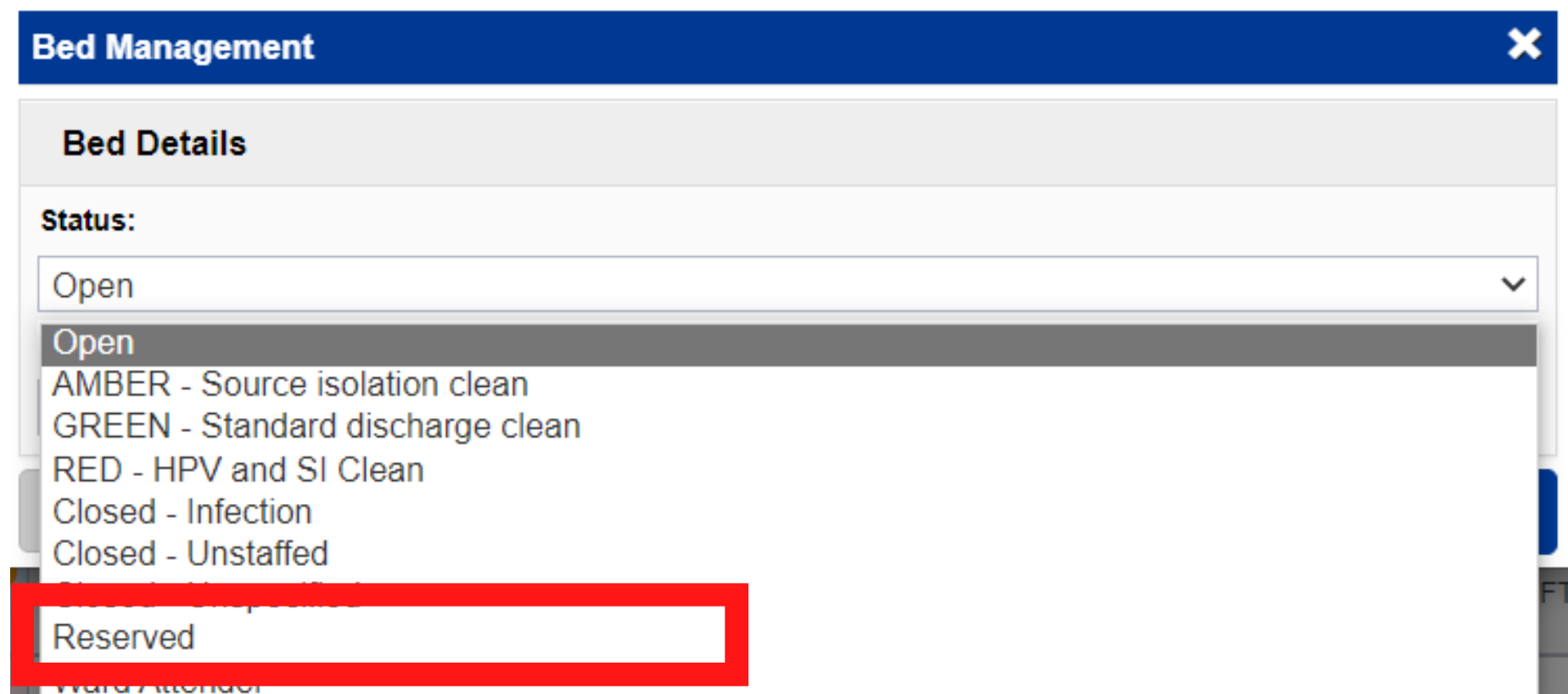
PPM+ Desktop

1



Click into the *Bed column cell* of the bed you wish to mark as *Reserved*.

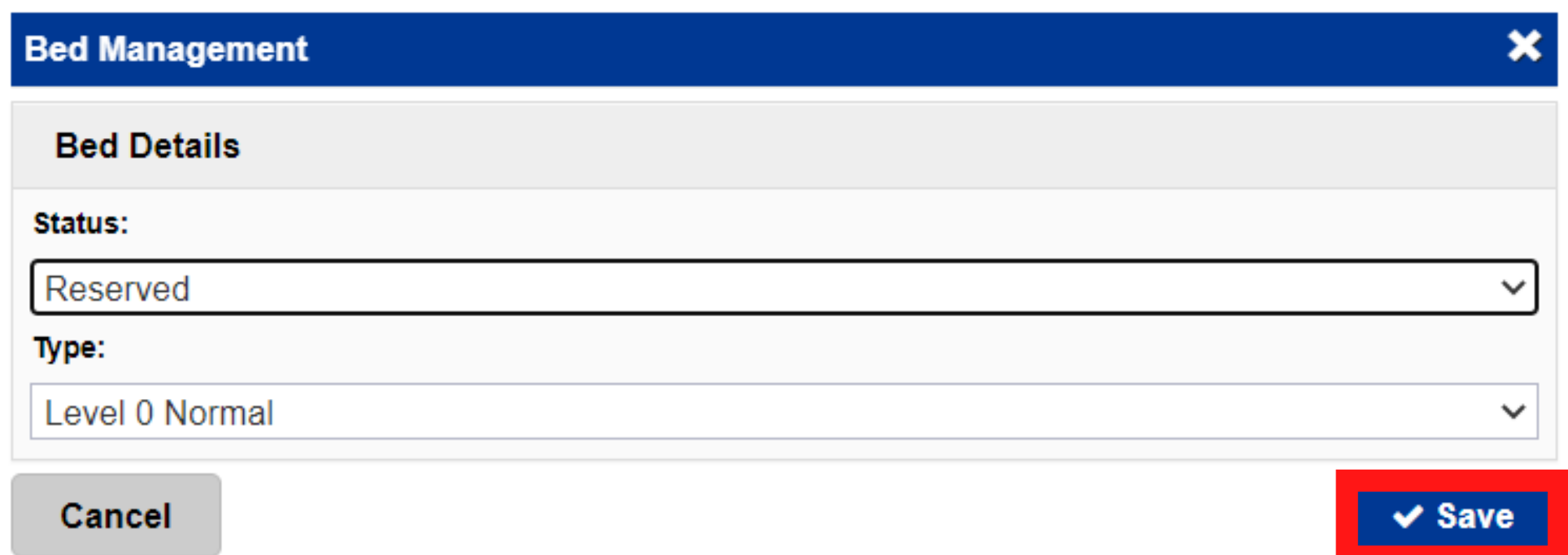
2



The screenshot shows a 'Bed Management' dialog box with a 'Bed Details' section. The 'Status:' dropdown menu is open, displaying a list of options: 'Open', 'AMBER - Source isolation clean', 'GREEN - Standard discharge clean', 'RED - HPV and SI Clean', 'Closed - Infection', 'Closed - Unstaffed', and 'Reserved'. The 'Reserved' option is highlighted with a red rectangular box.

Click within the *Status cell* and select *Reserved*.

3

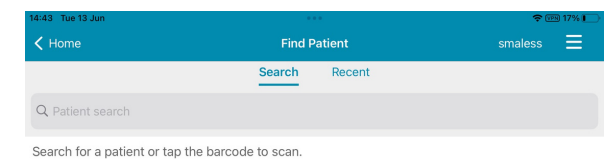
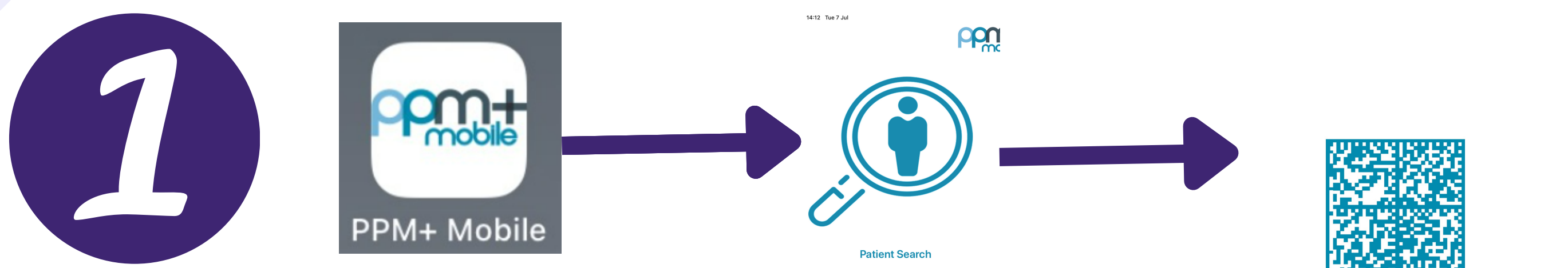


The screenshot shows the 'Bed Management' dialog box with the 'Status:' dropdown menu now set to 'Reserved'. Below the dropdown is the 'Type:' dropdown menu, which is set to 'Level 0 Normal'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular box.

Once you have selected *Reserved*, click on *Save*. The *Multi Patient View/eWhiteboard* will update to reflect the new status of the *bed space*.

5b) How do I place a patient in the bed space I have reserved for them

PPM+ Mobile App

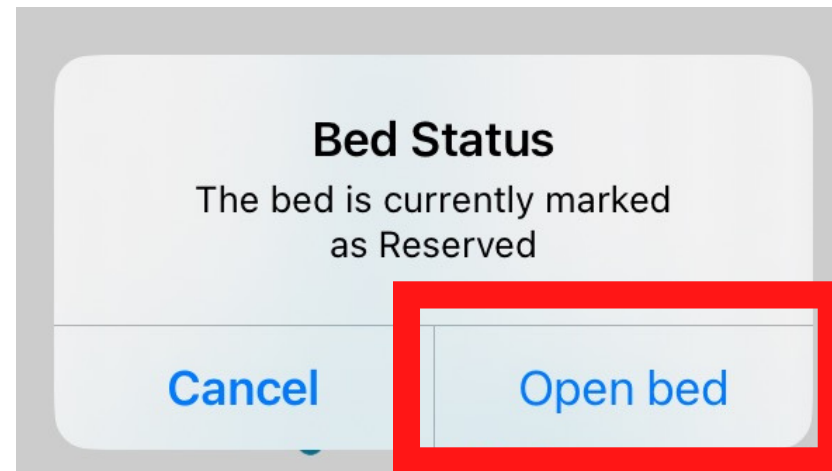


Open the *PPM+ Mobile App* and then open the *Patient Search Tool*. Click on the *QR code* and then scan the patient's QR code on their wristband with the iPad camera or your mobile device (if it has PPM+ Mobile App installed). Alternatively, you can enter the patient's *NHS number* at the top of screen with the QR code.



Click on *Update Location* and scan the *Scan4Safety 2D barcode* of the bed you have reserved for the patient.

3



A message will pop up saying *The bed is currently marked as Reserved*. Select *Open bed* and the patient will be assigned to the *Bed space*. This will also update the *Multi Patient View/eWhiteboard* to reflect this.

PPM+ Desktop

1

Bed 1 (Reserved)	
Bed 3 (HDU)	EDITESTPATIENT Twentyone
Bed 4 (HOBS)	
Bed 5	

Click in the *Bed column* of the bed you want to *unreserve* for your patient, so they can occupy the *bed space*.

2

Click within the *Status* cell and then select *Open*.

3

When the information is appearing as correct for the bed space, click *Save*.

4

Next, click on the *Bed column* of the patient you want to put into the bed space. Then, click within the *Patient Location* cell and then select the *Bed space* you want to put the patient into.

5

Bed Management ✕

TESTTEAM, Ebs-Donotuse (Ms)

Born **20-Oct-2012** Gender **Male** NHS No.

Patient Location

Bed 1 ▼

Bed Details

Status:
 Open ▼

Type:
 Level 0 Normal ▼

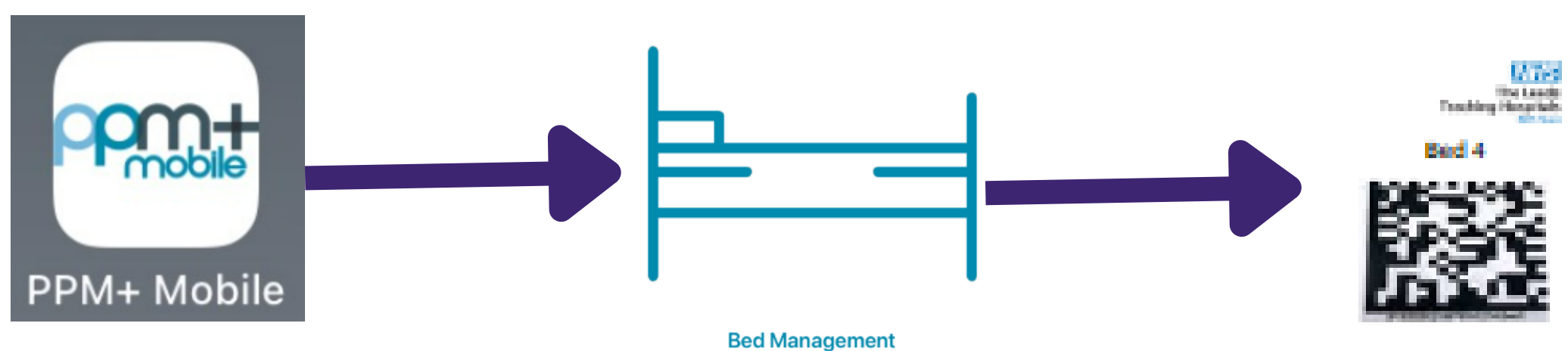
Cancel
✔ Save

Make sure all the information is correct and then click *Save*. The patient will be moved into the *Bed space*. This will be reflected on the *Multi Patient View/eWhiteboard*.

6) A bed is available how do I mark this on the system?

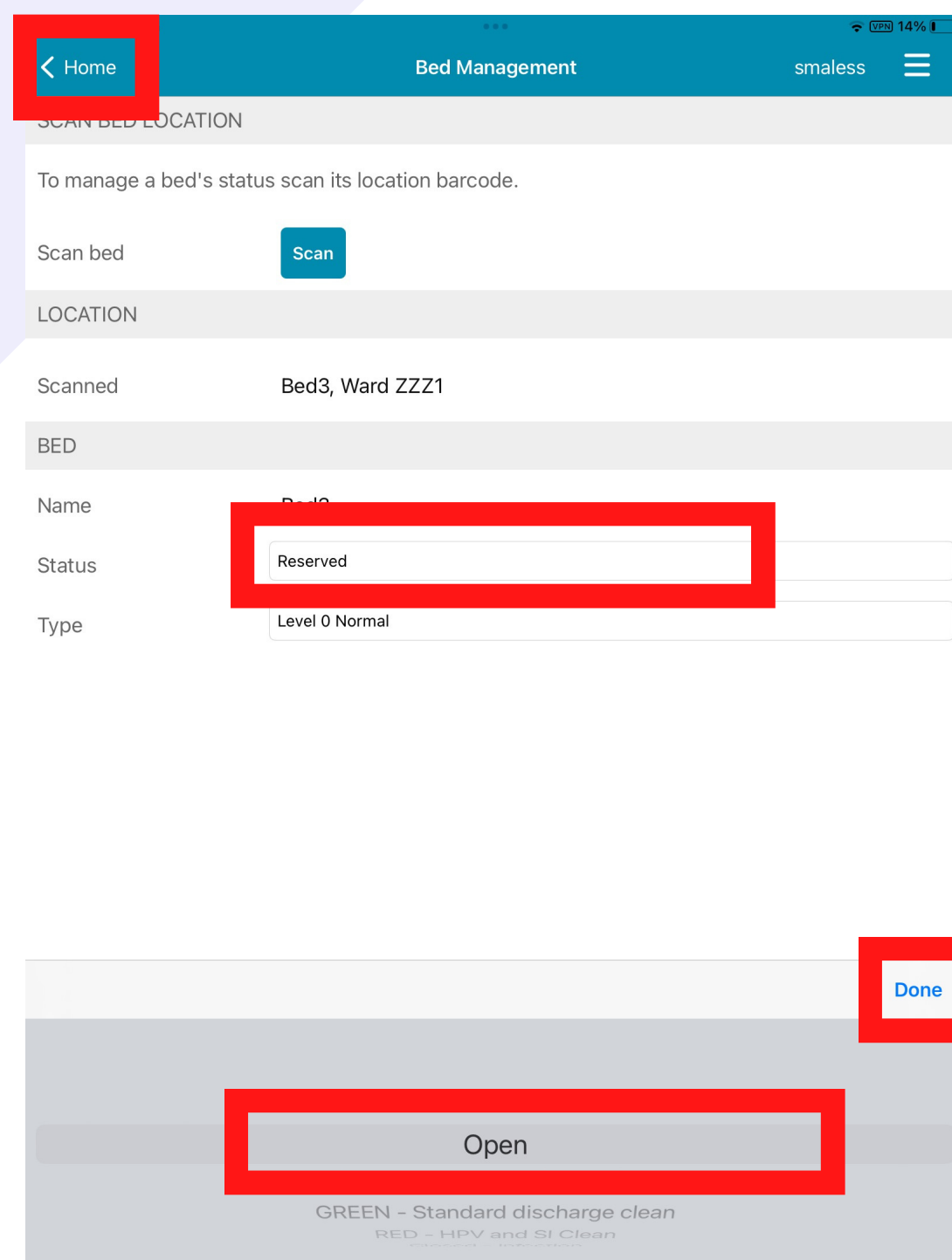
PPM+ Mobile App

1



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of the empty bed space that you wish to mark as *open*.

2



Next, click in the *Status cell* and then change the Status of the bed to *Open* by scrolling through the options and highlighting *Open*. Once highlighted, click on *Done*. Then click on *Home* in the top left hand corner. This update will be reflected on the *Multi Patient View/ eWhiteboard*.

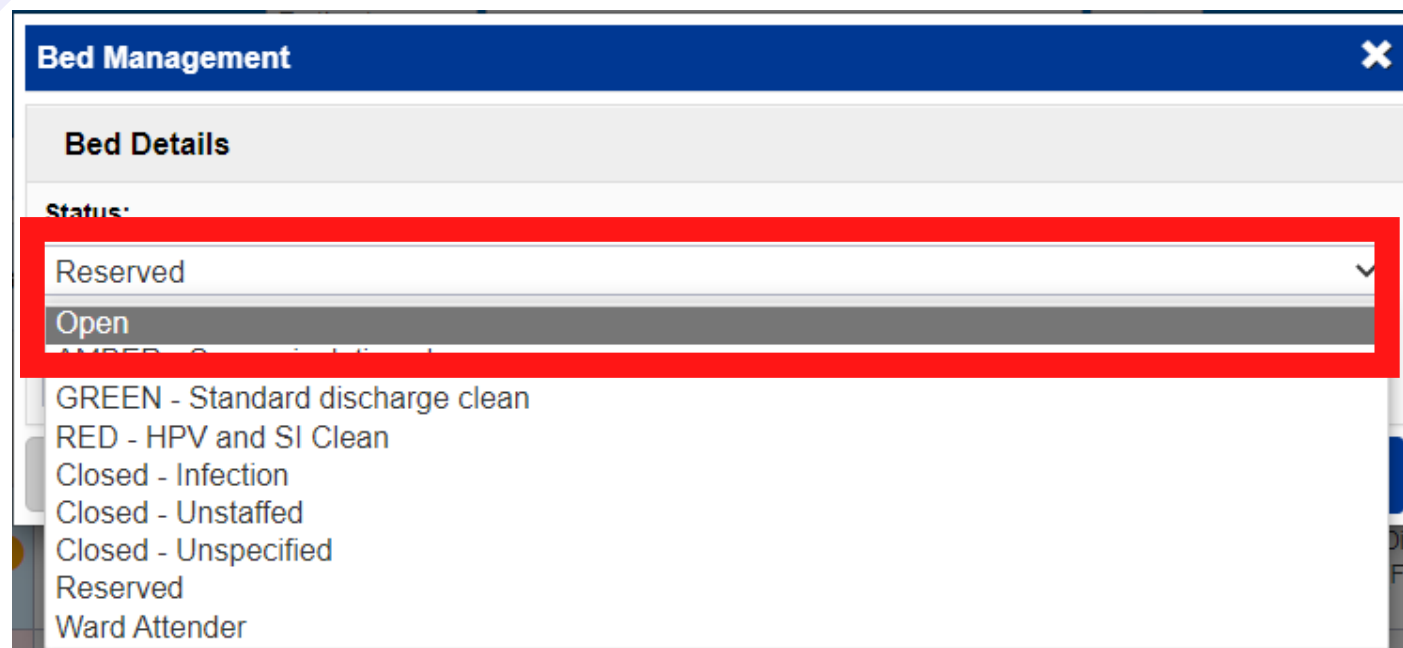
PPM+ Desktop

1

Bed 1 (Reserved)	
Bed 3 (HDU)	EDITESTPATIENT Twentyone
Bed 4 (HOBS)	
Bed 5	

Click in the *Bed column* of the bed you want to mark as *Open*.

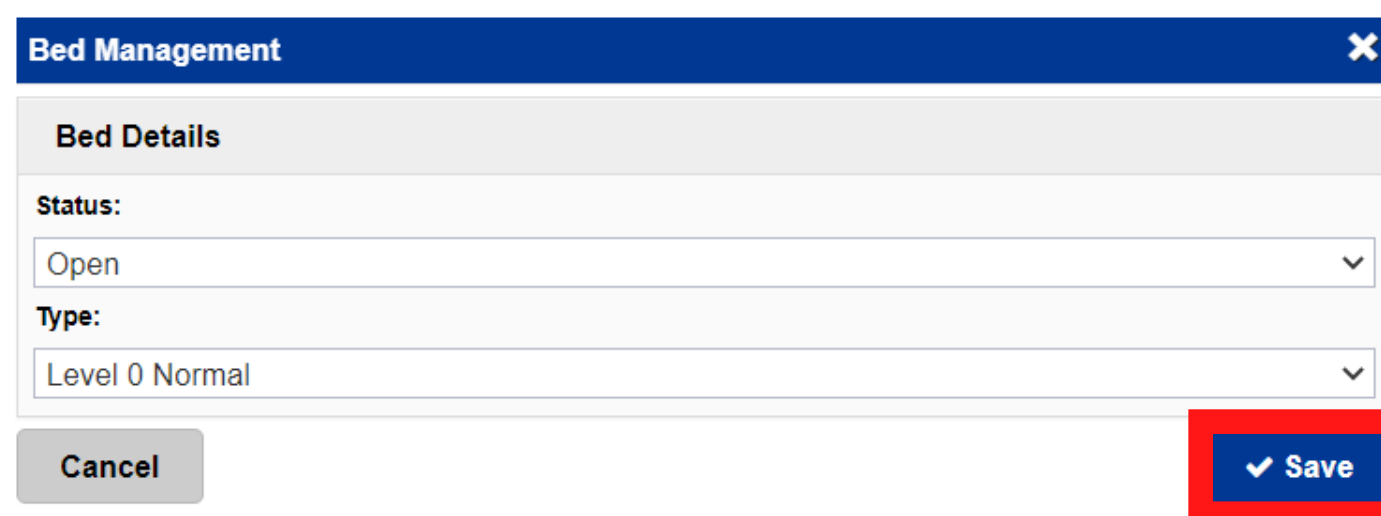
2



The screenshot shows a 'Bed Management' dialog box with a 'Bed Details' section. The 'Status' dropdown menu is open, showing a list of options: 'Reserved', 'Open', 'GREEN - Standard discharge clean', 'RED - HPV and SI Clean', 'Closed - Infection', 'Closed - Unstaffed', 'Closed - Unspecified', 'Reserved', and 'Ward Attender'. The 'Open' option is highlighted in grey, and a red box is drawn around the dropdown menu area.

Click within the *Status cell* and then select *Open*.

3

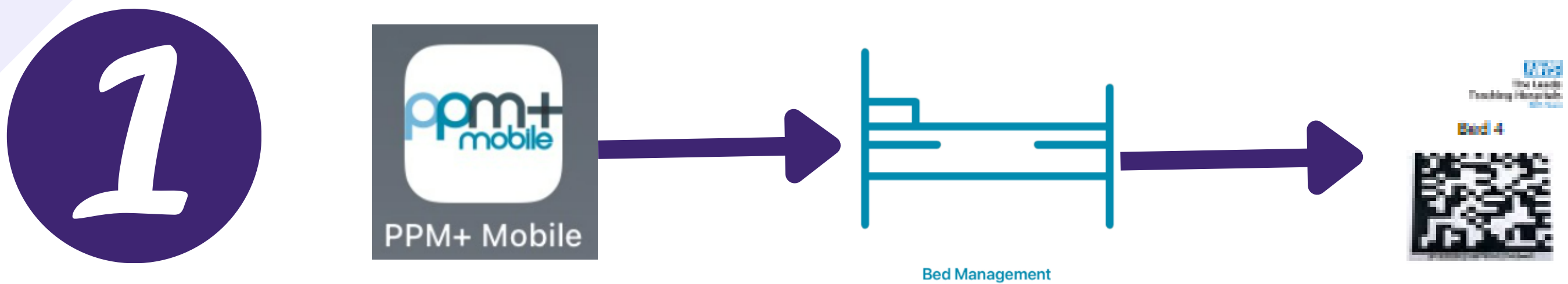


The screenshot shows the 'Bed Management' dialog box with the 'Status' dropdown menu set to 'Open' and the 'Type' dropdown menu set to 'Level 0 Normal'. The 'Save' button is highlighted with a red box.

Make sure all the information is correct and then click *Save*. The patient will be moved into the *bed space*. This will be reflected on the *Multi Patient View/eWhiteboard*.

7) A patient has gone to the discharge lounge what do I do?

PPM+ Mobile App



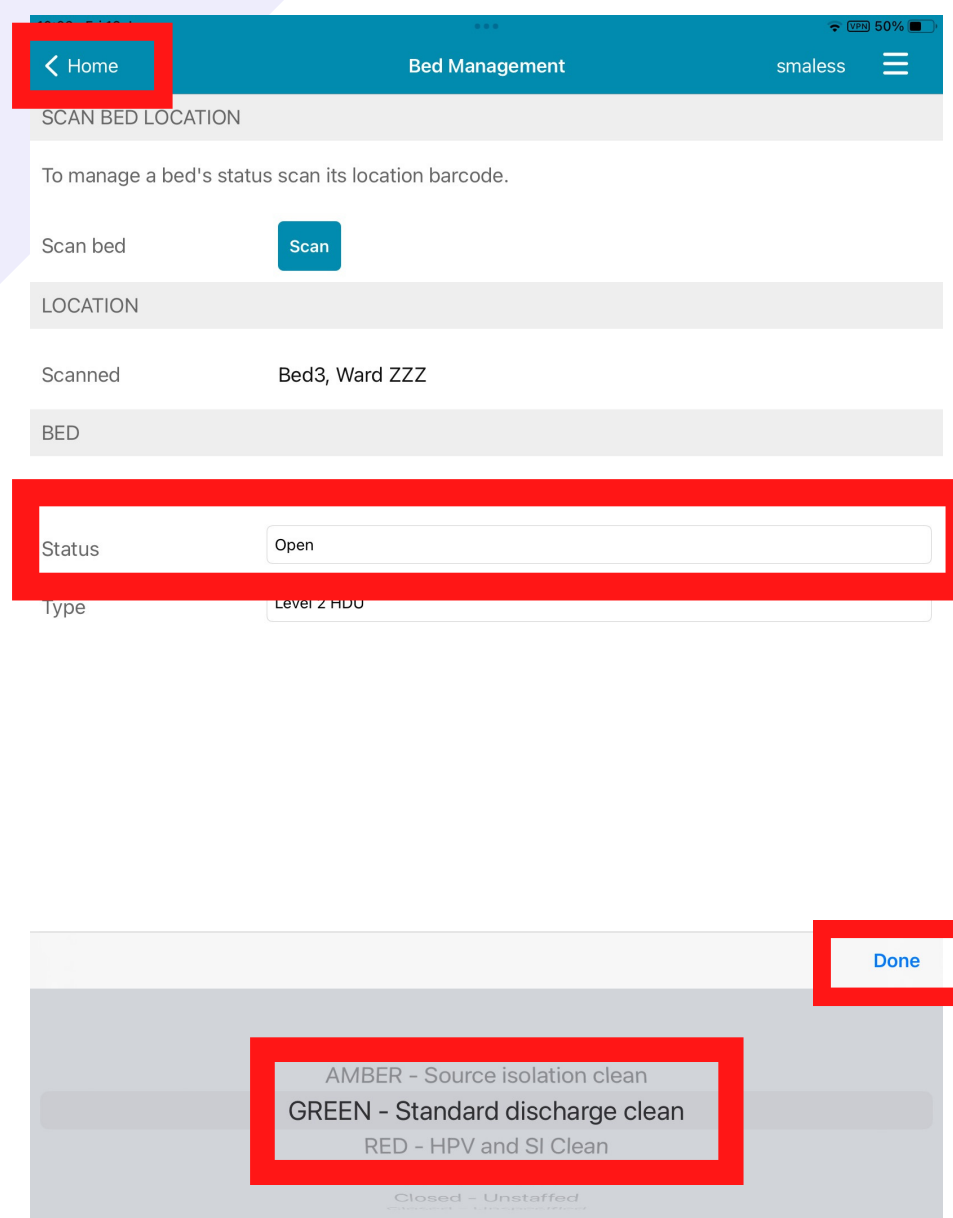
Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of one of the patient's occupied bed space.

2

PATIENT	
Name	EDITESTPATIENT, Twentyone
Move to	<input type="button" value="Unassigned"/> <input type="button" value="Other Location"/>

The Bed will show as occupied. At the bottom of the page there is a button to move the patient to the *Unassigned area* on the *eWhiteboard/Multi Patient View for the ward/area*. Click on the *Unassigned button*.

3



Next, click in the *Status cell* and then change the *Status of the bed* to the appropriate level of clean required (*GREEN, AMBER, RED*) by scrolling through the options and highlighting the appropriate option. Once highlighted, click on *Done*. Then click on *Home* in the top left hand corner. This update will be reflected on the *Multi Patient View/ eWhiteboard*.

PPM+ Desktop

1

	TEST EPR ZZZ	Bed 1	TESTTEAM Ebs-Donotuse	10y
	TEST EPR ZZZ	Bed 3 (HDU)	EDITESTPATIENT Twentyone	5y

In the *desktop version of PPM+*, go to your *ward view* and click on the *Bed* column cell of the patient, who has gone to discharge lounge.

2

The screenshot shows a 'Bed Management' window for patient 'TESTTEAM, Ebs-Donotuse (Ms)'. The 'Patient Location' dropdown menu is open, with 'Bed Unassigned' selected and highlighted by a red box. Below the dropdown, a list of bed options is visible, including ESA 10, Surge 1, ESA 11, Bed 2, Surge 2, Bed 4, Bed 10, Bed 11, Bed 12, Bed 13, Bed 15, Bed 14, Bed 17, Bed 18, Bed 19, Bed 20, Bed 21, and Bed 22.

Click within the *Patient Location* cell and then select *Bed Unassigned*. Next, click on *Save*. The patient will be moved to the *Bed Unassigned* area on the *Multi Patient View/eWhiteboard*.

3

The screenshot shows a vertical list of bed options. 'Bed 1' is highlighted with a red box. Below it, 'Bed 3 (HDU | Green SD Clean)' is visible.

Next, click back into the *Bed column cell* of the bed the patient was in.

4

The screenshot shows the 'Bed Management' window with 'Bed Details' expanded. The 'Status' dropdown menu is open, with 'AMBER - Source isolation clean' selected and highlighted by a red box. Other status options include 'GREEN - Standard discharge clean', 'RED - HPV and SI Clean', 'Closed - Infection', 'Closed - Unstaffed', 'Closed - Unspecified', 'Reserved', and 'Ward Attender'.

Click within the *Status* cell and select the appropriate level of cleaning required (*GREEN, AMBER or RED*).

5

Bed Management

Bed Details

Status:
GREEN - Standard discharge clean

Type:
Level 0 Normal

Cancel Save

Once you have selected the appropriate cleaning level required. Click on *Save*. The *Multi Patient View/eWhiteboard* will update to reflect the new status of the *bed space*.

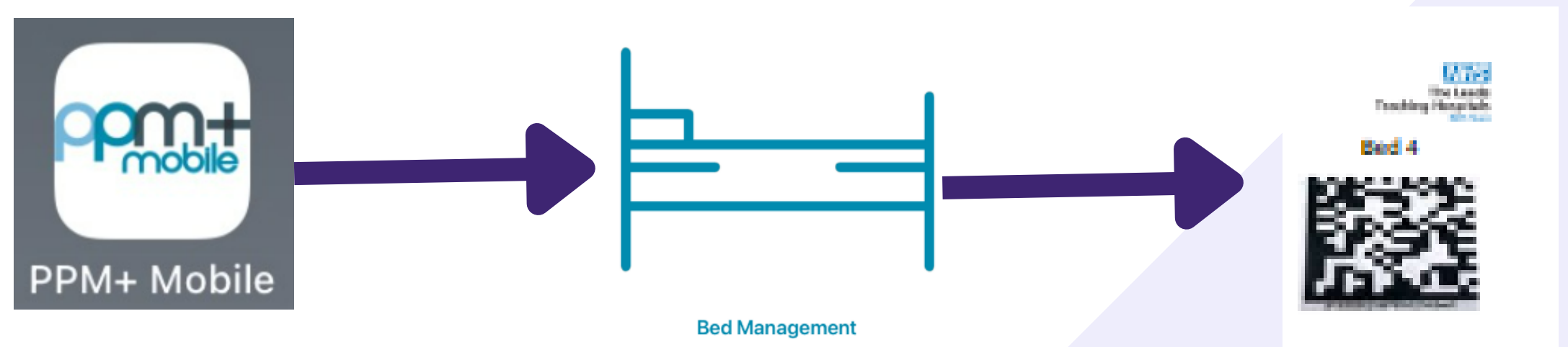
8) How do I allow a patient to have home leave?

PPM+ Mobile App

1

Complete all the appropriate documentation for *home leave*.

2



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of where the patient going on *home leave* is located.

3

Home Bed Management smaless

SCAN BED LOCATION

To manage a bed's status scan its location barcode.

Scan bed

LOCATION

Scanned Bed3, Ward ZZZ

BED

Name Bed 3

Status

Type Level 2 HDU

PATIENT

Name EDITESTPATIENT, Twentyone

Move to

Open
Suspended

Next, click in the Status cell and then change the Status of the bed to Suspended by scrolling through the options and highlighting the appropriate option. Once highlighted, click on Done. Then click on Home in the top left hand corner. This update will be reflected on the Multi Patient View/ eWhiteboard.

PPM+ Desktop

1

Complete all the appropriate documentation for *home leave*.

2

	TEST EPR ZZZ	Bed 1	TESTTEAM Ebs-Donotuse	10y
	TEST EPR ZZZ	Bed 3 (HDU)	EDITESTPATIENT Twentyone	5y

In the desktop version of *PPM+*, go to your *ward view* and click on the *Bed column cell* of the patient, who has gone on *home leave*.

3

Bed Management ✕

EDITESTPATIENT, Twentyone (Mrs)

Born 01-Jan-2018 Gender Female NHS No. 999 999 9689

Patient Location

Bed 1 ▼

Bed Details

Status:

Open ▼

Open

Suspended

Cancel Save

Next, click within the Status cell and select *Suspended*.

4

Bed Management ✕

EDITESTPATIENT, Twentyone (Mrs)

Born 01-Jan-2018 Gender Female NHS No. 999 999 9689

Patient Location

Bed 1 ▼

Bed Details

Status:

Suspended ▼

Type:

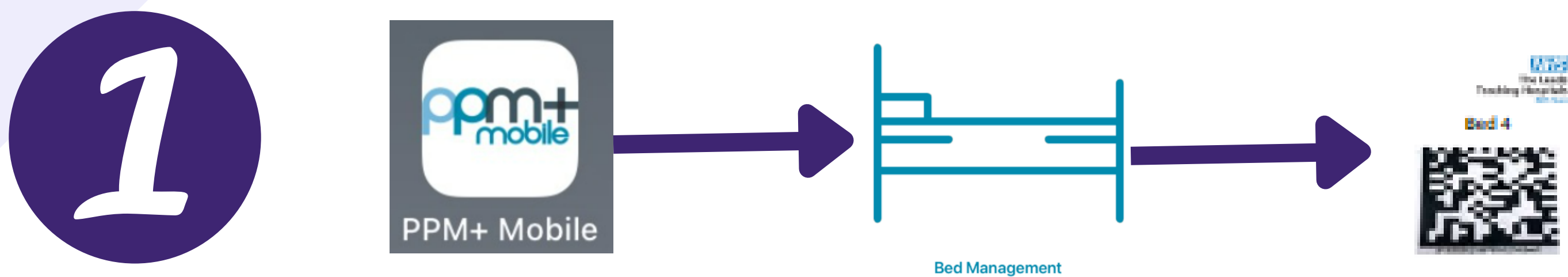
Level 0 Normal ▼

Cancel Save

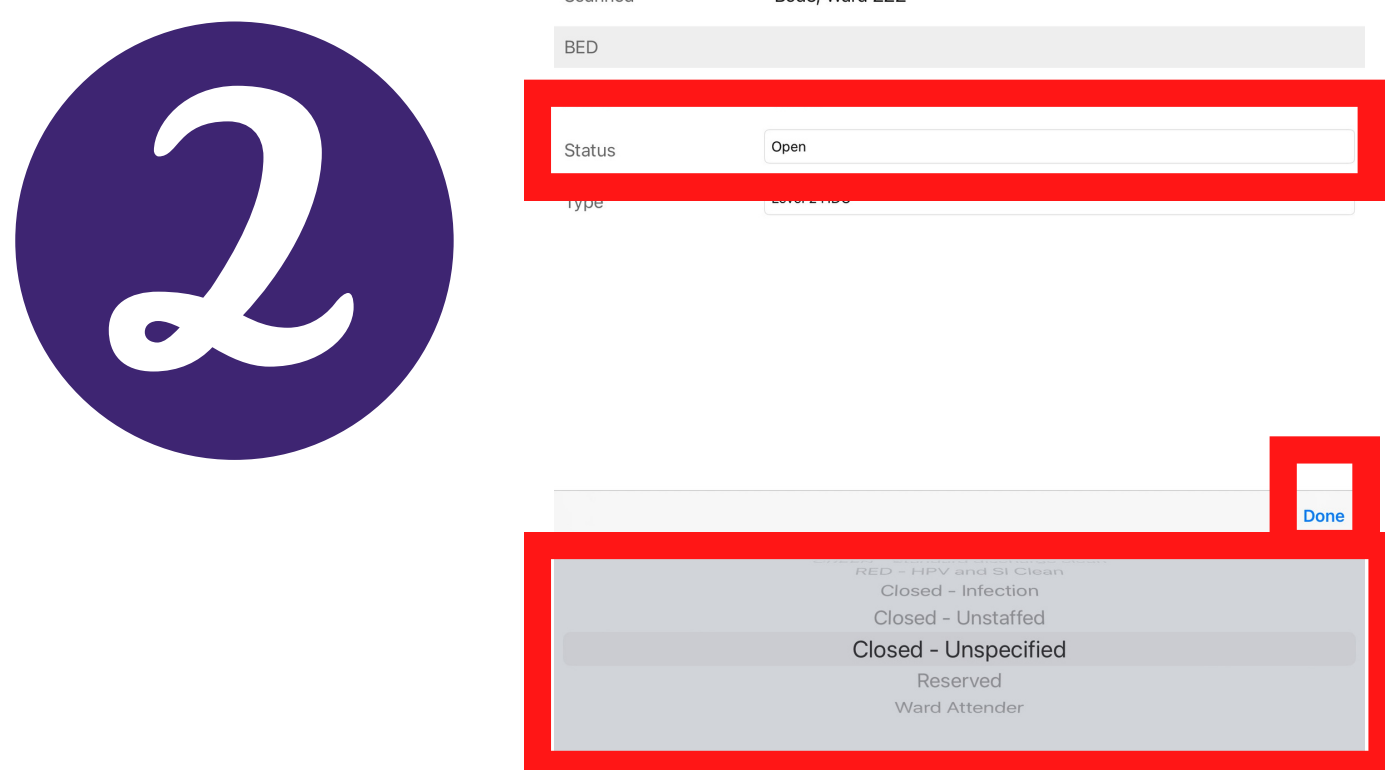
Then, click *Save*. The update to the bed status will be reflected in the *Multi Patient View/eWhiteboard*.

9a) How do I close a bed for bariatric patients

PPM+ Mobile App



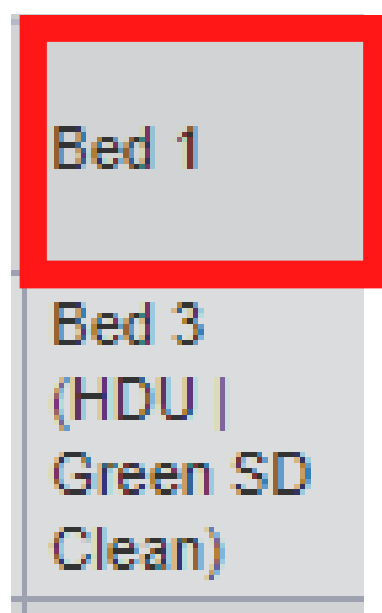
Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of the bed you wish to close.



Next, click in the *Status cell* and then change the Status of the bed to *Closed - Unspecified* by scrolling through the options and highlighting the appropriate option. Once highlighted, click on *Done*. Then click on *Home* in the top left hand corner. This update will be reflected on the *Multi Patient View/ eWhiteboard*.

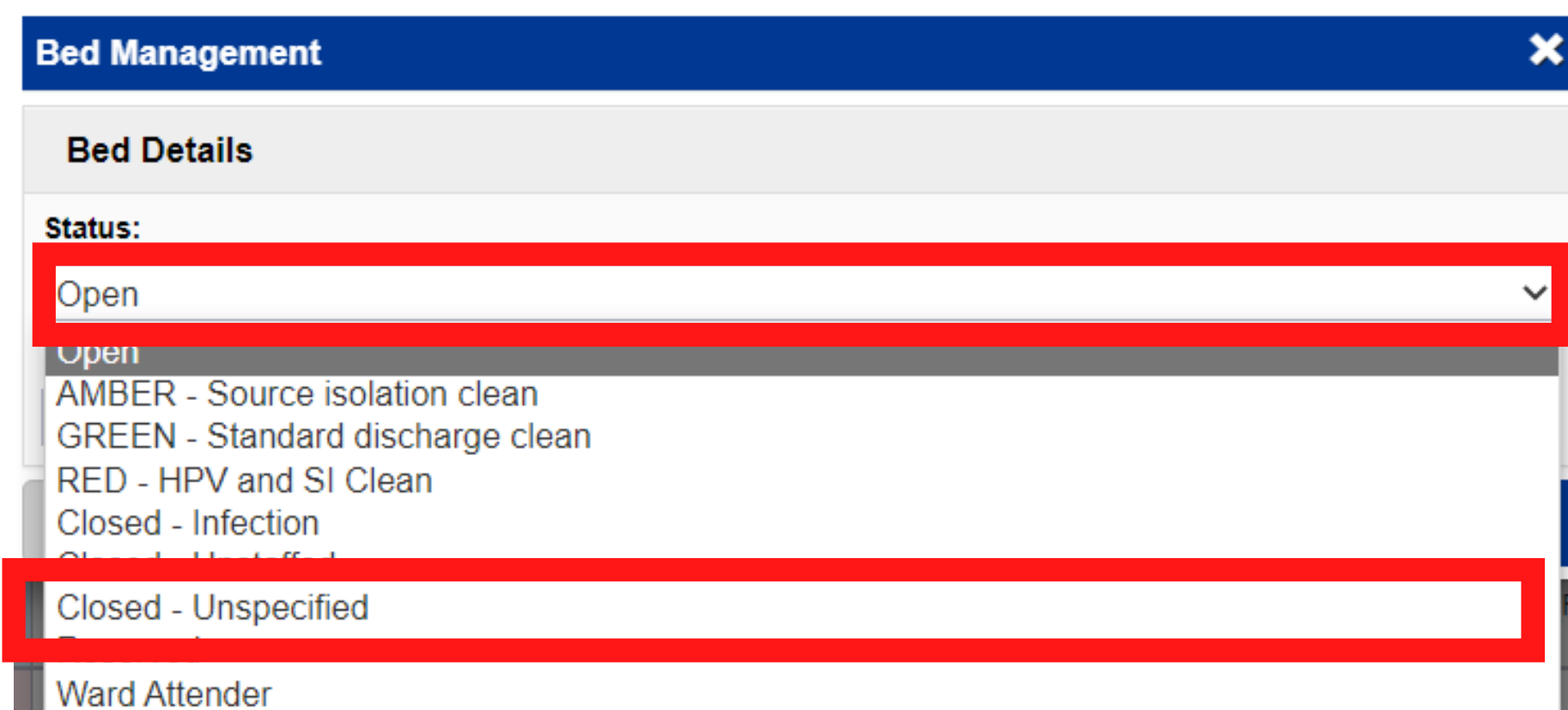
PPM+ Desktop

1



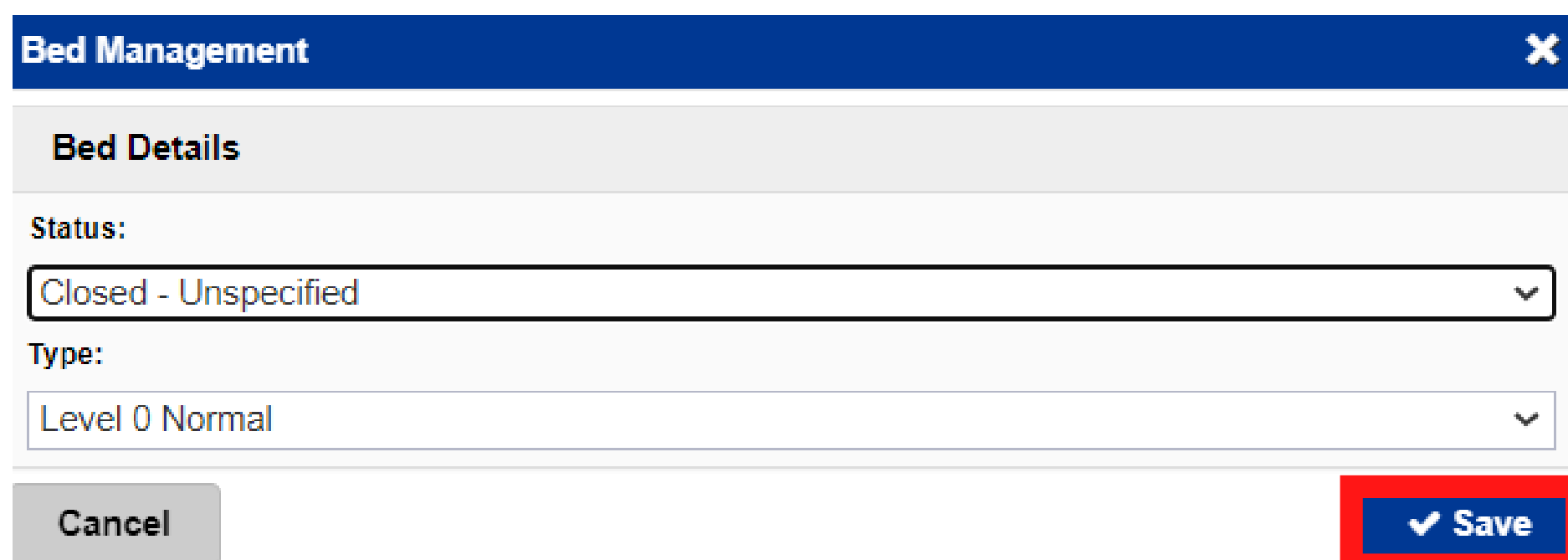
Click into the *Bed column cell* of the bed you wish to close.

2



Click within the *Status cell* and select *Closed - Unspecified* option.

3

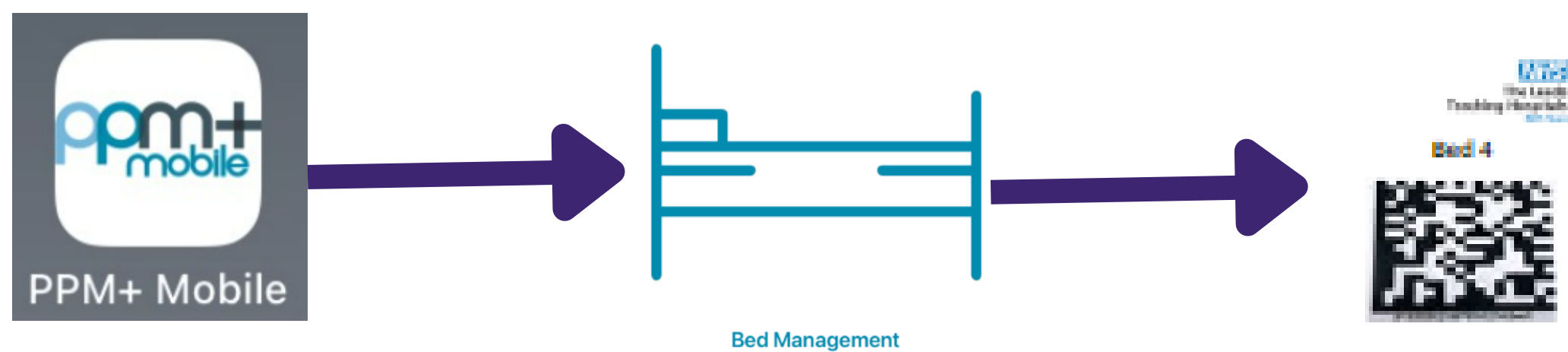


Then, click *Save*. The update to the *bed status* will be reflected in the *Multi Patient View/eWhiteboard*.

9b) I need to close a bed because there is a infection in the bay.

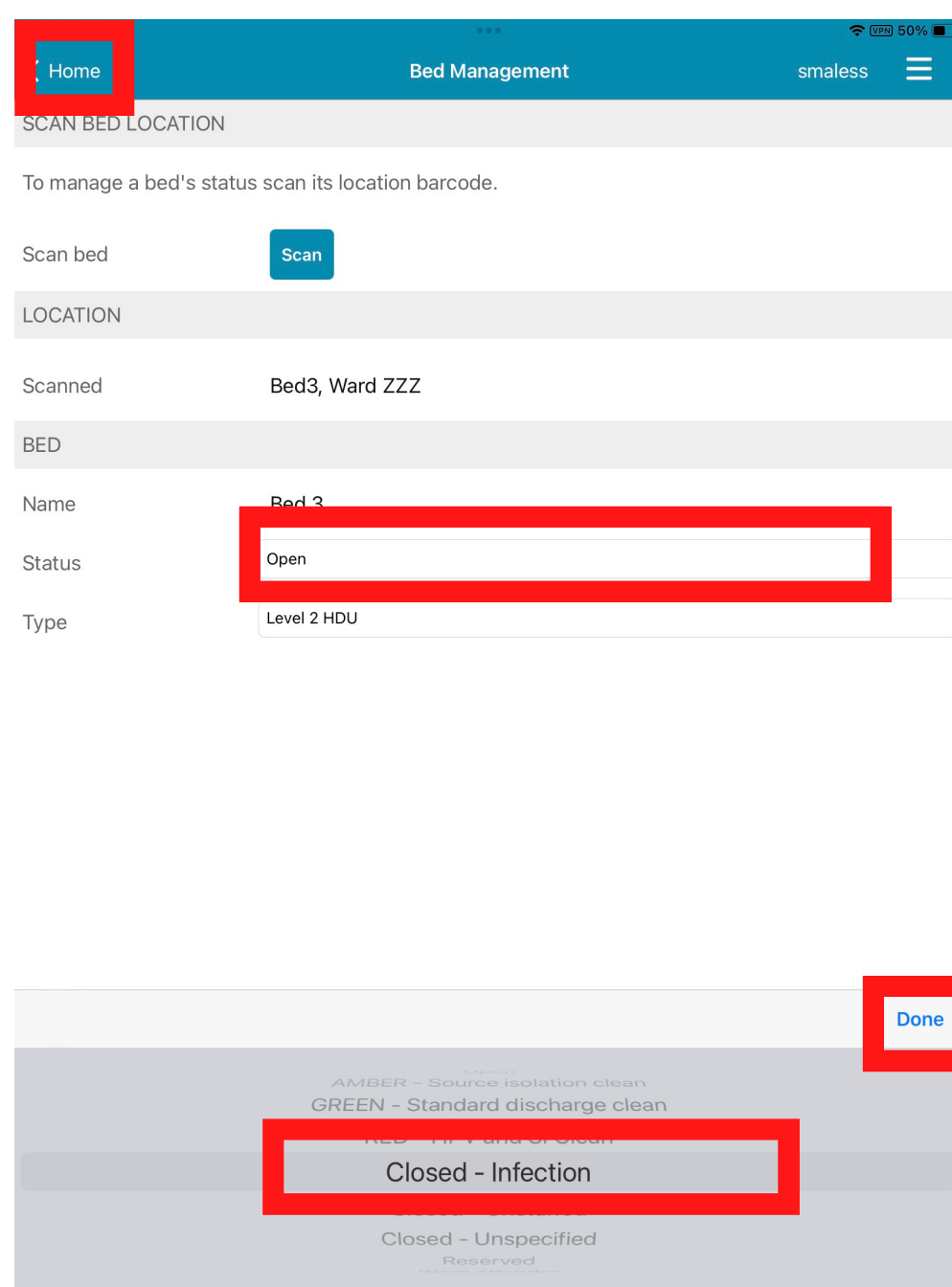
PPM+ Mobile App

1



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of one of the beds you wish to close.

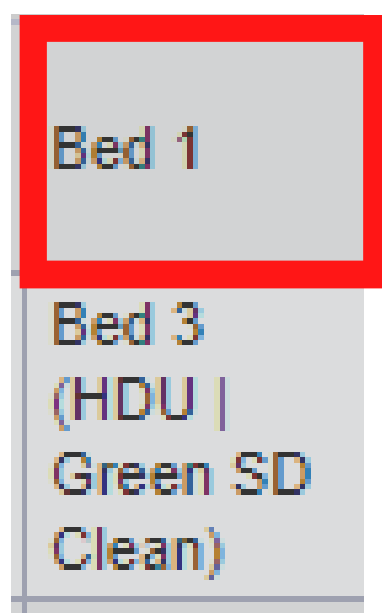
2



Next, click in the *Status cell* and then change the Status of the bed to *Closed - Infection* by scrolling through the options and highlighting the appropriate option. Once highlighted, click on *Done*. Then click on *Home* in the top left hand corner. This update will be reflected on the *Multi Patient View/ eWhiteboard*.

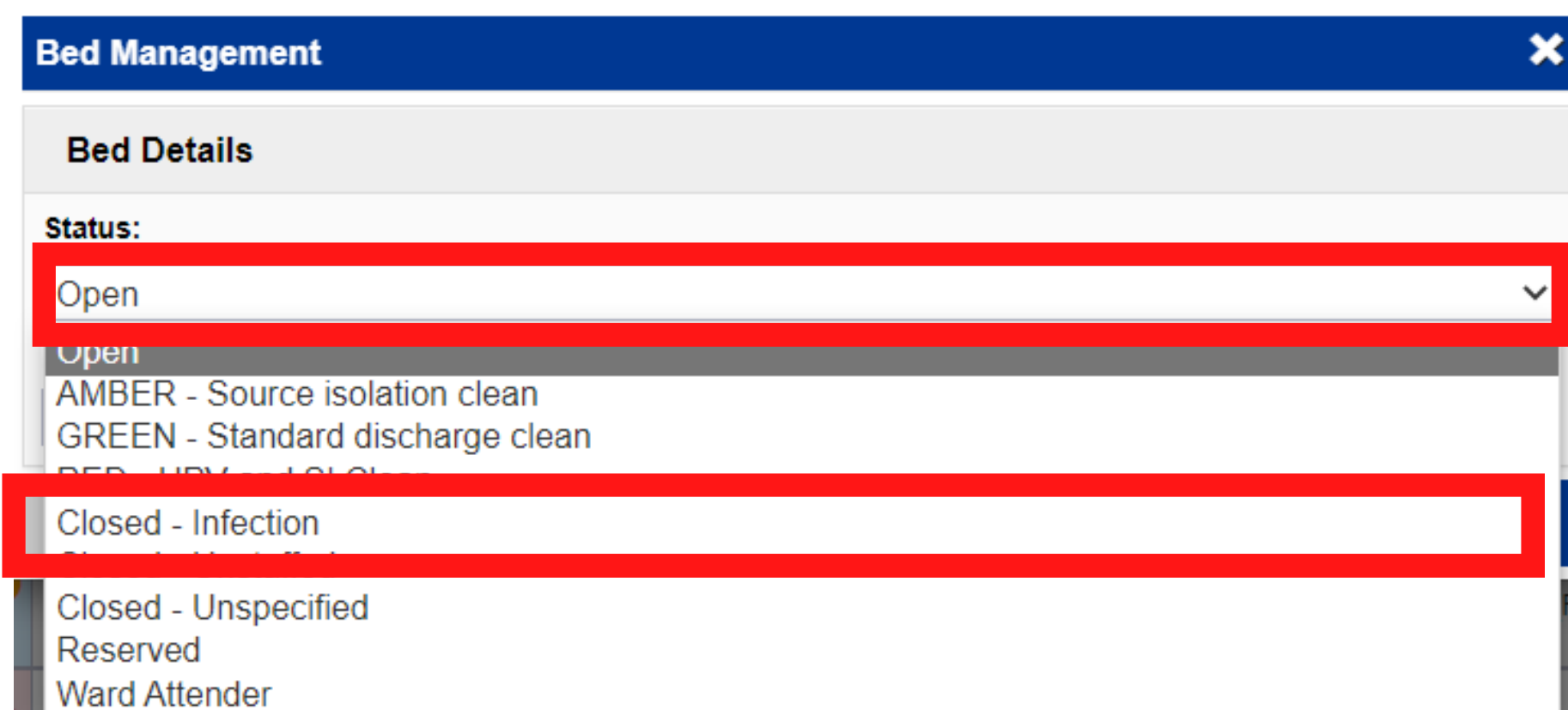
PPM+ Desktop

1



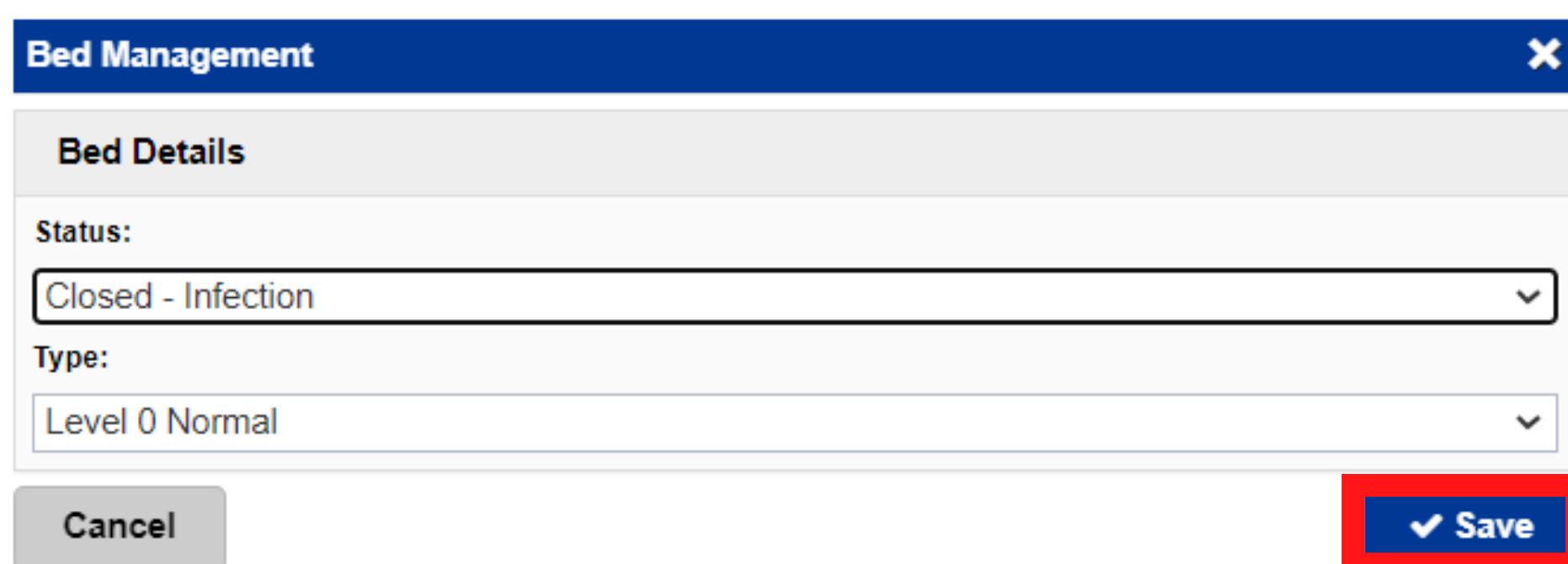
Click into the bed column cell of the bed you wish to close.

2



Click within the *Status cell* and select the *Closed - Infection option*.

3

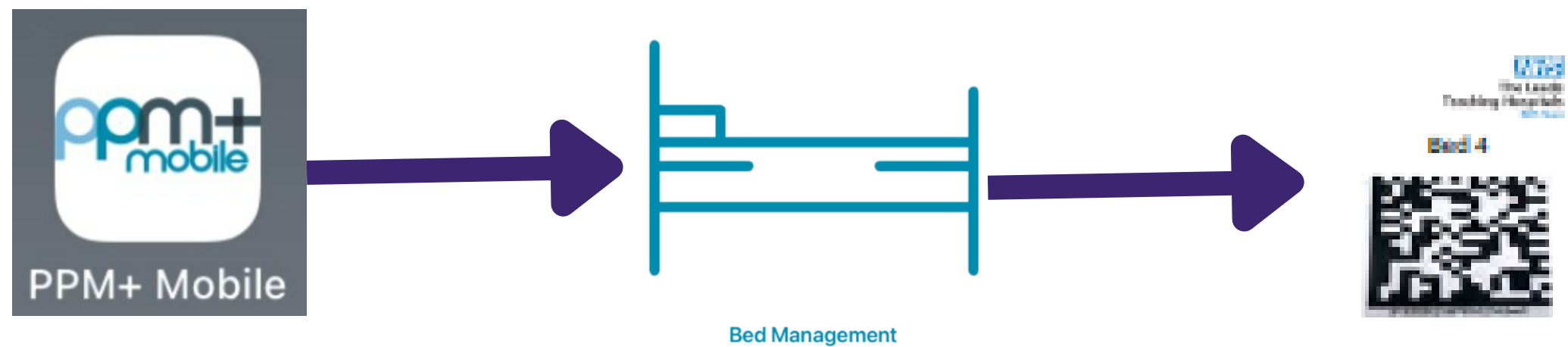


Then, click *Save*. The update to the *bed status* will be reflected in the *Multi Patient View/eWhiteboard*.

9c) How do I close a bay of beds

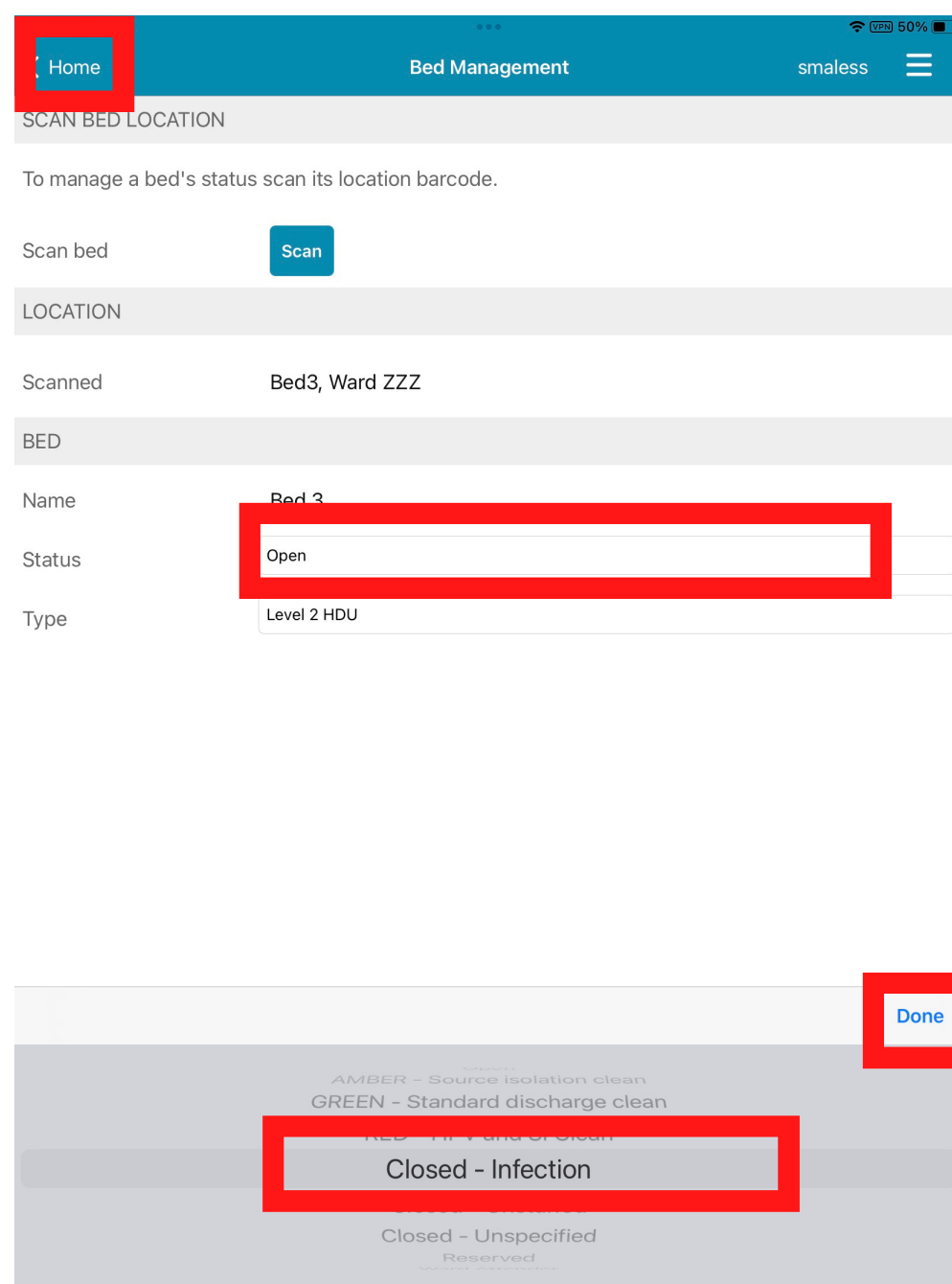
PPM+ Mobile App

1



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of one of the bed you wish to close.

2

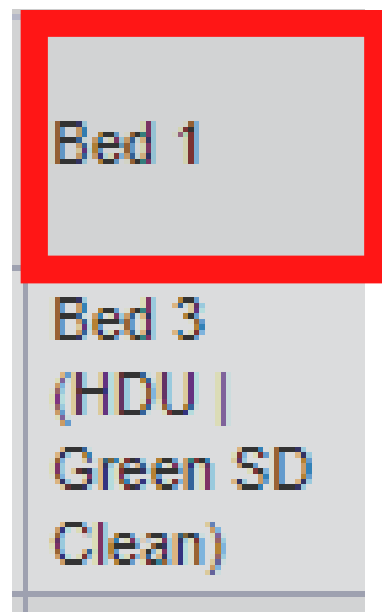


Next, click in the *Status cell* and then change the Status of the bed to *Closed* by choosing one of the *closed* options by scrolling through the options and highlighting the appropriate option. Once highlighted, click on *Done*.

Next, click on Scan and Scan the *Scan4Safety 2D barcode* of another bed you need to close and repeat steps above. Once, you have closed all the necessary beds, *then click on Home button in the top left hand corner*. This update will be reflected on the *Multi Patient View/ eWhiteboard*.

PPM+ Desktop

1



Click into the *Bed column cell* of the bed you wish to close.

2

Bed Management

Bed Details

Status:

Open

Open

AMBER - Source isolation clean

GREEN - Standard discharge clean

RED - Infection

Closed - Infection

Closed - Unstaffed

Closed - Unspecified

Ward Attender

Click within the *Status cell* and select the reason why you have closed the *bed space*.

3

Bed Management

Bed Details

Status:

Closed - Infection

Type:

Level 0 Normal

Cancel

Save

Then, click *Save*. The update to the *bed status* will be reflected in the *Multi Patient View/eWhiteboard*.

10) A patient has died how does this get reflected on the Live Bed State

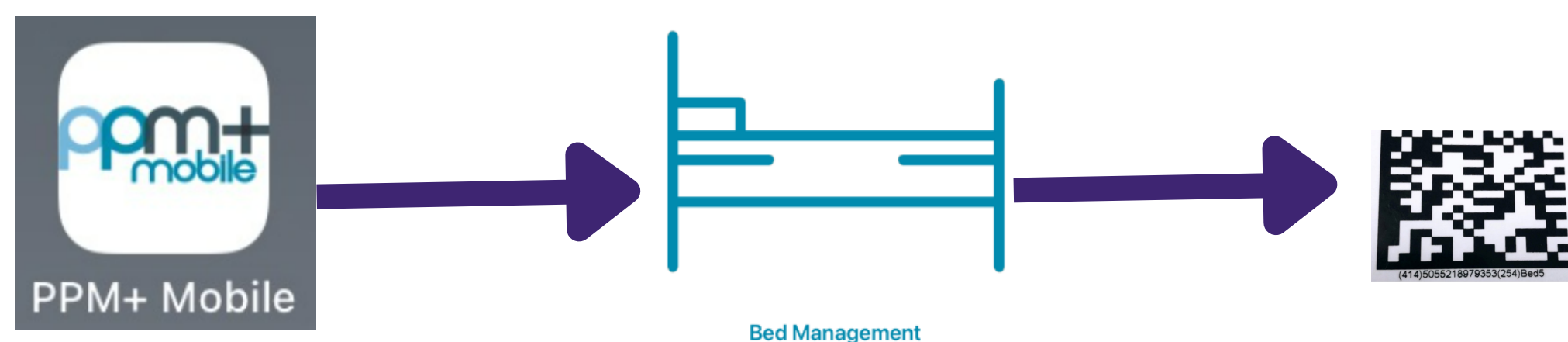
PPM+ Mobile App

1

The patient will stay assigned to the *bed space*. When the patient is collected by the porters, if you can complete the *PAS discharge* do so.

2

If you cannot discharge from PAS using PPM+ move the patient to the *Bed Unassigned area* for the ward/area on PPM+.



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of the bed where the deceased patient had been located.

PATIENT

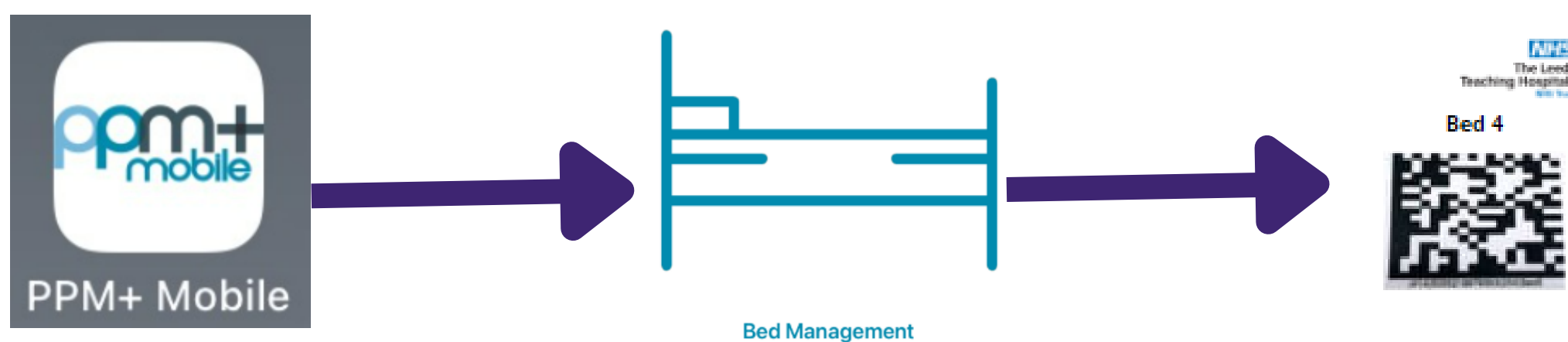
Name EDITESTPATIENT, Twentyone

Move to

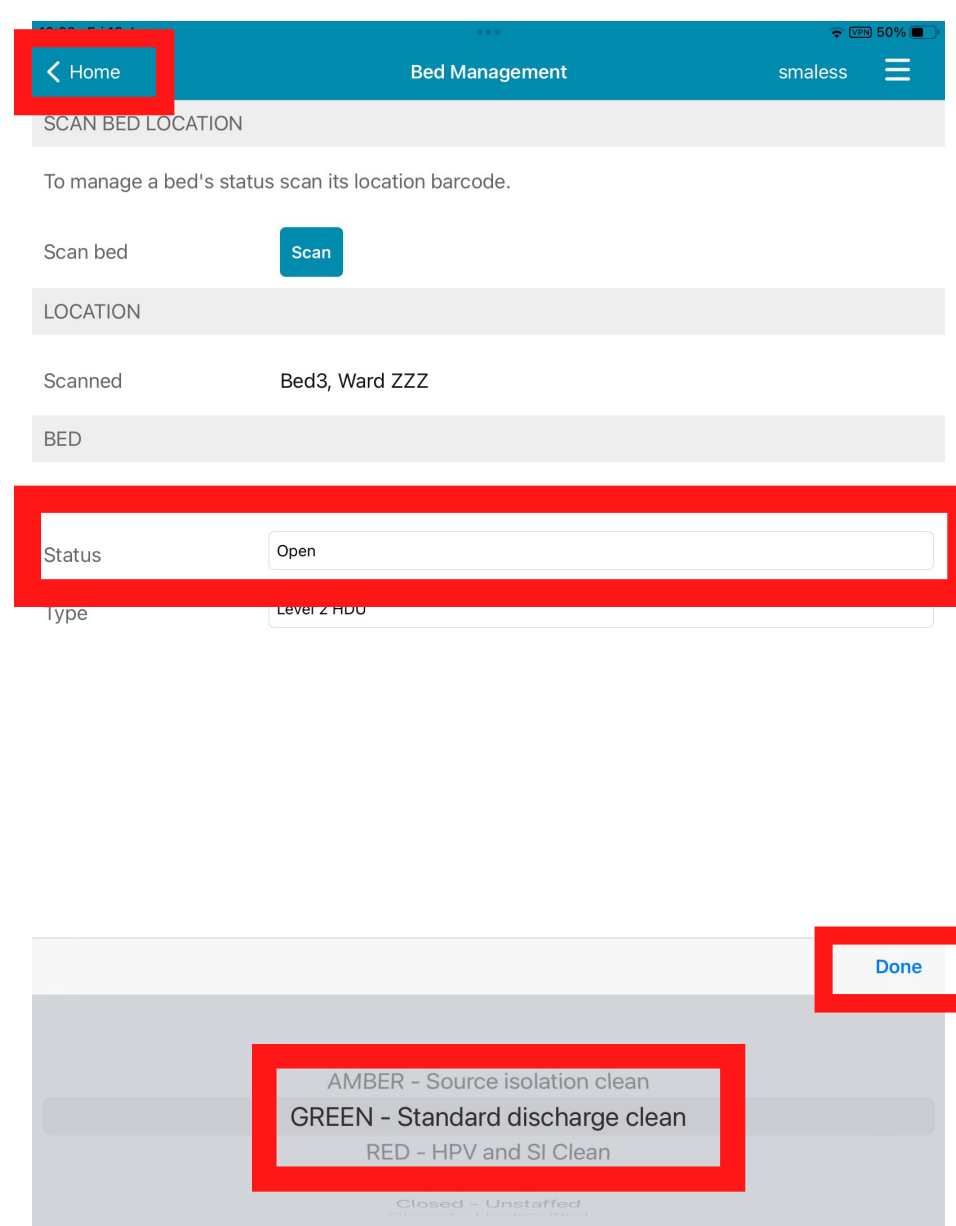
The Bed will show as occupied. At the bottom of the page there is a button to move the patient to the *Unassigned area* on the *eWhiteboard/Multi Patient View for the ward/area*. Click on the *Unassigned button*.

3

When the bed is vacant use the *Bed Management Tool* to mark the bed ready for cleaning.



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of the unoccupied bed.



Next, click in the *Status cell* and then change the Status of the bed to the appropriate level of clean required (*GREEN, AMBER, RED*) by scrolling through the options and highlighting the appropriate option. Once highlighted, click on *Done*. Then click on *Home* in the top left hand corner. This update will be reflected on the *Multi Patient View/ eWhiteboard*.

4

Raise the *cleaning request* to either the local team or to the *CARPS* team depending on the time.


PPM+ Desktop

1

The patient will stay assigned to the *bed space*. When the patient is collected by the porters, if you can complete the *PAS discharge* do so.

2

If you cannot discharge from PAS using PPM+ move the patient to the *Bed Unassigned area* for the *ward/area* on PPM+.

	TEST EPR ZZZ	Bed 1	TESTTEAM Ebs-Donotuse 	10y
	TEST EPR ZZZ	Bed 3 (HDU)	EDITESTPATIENT Twentyone	5y

In the *desktop version of PPM+*, go to your *ward view* and click on the *Bed column cell* of the *deceased patient*.

3

The screenshot shows a 'Bed Management' window for a patient named 'TESTTEAM, Ebs-Donotuse (Ms)'. The patient's details include a birth date of 20-Oct-2012, gender Male, and an NHS number. The 'Patient Location' dropdown menu is highlighted with a red box and currently shows 'Bed Unassigned'. Below the dropdown, a list of available beds is visible, including ESA 10, Surge 1, ESA 11, Bed 2, Surge 2, Bed 4, Bed 10, Bed 11, Bed 12, Bed 13, Bed 15, Bed 14, Bed 17, Bed 18, Bed 19, Bed 20, Bed 21, and Bed 22.

Click within the *Patient Location* cell and then select *Bed Unassigned*. Next, click on Save. The patient will be moved to the *Bed Unassigned* area on the *Multi Patient View/eWhiteboard*.

4

When the bed is clear use the *Bed Management Tool* to mark the bed ready for cleaning

The screenshot shows a grid of bed status cells. The cell for 'Bed 1' is highlighted with a red border. Below it, the cell for 'Bed 3' is visible, showing the status '(HDU | Green SD Clean)'. This indicates that Bed 1 has been marked as ready for cleaning.

Click into the *Bed column* cell of the bed you wish to mark as for cleaning.

5

Bed Management

Bed Details

Status:

Open

AMBER - Source isolation clean

GREEN - Standard discharge clean

RED - HPV and SI Clean

Closed - Infection

Closed - Unstaffed

Closed - Unspecified

Reserved

Ward Attender

Click within the *Status cell* and select the appropriate level of cleaning required (*GREEN, AMBER or RED*).

6

Bed Management

Bed Details

Status:

GREEN - Standard discharge clean

Type:

Level 0 Normal

Cancel

Save

Then, click *Save*. The update to the bed status will be reflected in the *Multi Patient View/eWhiteboard*.

Potential related issues

1) Scan4Safety 2D Barcode missing?

Please contact Scan4Safety via lth.scan4safety@nhs.net

2) Missing Wristband?

Print the wristband off from PAS. If PAS not working – Please contact the Informatics Service Desk at x26655 or visit the portal at <https://lth-dwp.onbmc.com/>

3) Lack of PPM+?

Please contact the Informatics Service Desk at x26655 or visit the portal at <https://lth-dwp.onbmc.com/>

4) Lack of CARPS

Report to estates and facilities.

5) PPM+ Does not reflect my ward

Please contact the Informatics Service Desk at x26655 or visit the portal at <https://lth-dwp.onbmc.com/>

6) Report no longer matches

Check with Julie Amps

FAQ

1) We are moving ward what happens to the bed information

If you are due to move wards a Capital Planning Assistant Manager will be working on the scheme.

The Capital Planning Manager will work with all parties to set the date for patients to be moved.

In the background the Planning Team will work with the Systems Administrators for PPM+ to make sure all the correct data is transferred.

When you reach your new ward you may need to assign your patient to a bed space by updating their location in PPM+ Mobile App.

2) How do I reserve a bed for a Ward Attender that needs to be admitted?

Does the patient need to be admitted?

Yes - Send a request to Bed Board for the patient to be placed on the unplanned bed list.

No - The patient should be treated in the treatment area

3) The beds on my ward do not match the layout

Contact Scan4Safety at lth.scan4safety@nhs.net

4) How do I reserve a bed for a patient coming from an Outpatient Clinic

Has the Patient been placed on the unplanned bed list.

If Bed Board are unaware of the patient ask for them to be added to the Unplanned Bed List.

When the patient is allocated to your ward, on the White Board you will be able to reserve a Bed Space using the Reserve a bed function.

5) How do I close a bed because we have not been funded for it

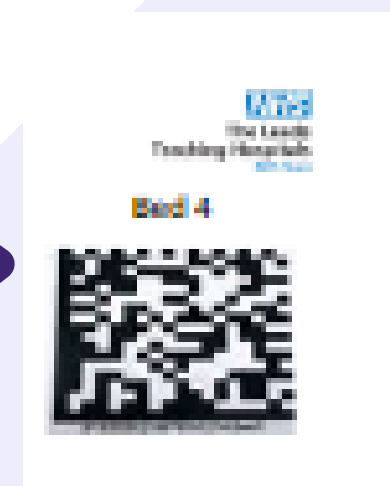
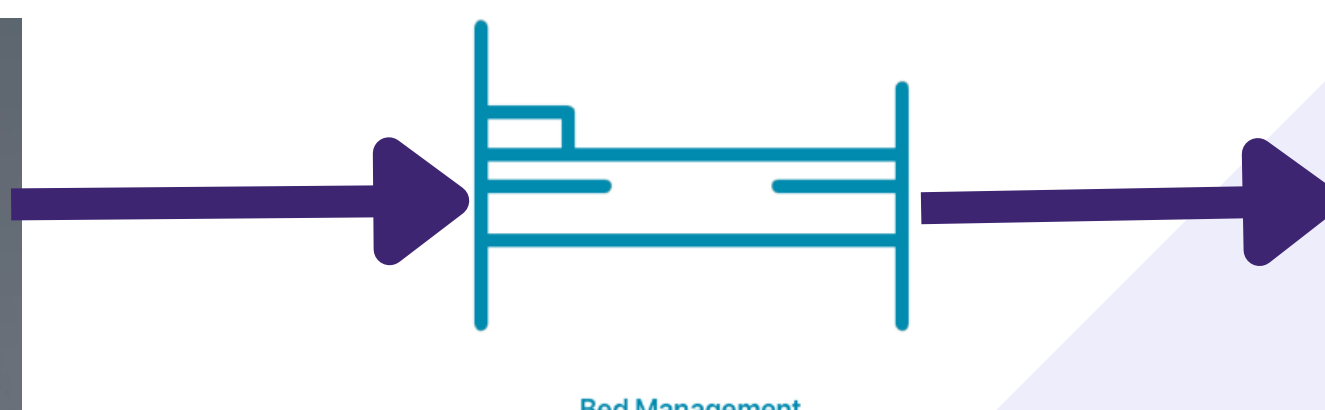
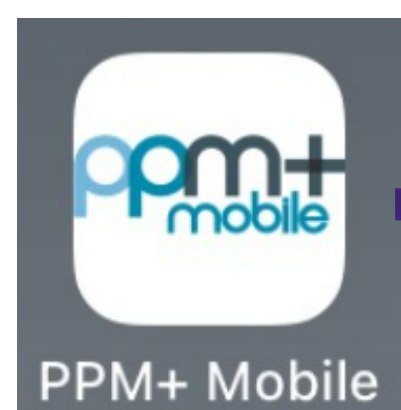
Refer to the Capital Planning Team, who will verify the information and notify Service Desk and Scan4Safety.

6) How to close a ward

1

Contact Service Desk at at x26655 or visit the portal at <https://lth-dwp.onbmc.com/>

2



Open the *PPM+ Mobile App* and then open the *Bed Management Tool*. Scan the *Scan4Safety 2D Barcode* of the bed you wish to close.

3

Home Bed Management smaless

SCAN BED LOCATION

To manage a bed's status scan its location barcode.

Scan bed

LOCATION

Scanned Bed3, Ward ZZZ

BED

Name Bed 3

Status

Type Level 2 HDU

Done

AMBER - Source isolation clean
GREEN - Standard discharge clean
RED - HDV and SI Clean
Closed - Infection
Closed - Unstaffed
Closed - Unspecified

Next, click in the *Status cell* and then change the Status of the bed to the reason why the *bed space* is closed by scrolling through the options and highlighting the appropriate option. Once highlighted, click on Done. Then click on Home in the top left hand corner. This update will be reflected on the *Multi Patient View/ eWhiteboard*.

Repeat *steps 2 and 3* until all the beds are closed on the ward.

Useful Contacts

Please contact the Implementation Team or Scan4Safety for Digital Support & Training on Bed Management. For other PPM+ functionalities, please contact the Implementation Team only.

Implementation Team

Ext: 60599

leedsth-tr.ImplementationTeam@nhs.net

Scan4Safety

Ext: 60422

lth.scan4safety@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.

If you would like to make a Request For Work to PPM+, [Click Here](#) to be taken to the required page on the Trust's intranet.

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/>