



The Leeds
Teaching Hospitals
NHS Trust

ppm+

CNS Consultation

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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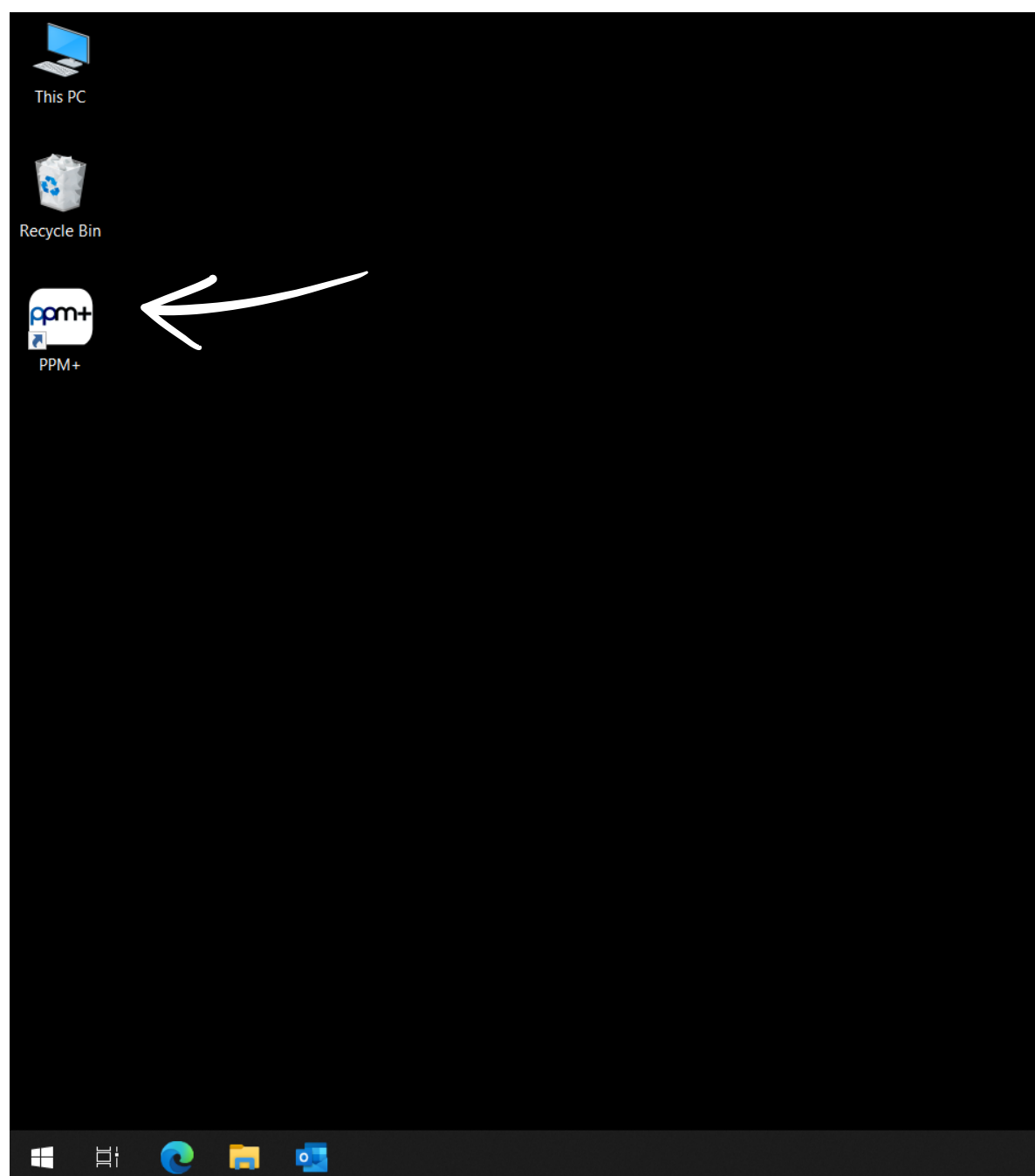
For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

Accessing PPM+ and navigating to a Patient's Single Patient View

1

To access *PPM+* click on the *PPM+* icon on the desktop on your computer.



2

Log into *PPM+* with your usual *PPMv1* or network (if you work within LTHT) username and password, select your organisation then click *Log In*.

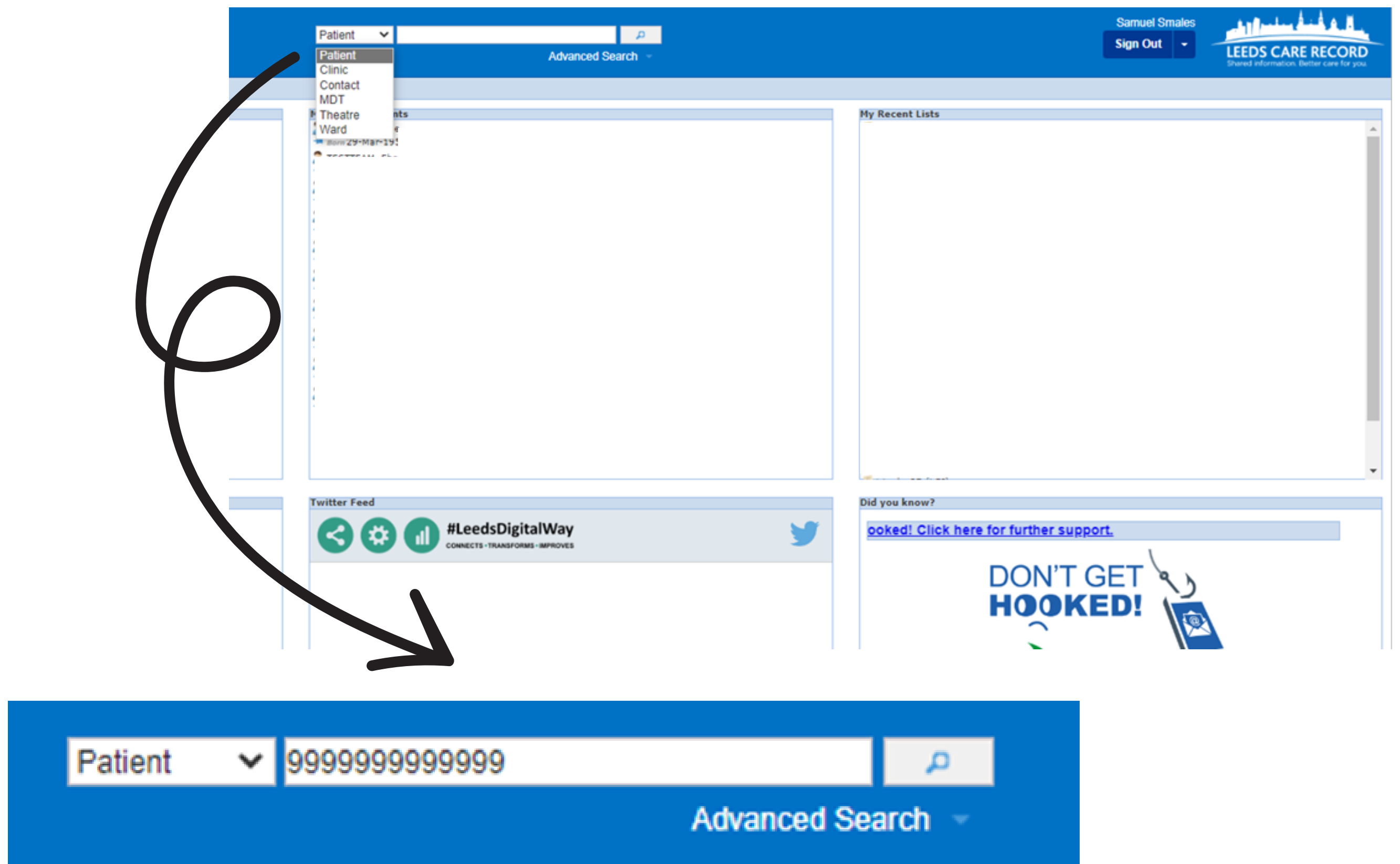
A screenshot of the PPM+ login page. The page has a light blue header with 'Login' and 'Login SmartCard' buttons, and a 'Terms & Condi' link. The main content area is a light blue box containing the login form. The form has three input fields: 'Username' with the value 'SmalesS', 'Password' with masked characters '.....|', and 'Organisation' with a dropdown menu showing 'The Leeds Teaching Hospitals NHS Trust'. There is a 'Log In' button and a link for 'Problem logging in?'. Below the form, there is a declaration: 'By logging on to PPM+ I hereby declare that I will adhere to the Terms and Conditions of its use.'

For further information please contact:

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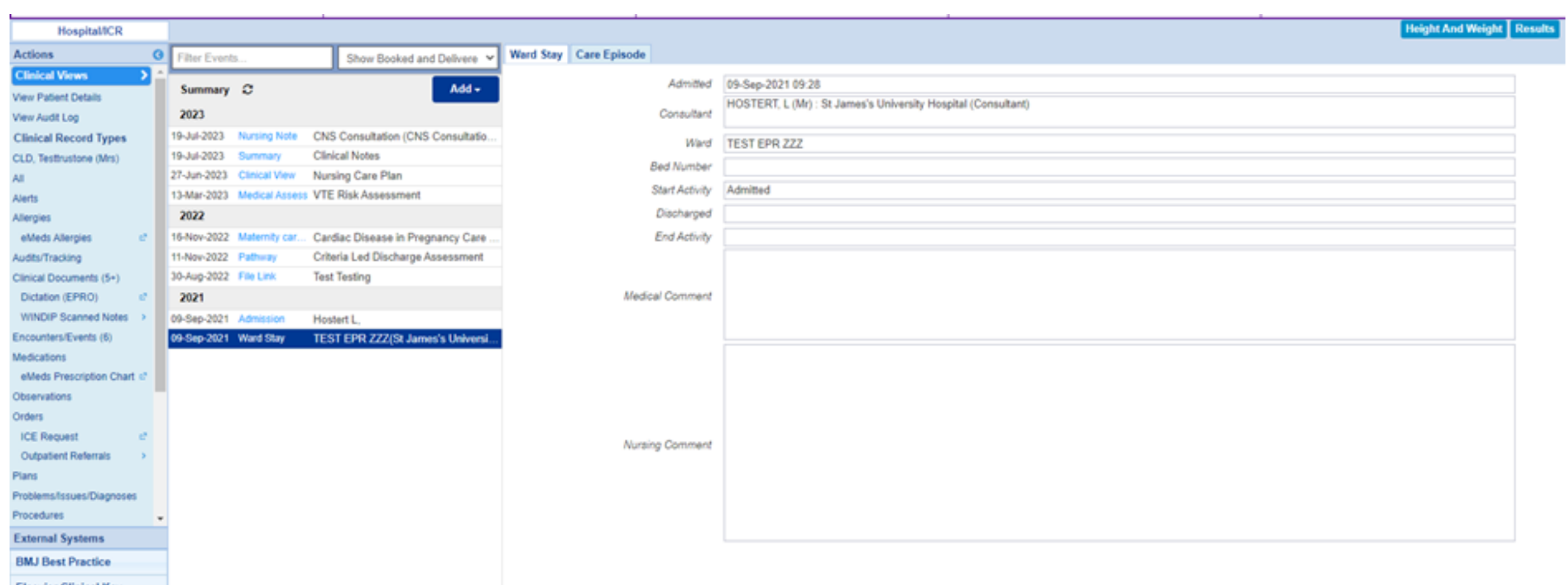
3

Search for the patient using their *NHS number* in the search bar at the top of the *PPM+ home page*.



4

This will navigate you to the *Patient's Single Patient View*.



For further information on how to navigate to and use the *Single Patient View* in *PPM+*, please [Click Here](#).

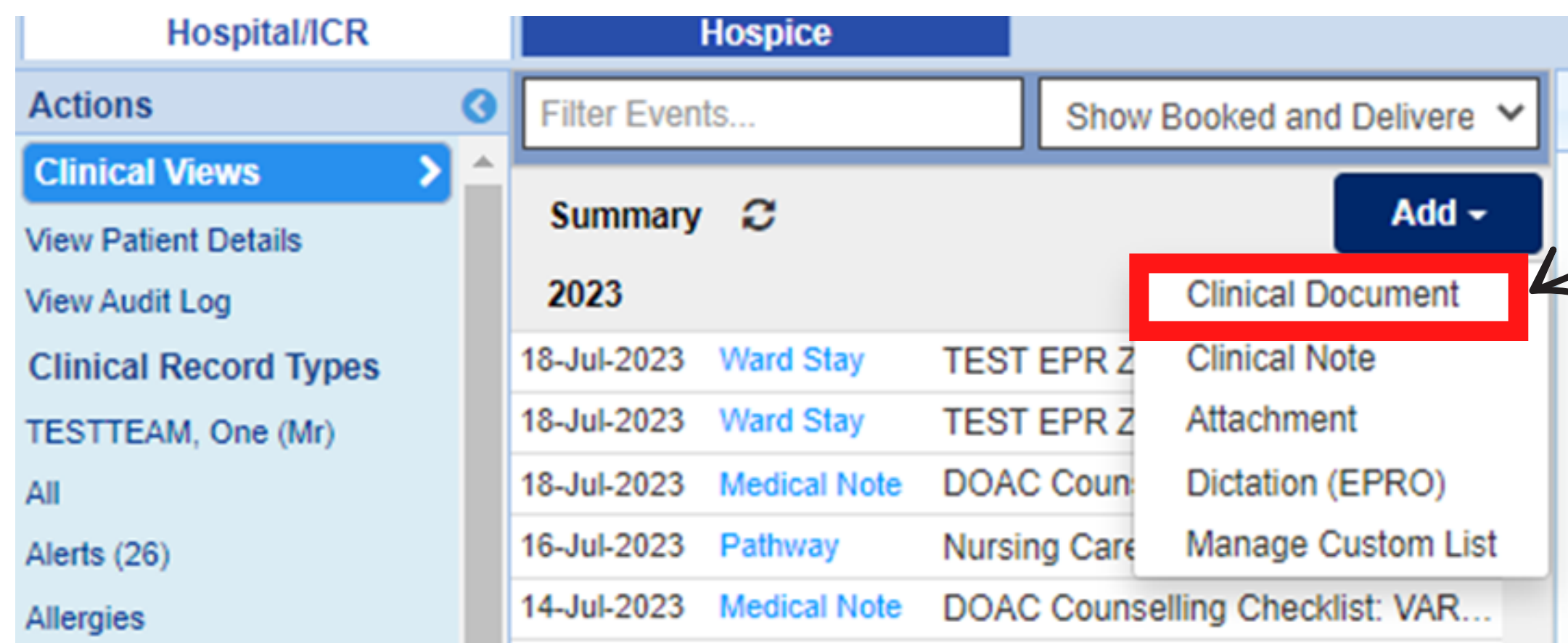
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Adding a Clinical Document (CNS Consultation eForm)

1

Click on the **Add** button in the **Patient's Single Patient View**. Then select **Clinical Document**.

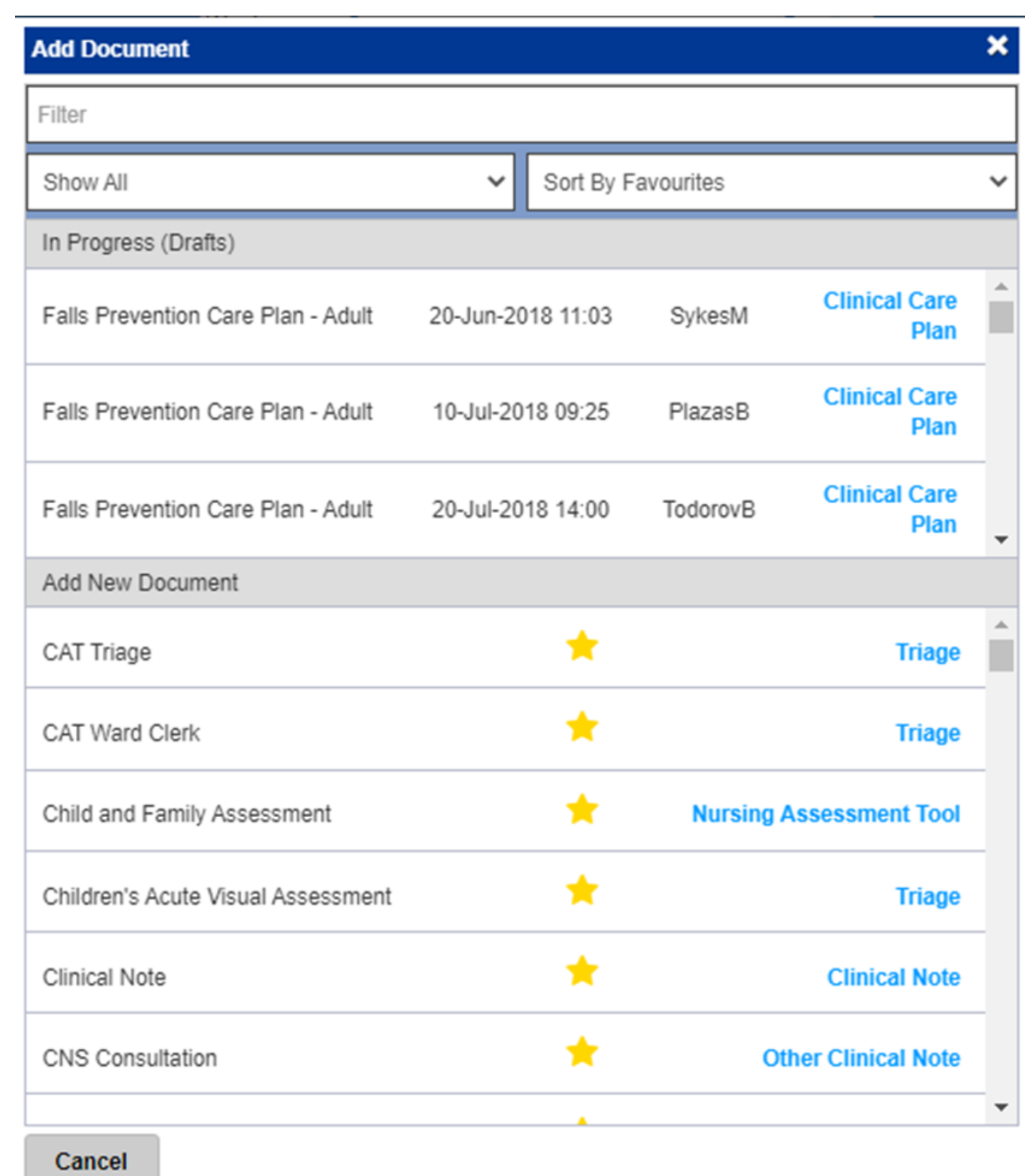


The screenshot shows the 'Hospice' patient view. On the left, there is a sidebar with 'Clinical Views' selected. The main area shows a 'Summary' for the year 2023 with a list of events. An 'Add' button is located in the top right of the summary area. A dropdown menu is open from this button, with 'Clinical Document' highlighted in a red box. A black arrow points from the 'Add' button to the 'Clinical Document' option.

Date	Event Type	Event Description
18-Jul-2023	Ward Stay	TEST EPR Z
18-Jul-2023	Ward Stay	TEST EPR Z
18-Jul-2023	Medical Note	DOAC Coun
16-Jul-2023	Pathway	Nursing Care
14-Jul-2023	Medical Note	DOAC Counselling Checklist: VAR...

2

This will navigate you to the **Add Document** window where you can view **In Progress (Drafts)** documents and **Add New Documents**.



The 'Add Document' window displays a list of documents under 'In Progress (Drafts)' and a list of 'Add New Document' options. The 'Add New Document' list includes 'CAT Triage', 'CAT Ward Clerk', 'Child and Family Assessment', 'Children's Acute Visual Assessment', 'Clinical Note', and 'CNS Consultation'.

Document Title	Date/Time	Author	Document Type
Falls Prevention Care Plan - Adult	20-Jun-2018 11:03	SykesM	Clinical Care Plan
Falls Prevention Care Plan - Adult	10-Jul-2018 09:25	PlazasB	Clinical Care Plan
Falls Prevention Care Plan - Adult	20-Jul-2018 14:00	TodorovB	Clinical Care Plan

Document Title	Star Rating	Document Type
CAT Triage	★	Triage
CAT Ward Clerk	★	Triage
Child and Family Assessment	★	Nursing Assessment Tool
Children's Acute Visual Assessment	★	Triage
Clinical Note	★	Clinical Note
CNS Consultation	★	Other Clinical Note

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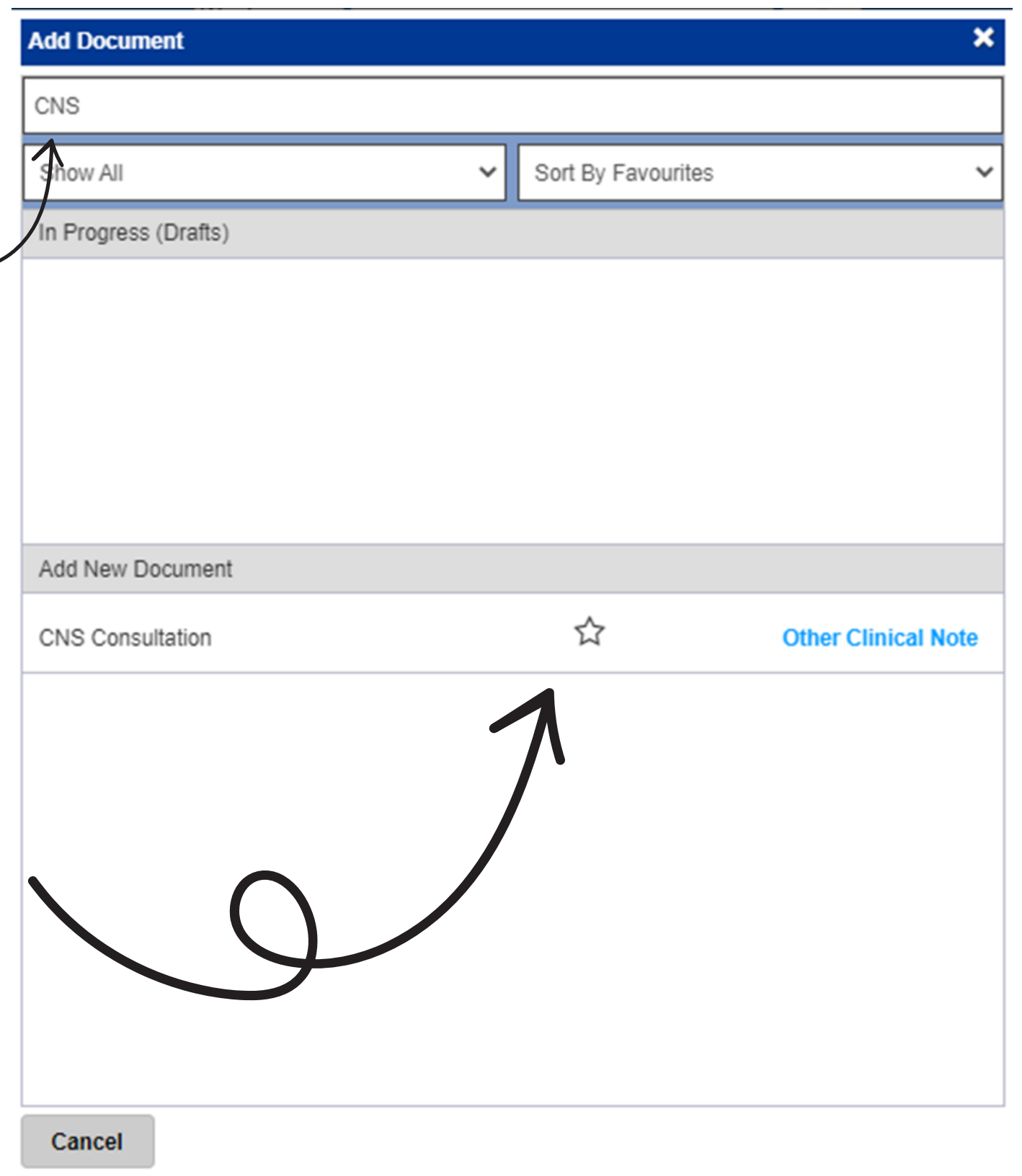
☎ 0113 206 0599

3

Search for **CNS** in the Filter field which will then populate the **Add New Document** section at the bottom.

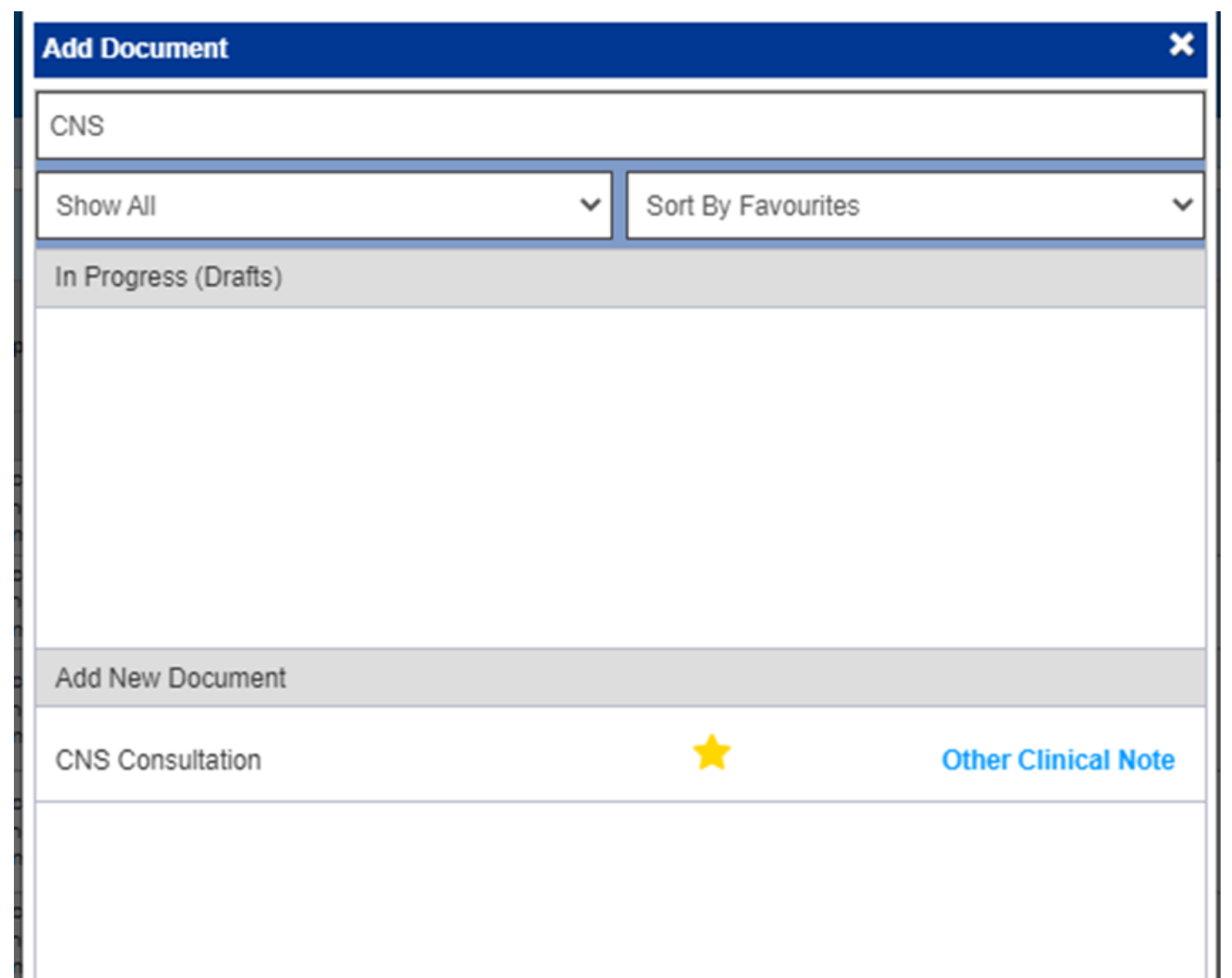
6

You can set this document as a **favourite** so it always appears at the top of your **Add New Document** list by clicking on the **star**.



4

Click the **CNS Consultation** document to start adding a new document.



For further information on how to add a **Clinical Document**, please [Click Here](#).

For further information please contact:

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Completing the CNS Consultation eForm

1

Select the **Assessment Type** from the drop down list. For your **Assessment type**, for this example, we will select **Oncology**. The following sections will be different depending on the **Assessment Type**.

The screenshot shows the 'CNS Consultation' form for a patient named CLD, Testtrustone (Mrs). The patient's details include: Born 01-Jan-1990 (33y), Gender Female, NHS number, Address St. James's Universi, Beckett Street, Leeds, ,, LS9 7TF, and PAS number 0034515. The 'Assessment Type' section is highlighted with a red box, and the dropdown menu is open, showing options: Generic, Oncology, Parkinsons, Renal, Spinal Team, Inpatient Pain, and Head and Neck LST. The 'Additional Clinician' section is also visible, with a search field. At the bottom, there are 'Discard' and 'Submit' buttons.

2

Select the **Type of contact** you have had with the patient and input time spent.

The screenshot shows the 'CNS Consultation' form with the 'Assessment Type' dropdown menu set to 'Oncology'. The 'Type of contact' section has four buttons: Telephone, Ward, Home visit, and Outpatients. The 'Ward' button is selected. The 'Time spent with patient' field is a text input box containing the number '60', with 'mins' written below it.

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3

Search for any *additional clinicians* involved in the assessment. You can add multiple clinicians by selecting the *Add button*.

The image shows two screenshots of the 'Additional Clinician' form. The top screenshot shows a search box with 'tes' entered and a dropdown menu with options like 'A LETTER TEST - Surgery', 'A TEXT TEST', and 'ADAZ, Testone (Dr)'. The bottom screenshot shows the same form with a red box around the '+ Add' button. A large black arrow points from the dropdown menu in the top screenshot to the '+ Add' button in the bottom screenshot.

4

Fill out the details in the *Clinical Note*. This will generate a separate *Clinical Note* entry in the Patient's *Single Patient View*.

The image shows a screenshot of the 'Clinical Note' form. It includes fields for Author (SMALES, Samuel (Mr)), Date of activity (19/07/2023), Time of activity (10:48), Profession, Specialty, and Type of note (General). The Subject Line is 'CNS Consultation'. The Notes field is empty with a rich text editor toolbar.

For further information on completing a *Clinical Note*, please [Click Here](#)

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

5

Select any symptoms from the *Symptom List*.

Symptom List

Symptom list

- None
- Abdominal
- Chest
- GI
- Gynaecological
- Haematological
- Head and Neck
- Neurological
- Psychological
- Skin
- Spinal
- Systemic
- Urinary
- Other

Selecting *Other* will prompt you to add any *Comments*.

Symptom List

Symptom list

- None
- Abdominal
- Chest
- GI
- Gynaecological
- Haematological
- Head and Neck
- Neurological
- Psychological
- Skin
- Spinal
- Systemic
- Urinary
- Other

Comments

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6

Select any *Interventions* and who was present at diagnosis.

Interventions	
Interventions	Present at diagnosis?
<input type="checkbox"/> Co-ordination of planned admission	<input type="radio"/> Y1 - CNS present
<input type="checkbox"/> Communication with other professionals	<input type="radio"/> Y3 - CNS at clinic session
<input type="checkbox"/> Key worker details provided	<input type="radio"/> Y4 - CNS saw other time
<input type="checkbox"/> Medicines optimisation	<input type="radio"/> Y5 - Not seen by CNS but trained member of team
<input type="checkbox"/> Non-medical prescription written	<input type="radio"/> NI - CNS not seen but informed
<input type="checkbox"/> Planning place of care	<input type="radio"/> NN - CNS not seen at all and not informed
<input type="checkbox"/> Present at diagnosis	<input type="radio"/> Unknown / not recorded
<input type="checkbox"/> Prevention of admission	
<input type="checkbox"/> Record of consultation offered	
<input type="checkbox"/> Smoking cessation advice	

7

Select any *Co-ordination/information/assessment for* and *Referral to other professions/agencies information*. Selecting *Other* will again prompt you to add any comments.

Co-ordination / information / assessment for	
<input type="checkbox"/> Chemotherapy	
<input type="checkbox"/> Diagnosis	
<input type="checkbox"/> Follow up	
<input type="checkbox"/> Investigations	
<input type="checkbox"/> Pathway	
<input type="checkbox"/> Radiotherapy	
<input type="checkbox"/> Recurrence	
<input type="checkbox"/> Supportive care	
<input type="checkbox"/> Surgery	
Referral to other professions / agencies	
<input type="checkbox"/> District nursing team	
<input type="checkbox"/> PCT team	
<input type="checkbox"/> Psycho-oncology team	
<input type="checkbox"/> Social worker	
<input type="checkbox"/> Welfare rights team	
<input checked="" type="checkbox"/> Other	
Comments	<input type="text"/>

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

8

Select a Patient and Carer *Emotional Support Level* and add any comments if required.

Emotional Support

Patient	Carer
<input type="radio"/> Level 1	<input type="radio"/> Level 1
<input type="radio"/> Level 2	<input type="radio"/> Level 2
<input type="radio"/> Level 3	<input type="radio"/> Level 3
<input type="radio"/> Level 4	<input type="radio"/> Level 4

Comments

9

Enter any *Medication* information.

Medication

Is the patient steroid dependant?	Oral medication burden
<input type="text"/>	<input type="radio"/> No
	<input type="radio"/> Yes
	<input type="radio"/> Unable to assess

Additional information

10

Finally click **Submit** to save the *CNS Consultation* eForm.

Submit

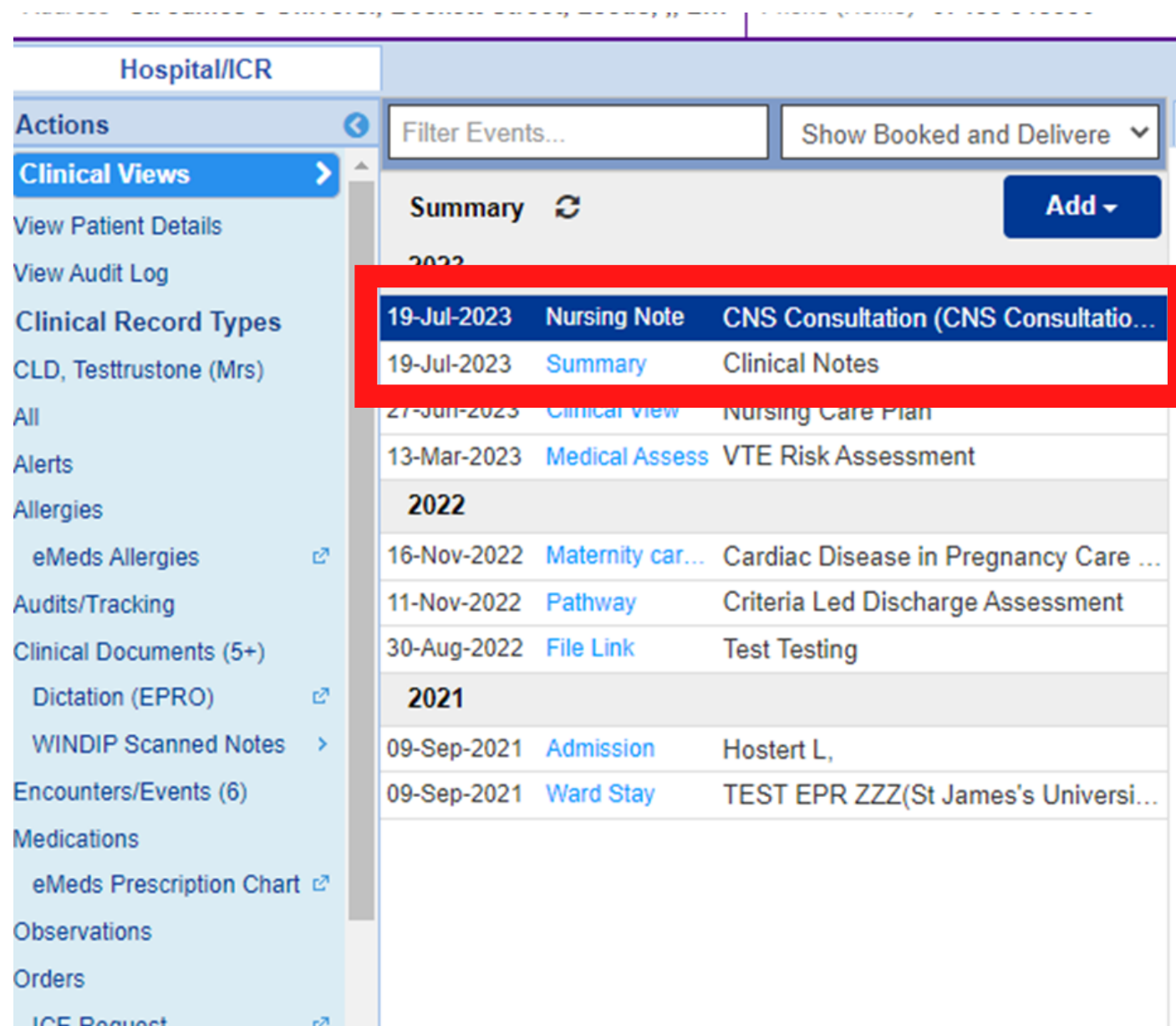
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Viewing/Printing/Withdrawing the completed CNS Consultation eForm

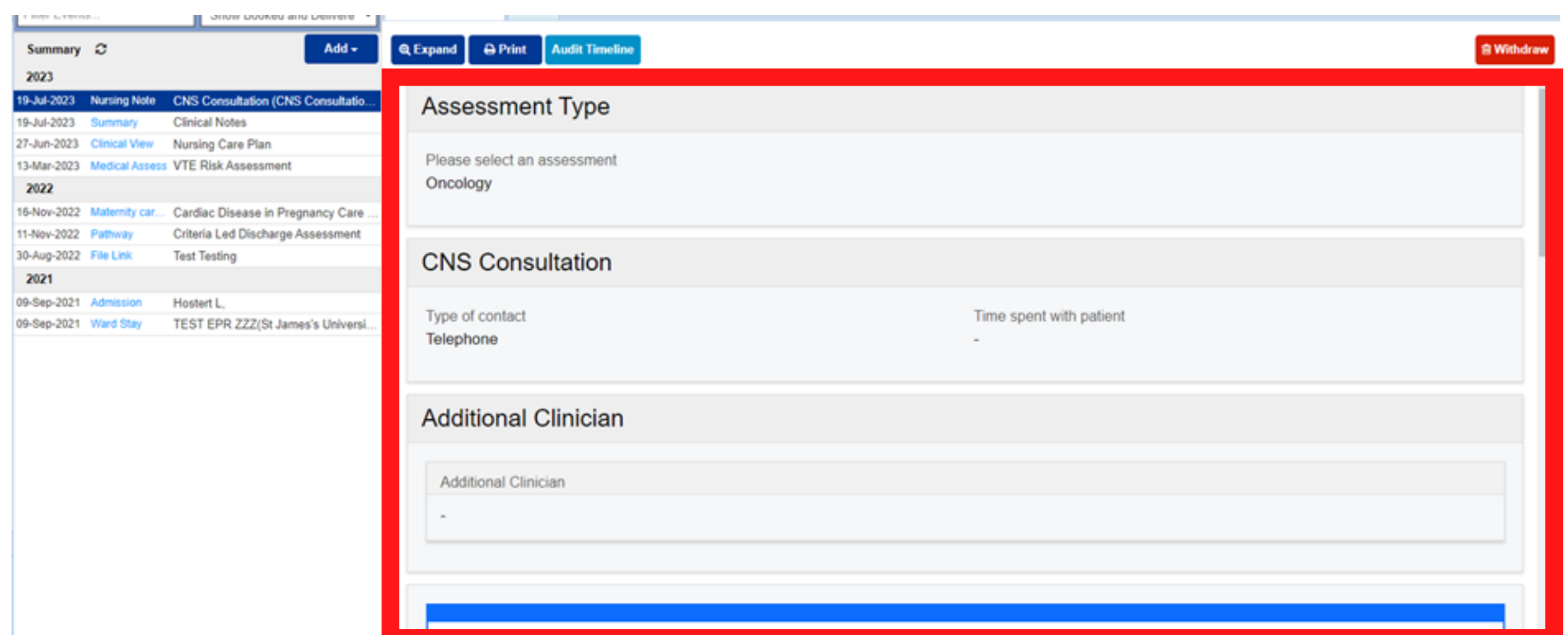
1

The completed *CNS Consultation* will appear in the *Summary* list in the Patient's Single Patient View. You will also see the *Clinical Note* part of the CNS Consultation eForm is visible to view separately in the *Summary View*.



2

If you click into the *CNS Consultation* eForm in the *Summary* list. You will notice, the completed eForm opens on the right hand side of the screen for you to view.

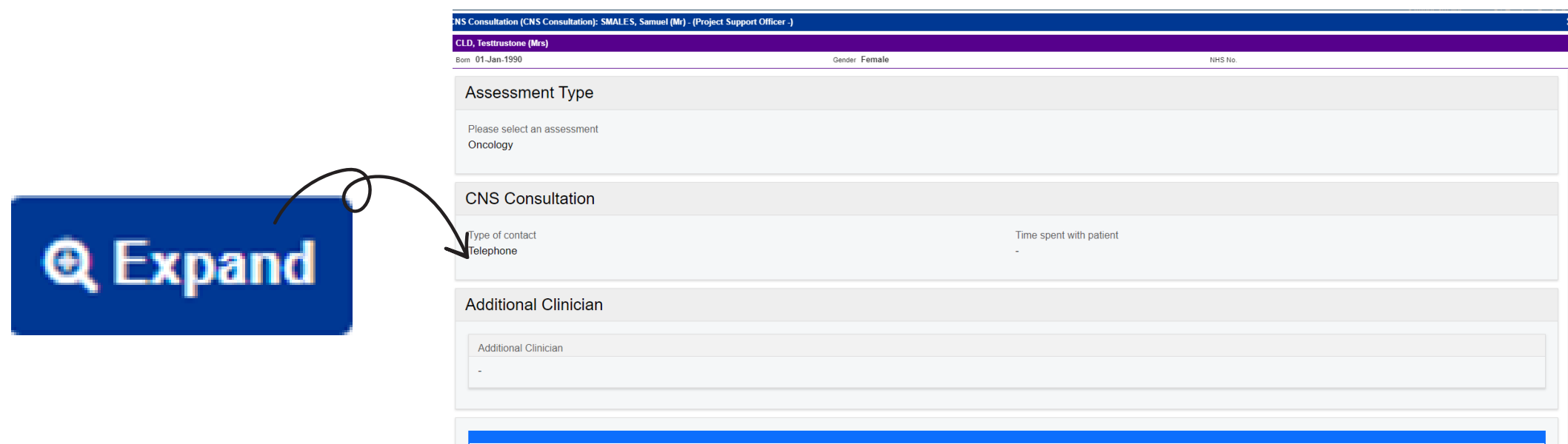


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3

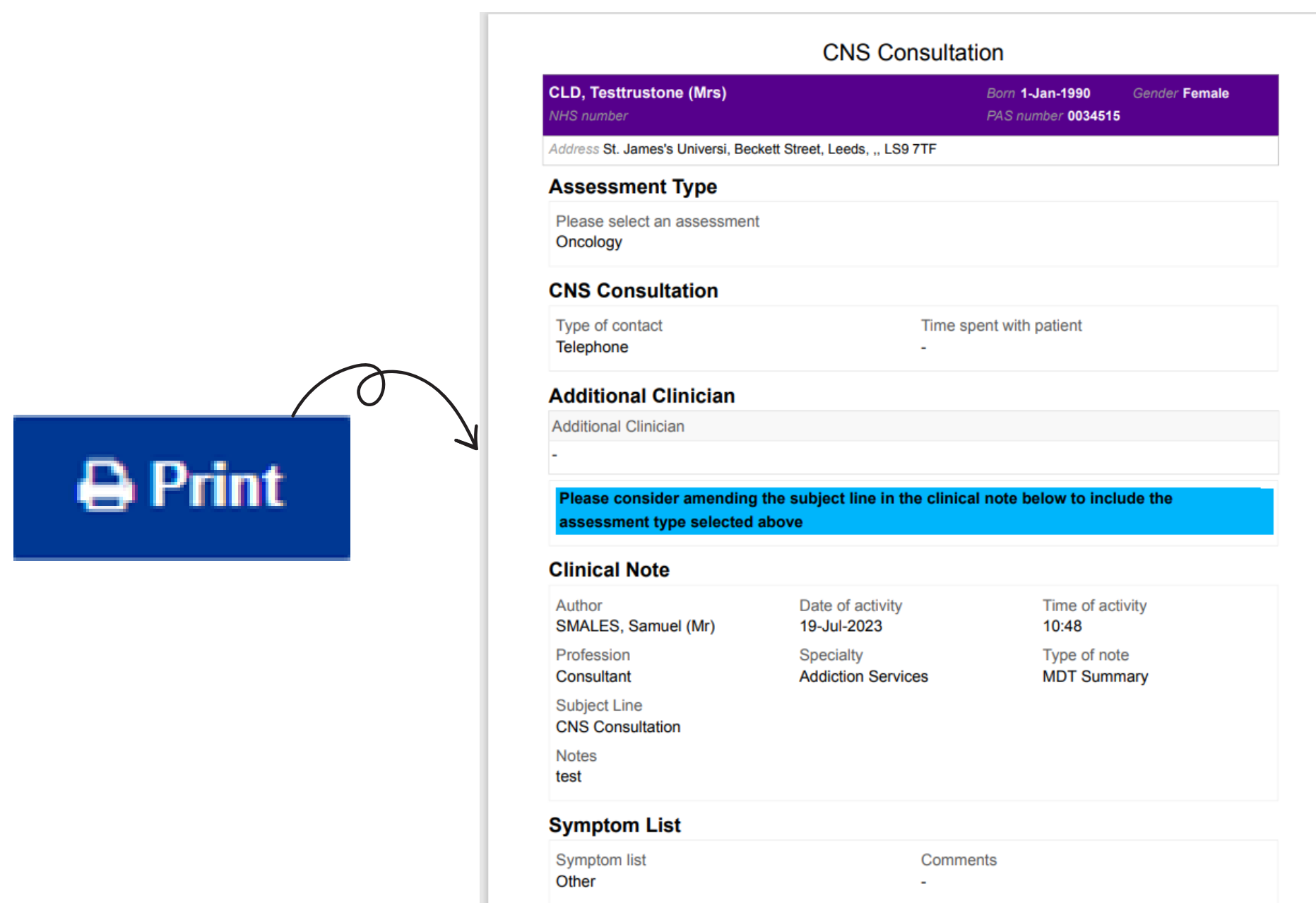
Click on the **Expand** button to view the completed eForm in a larger format via a pop out window.



The screenshot shows a web browser window displaying a form titled "CNS Consultation". The form includes sections for "Assessment Type" (with a dropdown menu showing "Oncology"), "CNS Consultation" (with fields for "Type of contact" and "Time spent with patient"), and "Additional Clinician". A blue callout box with a magnifying glass icon and the word "Expand" is positioned to the left of the form, with an arrow pointing to the top right corner of the browser window.

4

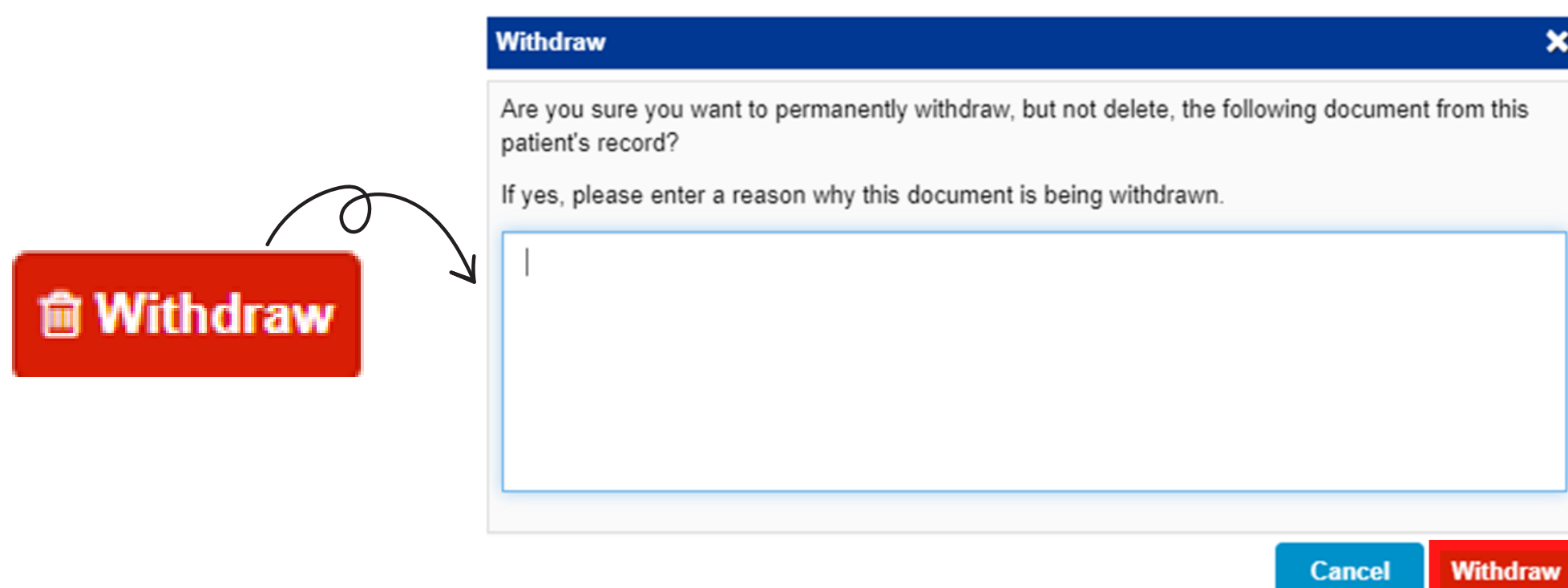
Click on the **Print** button to print out the completed eForm. When you click on the button it will open the completed eForm in a separate window in a PDF format. The completed eForm can be easily printed from this view.



The screenshot shows a separate window titled "CNS Consultation" displaying the completed form in a PDF-like layout. The form includes patient details (CLD, Testrustone (Mrs), Born 1-Jan-1990, Gender Female), assessment type (Oncology), and clinical details. A blue callout box with a printer icon and the word "Print" is positioned to the left of the form, with an arrow pointing to the top left corner of the window.

5

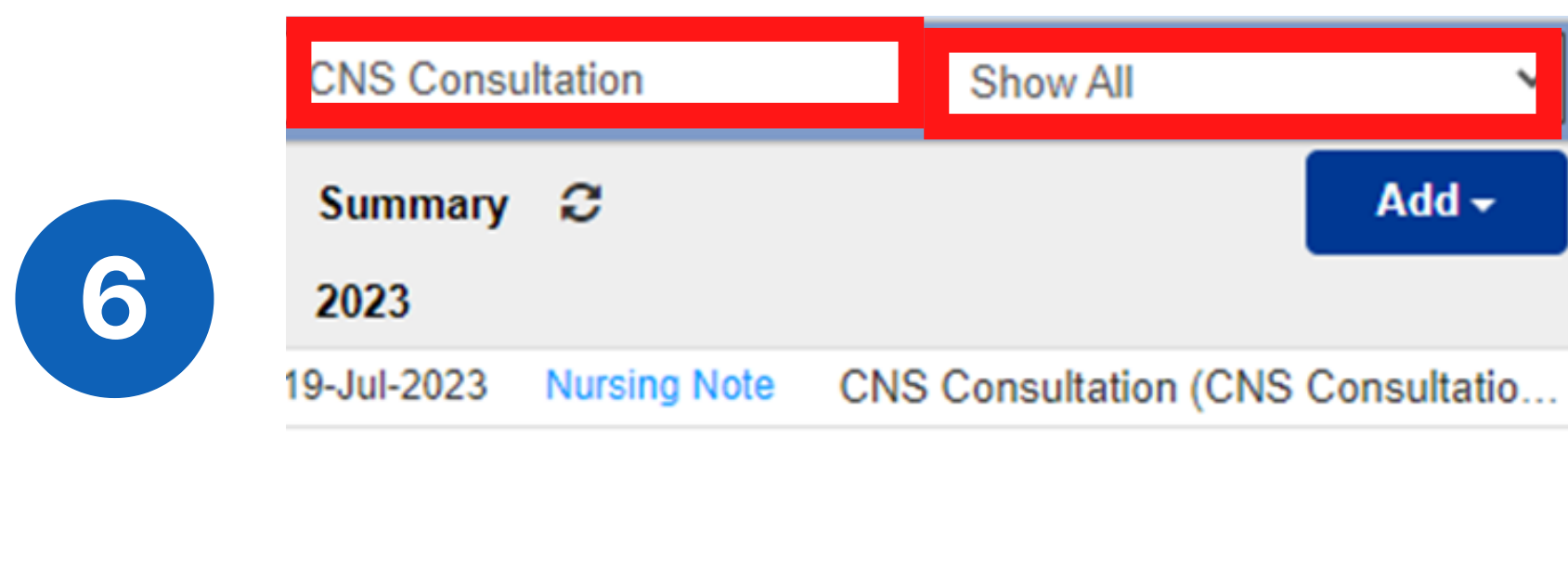
Click on the **Withdraw** button to withdraw the document. When you click on the **Withdraw** button a pop up window will appear, you will need to document the reason you are withdrawing the document. Then, you need to click **Withdraw**.



The screenshot shows a "Withdraw" pop-up window. The window contains the text: "Are you sure you want to permanently withdraw, but not delete, the following document from this patient's record?" and "If yes, please enter a reason why this document is being withdrawn." Below this is a text input field. A red callout box with a trash can icon and the word "Withdraw" is positioned to the left of the window, with an arrow pointing to the top left corner of the window. At the bottom right of the window are "Cancel" and "Withdraw" buttons.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599



When in the Patient's *Single Patient View*, you can search in the *Summary* list for the eForm or document you need to find. Simply type in the search box the name of the eForm or document and make sure the filter is set to *Show All*.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

Viewing the Clinical Note part of the CNS Consultation eForm

1

Summary Expand Print Audit Timeline Withdraw

2023

9-Jul-2023 Summary Clinical Notes

13-Mar-2023 Medical Assess VTE Risk Assessment

2022

16-Nov-2022 Maternity car... Cardiac Disease in Pregnancy Care ...

11-Nov-2022 Pathway Criteria Led Discharge Assessment

30-Aug-2022 File Link Test Testing

2021

09-Sep-2021 Admission Hostert L.

09-Sep-2021 Ward Stay TEST EPR ZZZ(St James's Universi...

Assessment Type

Please select an assessment
Oncology

CNS Consultation

Type of contact
Telephone

Time spent with patient
-

Additional Clinician

Additional Clinician
-

When you have completed the *CNS Consultation eForm*, you will notice there is a separate *Clinical Note* entry in the Summary list been created from the information you inputted within *Clinical Note* section in the *CNS Consultation eForm*. Click on *Clinical Note* within the Summary list.

2

Expand Add New Document Refresh

Page 1 of 1

Notes	Profession	Specialty
<p>SMALES, Samuel (Mr) Consultant Addiction Services</p> <p>19-Jul-2023 10:48</p> <p>Type: MDT Summary Subject: CNS Consultation</p> <p>test</p> <p>Images attached?: No</p>	Consultant	Addiction Services

Page 1 of 1

When you click on the *Clinical Note* in the Summary list, it will open on the right hand side of the screen in a table format. Please [Click Here](#), to learn more about *Clinical Note*.

For further information please contact:

leadsth-tr.ImplementationTeam@nhs.net or [0113 206 0599](tel:01132060599)

Useful contacts

Implementation Team

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



Ext: 60599



leedsth-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



<https://lth-dwp.onbmc.com>

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/>

For further information please contact:



leedsth-tr.ImplementationTeam@nhs.net or



0113 206 0599