ppm+

Criteria Led Discharge

USER GUIDE

NHS
The Leeds Teaching Hospitals
NHS Trust

#LeedsDigitalWay
CONNECTS • TRANSFORMS • IMPROVES
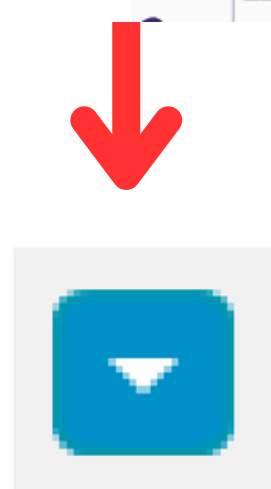
Contents page

For further information please contact:

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

How to access the eForm via the desktop

1

The Criteria Led Discharge (CLD) eForm can be accessed via the **Ward View** by clicking onto the **Action button** next to a patient's name and selecting **Add Clinical Document.**

Selecting **Single Patient View** will take you to the patient's record, where the CLD eForm can also be accessed.

2

From the **Single Patient View,** the CLD eForm can be accessed by clicking Add and then Clinical Document.

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

3 Search for Criteria Led Discharge and select **'Criteria Led Discharge Assessment'** to add a new CLD eForm.

Add Document ✕

criteria led discharge ✕

| Show All ▾ | Sort By Favourites ▾ |

In Progress (Drafts)

There are no draft documents

Add New Document

Criteria Led Discharge Assessment ☆ **Medical Assessment**

If the CLD eForm is being started for that particular patient, it will be blank.

Criteria Led Discharge

Consultant *

WOOTTON (TEST LCH CONTACT), Dan (Mr) Test Community... ✕ | ▾

Date Critieria Led Discharge agreed *

13/09/2021

13-Sep-2021

Time Critieria Led Discharge agreed *

15:31

If the eForm has already been completed for that particular patient, that current eForm status will present. The eForm can be edited and viewed from there.

How to access the eForm via the PPM+ mobile app

Useful information for using the PPM+ mobile app

1 **Click here** for the user guide for logging into the PPM+ mobile app.

2 **Click here** for the user guide for viewing the Ward View via the PPM+ mobile app.

3 **Click here** for the user guide for enrolling for single sign on.
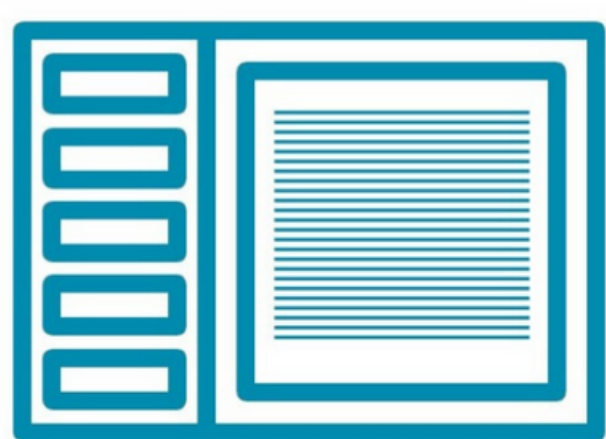
On the Single Patient View, Click on the **eForms** icon.

eForms

To find the CLD eForm, type in Criteria Led Discharge Assessent.

🔍 Criteria Led Discharge Assessment

Criteria Led Discharge Assessment

Criteria Led Discharge

Consultant *

WOOTTON (TEST LCH CONTACT), Dan (Mr) Test Community... ✕ | ⌄

Date Critieria Led Discharge agreed *

13/09/2021

13-Sep-2021

Time Critieria Led Discharge agreed *

15:31

The eForm will present the same as the desktop version.

The way this eForm is completed is the same on the desktop and PPM+ mobile app.

CLD eForm

When first creating the eForm, it will automatically fill in the name of the Consultant responsible for the patient. This can be edited by clicking on the 'x' next to the Consultant's name, if required.
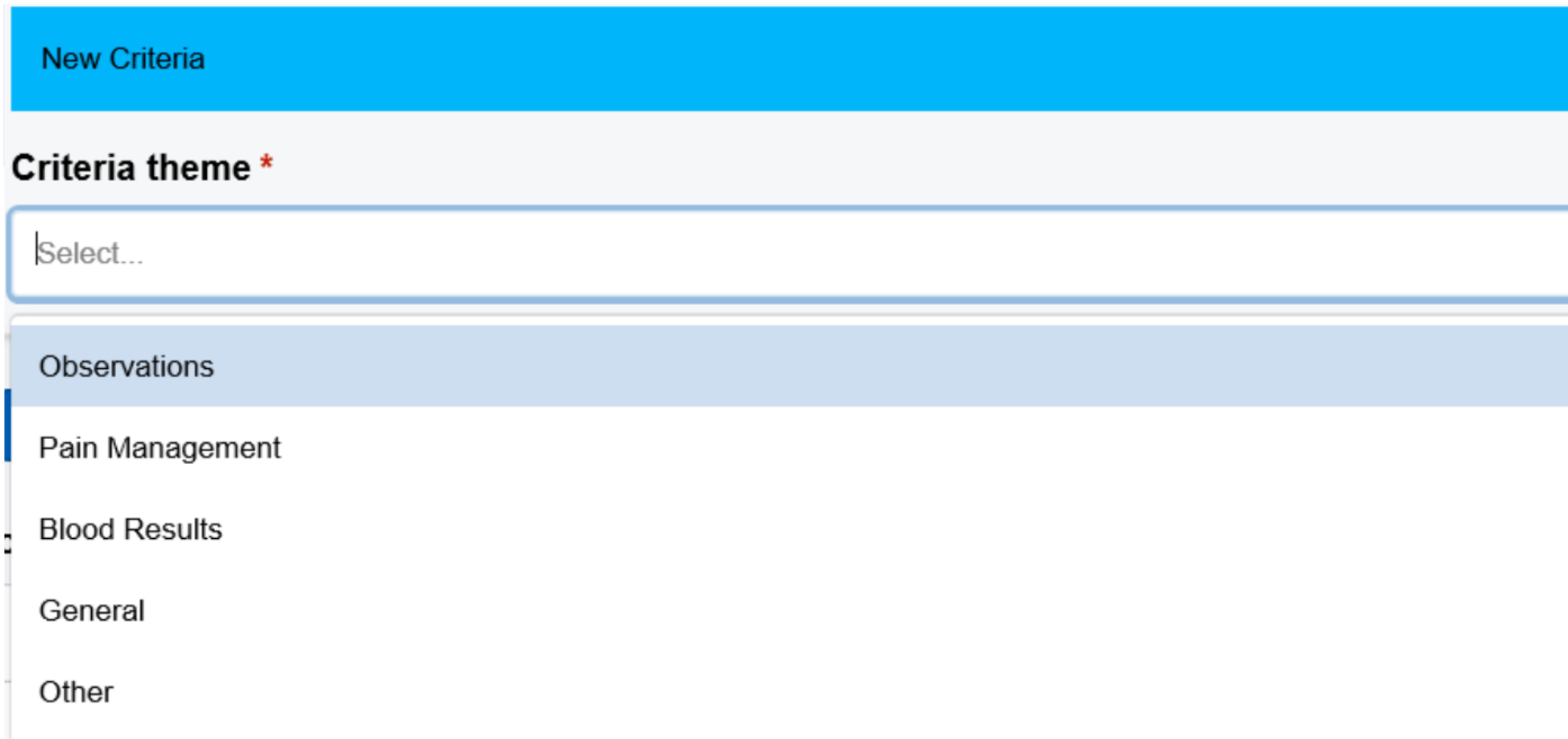
The eForm can be completed on behalf of the senior clinical decision maker (usually Consultant, Registrar or SAS Doctor) by a Registered Health Professional.

The date and time should be correct for when the criteria was agreed. However, it is possible to back date when the Criteria was set.

There are 5 Criteria themes to chose from:
Observations, Pain Management, Blood Results,
General and Other.

New Criteria

Criteria theme *

Select...

Observations

Pain Management

Blood Results

General

Other

Users can select up to 5 criteria themes in total,
this includes multiples of the same criteria
theme.

Criteria themes and saving the eForm

Below are the criteria options you will be presented with when you select each of the Criteria Themes.

New Criteria

Criteria theme *

Observations

Observations criteria *

Select...

The patient has been weaned off oxygen and saturations are between X and Y on air

Other

New Criteria

Criteria theme *

Pain Management

Pain management criteria *

Select...

Pain under control

Other

New Criteria

Criteria theme *

Blood Results

Blood results criteria *

B I U ☰ ☰

New Criteria

Criteria theme *

General

General criteria *

The patient has had their bowels open

The patient has had their bowels open

The patient has passed urine

The patient is eating and drinking

Volume in the surgical drain is lower than X

General criteria *

Other

Other general criteria *

B I U ☰ ☰

If you select 'Other' or 'Blood Results' as a Criteria Theme, a free text box will open below for you to add more details.

Adding criteria relating to physio assessments or social circumstances is appropriate if applicable to your patient.

Example of 'Physio Assessment' criteria:

Criteria theme *

Other   ✕ | ⌄

Other criteria *

B *I* U   ☰ ☰

Seen by physios and deemed safe to mobilise independently with a Zimmer Frame

Example of 'Social Circumstances' criteria:

Criteria theme *

Other   ✕ | ⌄

Other criteria *

B *I* U   ☰ ☰

Home carers informed of discharge and package of care restarted

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If you select, 'The patient has been weaned off oxygen and saturations are between X and Y on air' as an Observation criteria, then the eForm will ask you for further details

Criteria theme *

Observations

Observations criteria *

The patient has been weaned off oxygen and saturations are between X and Y on air

Saturation levels (Low) *

88

Saturation levels (High) *

92

Patient has met the above criteria *

If you select 'Volume in the surgical drain is lower than X' as a General criteria then the eForm will ask you for some further information about this

General criteria *

Volume in the surgical drain is lower than X

Volume in surgical drain is lower than *

30

When you are adding your Criteria theme, you can also record whether or not the patient has already met this criteria by selecting Yes or No.

Patient has met the above criteria *

| No | Yes |

Patient has met the above criteria *

| No | Yes |

The eDAN should be written and authorised at the same time as the criteria are set.

Once all the criteria is set and correct for that present time, click on the Submit button.

Submit
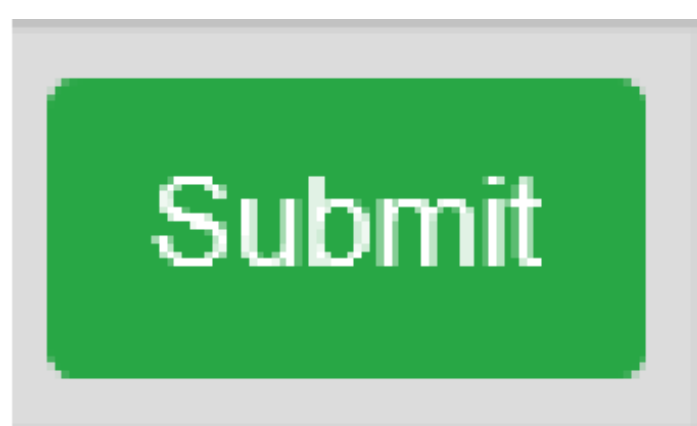
If when completing the eForm, either editing or completing for the first time, click on the Discard button to delete any changes you have made.
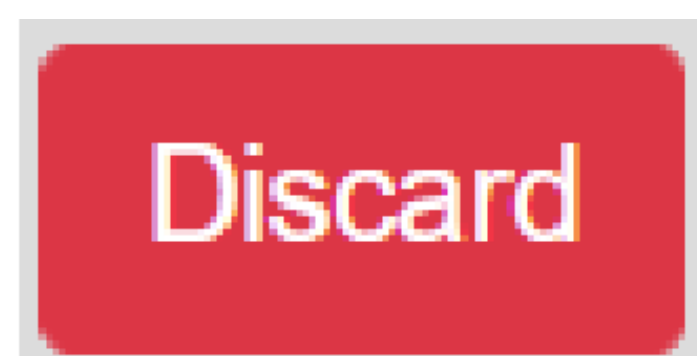
Discard

Editing/Viewing the eForm in Single Patient View

This is how the CLD eForm will present in the Single Patient View (desktop view), when the eForm is submitted and is clicked on in the summary section. This view is called the Dashboard view.
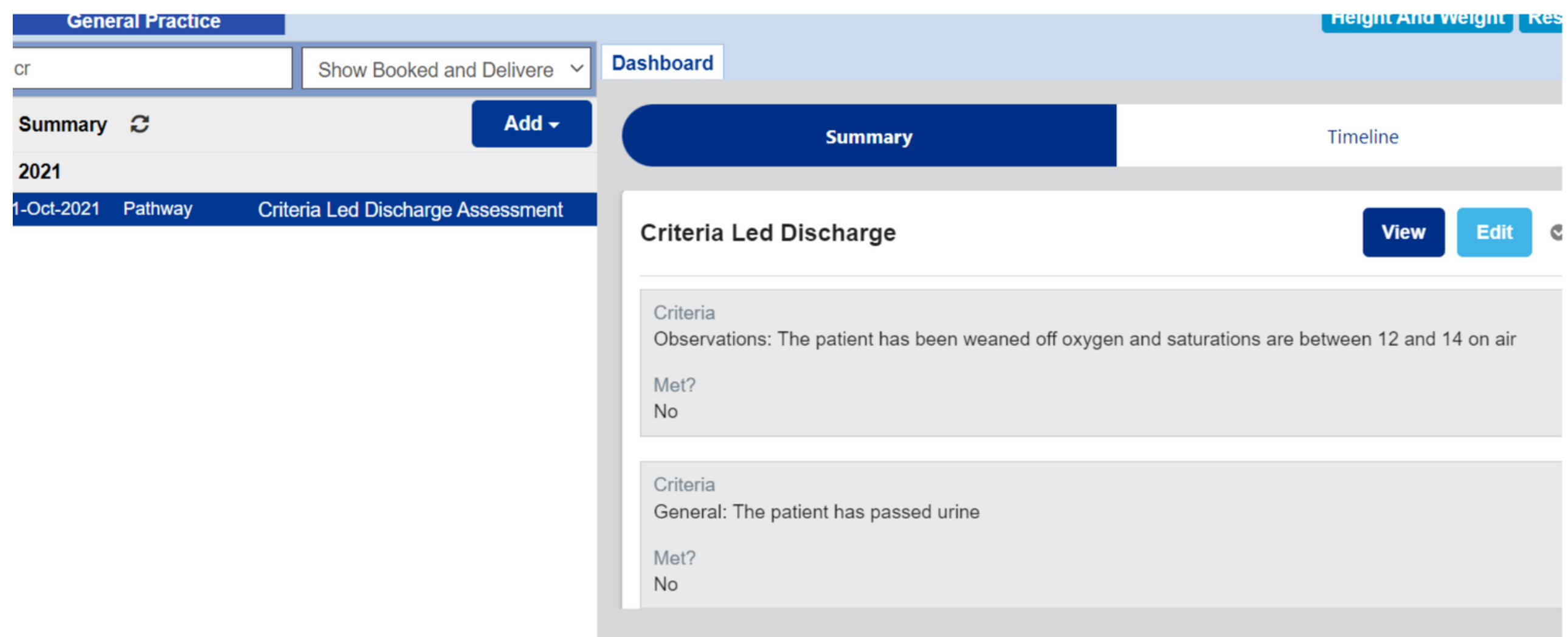
All of the Criteria Themes and their current status is displayed on the right hand side. If you click on the view button, it will allow you to view the eForm in more detail.

Edit

Click on the Edit button to access the eForm to make any changes or updates. This can only done by a qualified and competent member of staff.

Patient has met the above criteria *

No | Yes

When editing, you can change the status of a certain criteria to Yes or No, if the patient has or hasn't met that certain criteria

Patient has met the above criteria *

No | Yes

You can also edit the criteria, if needed, with any additional information or you can remove any information. Example below:

General criteria

Other

Other general criteria *

B I U ≔ ≡

Ind to the toilet

General criteria *

Other

Other general criteria *

B I U ≔ ≡

Ind to the toilet with a zimmer frame

Remember to click on the Submit button, once the eForm is updated.
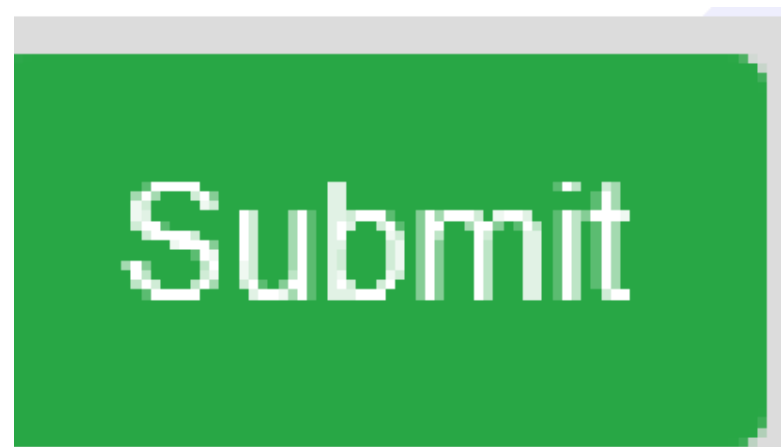
Submit

Withdrawing a Patient from the Pathway

If when editing the eForm, the patient needs to be removed from the pathway, this can be done by clicking on Yes

If you have clicked on Yes, chose the reason why you are withdrawing the patient from the pathway. Then click on Submit.

If Other is selected, you will need to put the reason for the patient being withdrawn from the pathway

CLD status on the Multi Patient View/eWhiteboard and Tasks

This is how the CLD eForm's status of the criteria themes will present on the Multi Patient View and on the wards's eWhiteboard, when the eForm has been submitted. If no eForm has been submitted, the column will be blank.

Here is a guide to what each of the icons in the Criteria Led Discharge column mean.

Key:

 Task is Due

 Task is Overdue

Number of criteria met/outstanding will show that patient is on pathway

 Patient Has Met All Critera

1

Tasks

5 (5 overdue) ❓

2 (2 overdue) ❓

9 (8 overdue) ❓
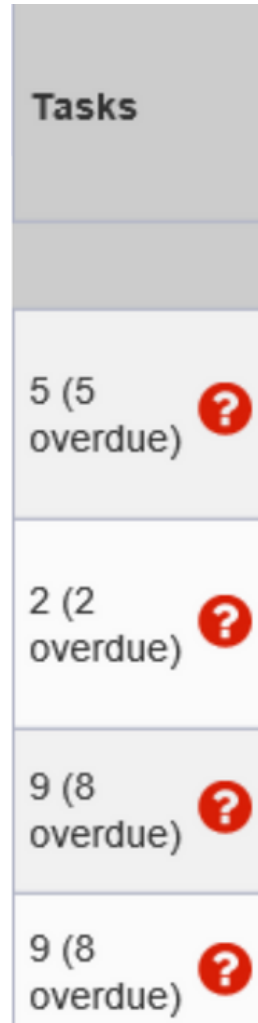
9 (8 overdue) ❓

On the **Multi Patient View** can look at any overdue tasks for a particular patient by clicking on the **Tasks** column cell for that patient.

Click on the task called **'Criteria Led Discharge Assessment'** to open up the eForm.

2

11 Mins Ago   Criteria Led Discharge Assessment
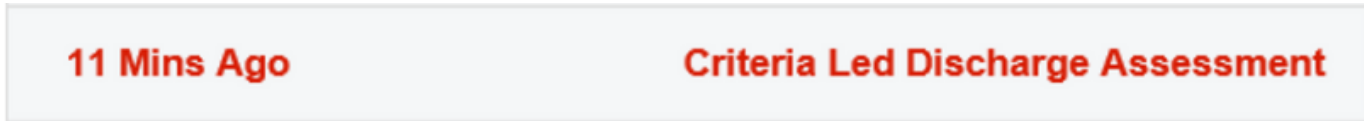
3

Tasks

Via the PPM+ mobile app on the **Single Patient View**, you can also view any outstanding Criteria Led Discharge tasks for that particular patient by clicking on Tasks.

Click on the task called **'Criteria Led Discharge Assessment'** to open up the eForm.

4

14d ago   Criteria Led Discharge Assessment
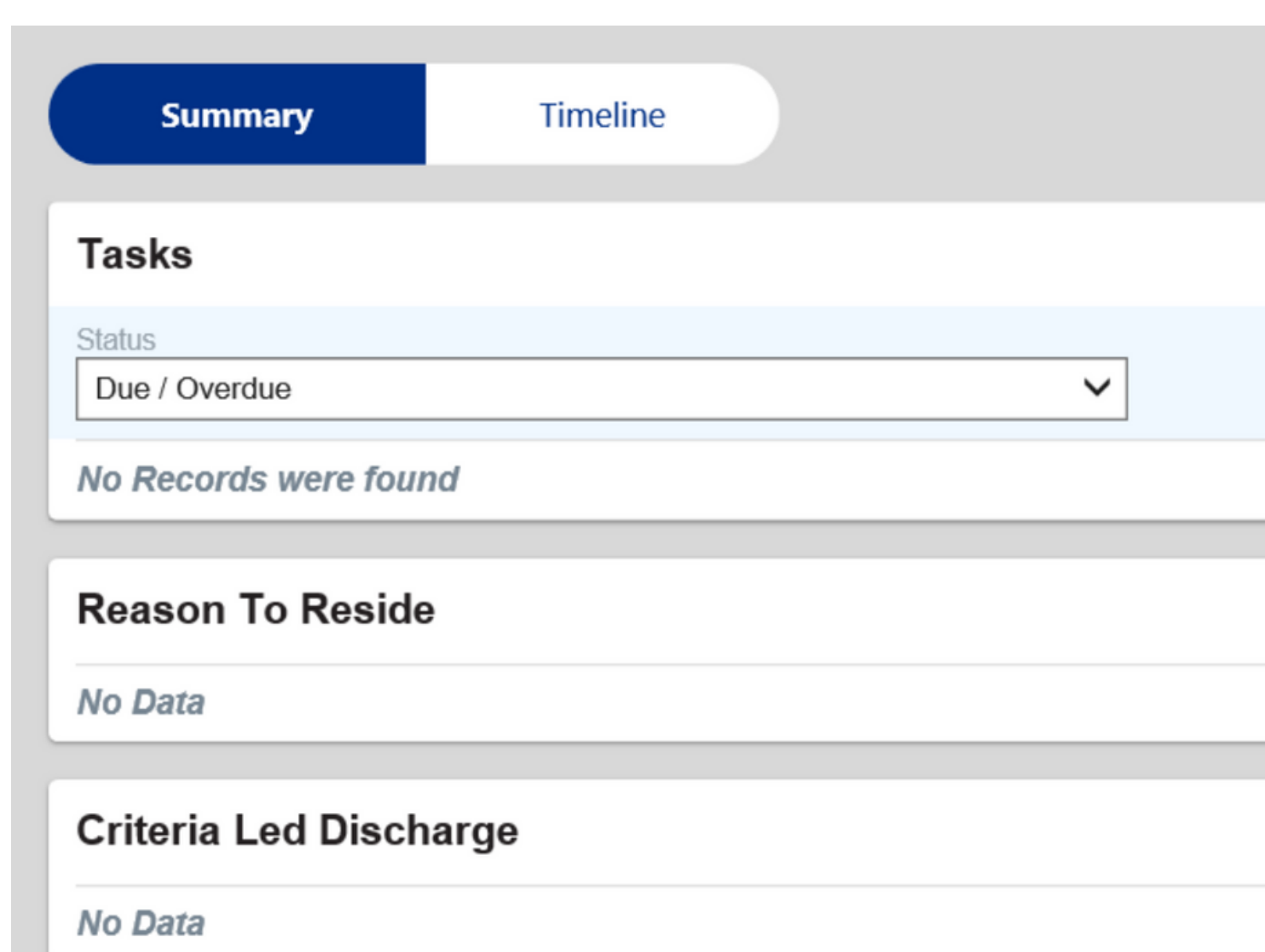
For further information please contact:
✉ leedsth-tr.ImplementationTeam@nhs.net or 📞 0113 206 0599
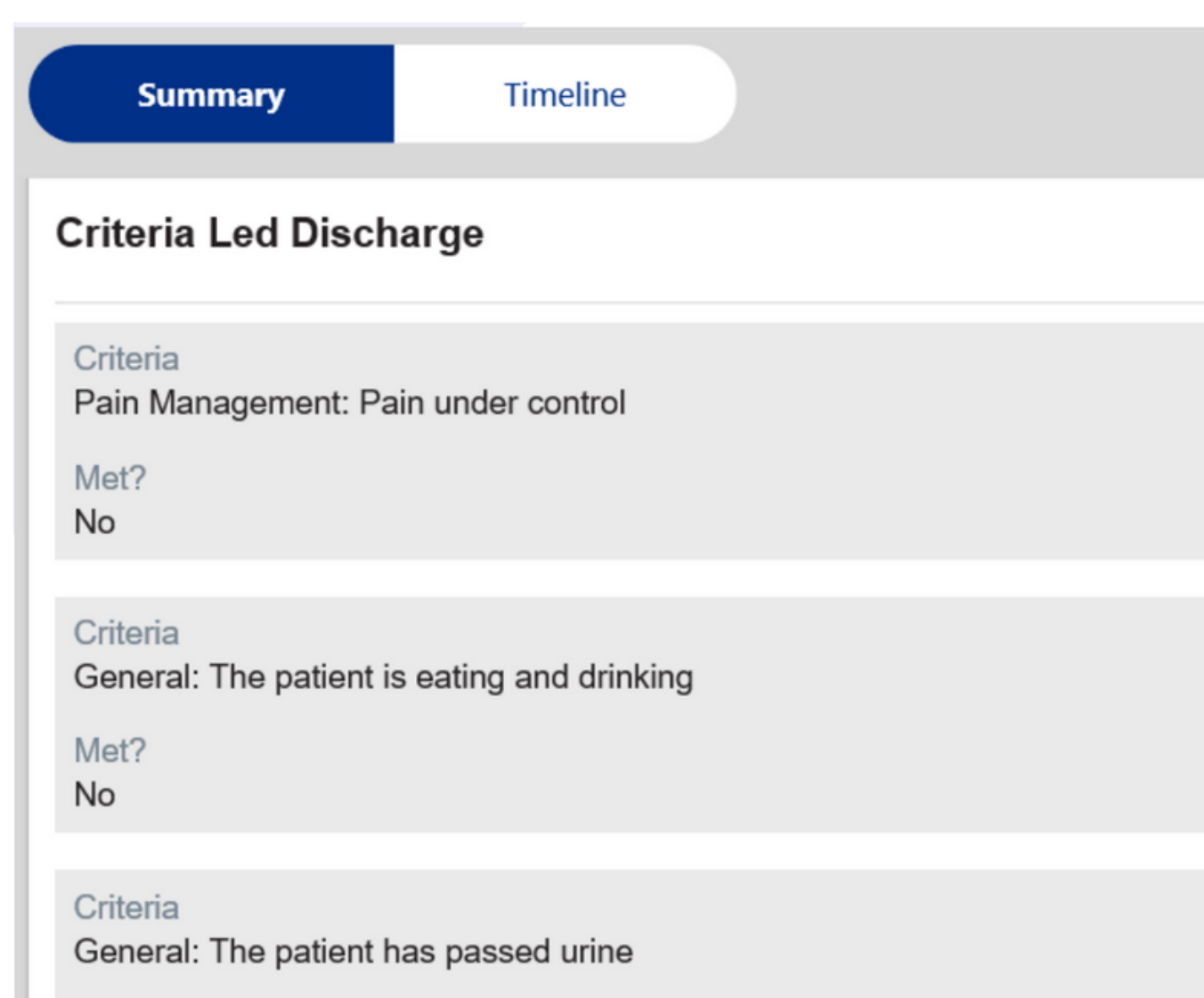
Dashboard View (Desktop only)

To view a patient's CLD eForm status in the **Dashboard View**, click on the Criteria Led Discharge cell for that particular patient. As previously mentioned you can see the dashboard view via the Single Patient View. Some of the functionalities are similar.
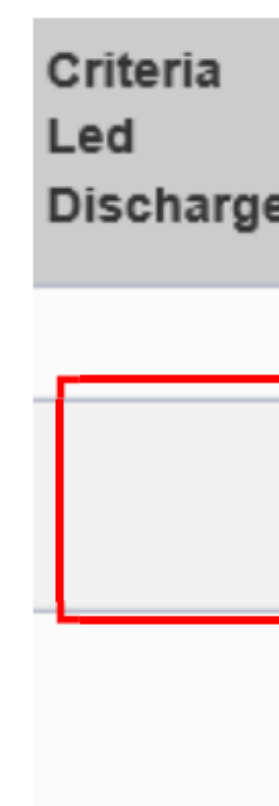
If the patient hasn't had a CLD eForm started, the dashboard will present like this.

If the patient has had a CLD eForm started, this is how the CLD section will present in the dashboard view.

In the dashboard view you can **Edit** and **View** the eForm by clicking on either of these buttons.

At the top of the dashboard view, you can also view a timeline of events for the CLD eForm by clicking on **'Timeline'**.

Via the PPM+ mobile app on the **Single Patient View**, you can also view any outstanding Criteria Led Discharge tasks for that particular patient by clicking on Tasks.

Criteria Added
Criteria 'General: The patient has passed urine' has been added. Criteria status is 'Not Met'.
by Unknown   15:14

Criteria Added
Criteria 'General: The patient is eating and drinking' has been added. Criteria status is 'Not Met'.
by Unknown   15:14

Criteria Added
Criteria 'Pain Management: Pain under control' has been added. Criteria status is 'Not Met'.
by Unknown   15:14

Pathway Started
by Unknown   15:14

If you make amendments to the submitted CLD eForm, these can be seen on the timeline too. Examples below.
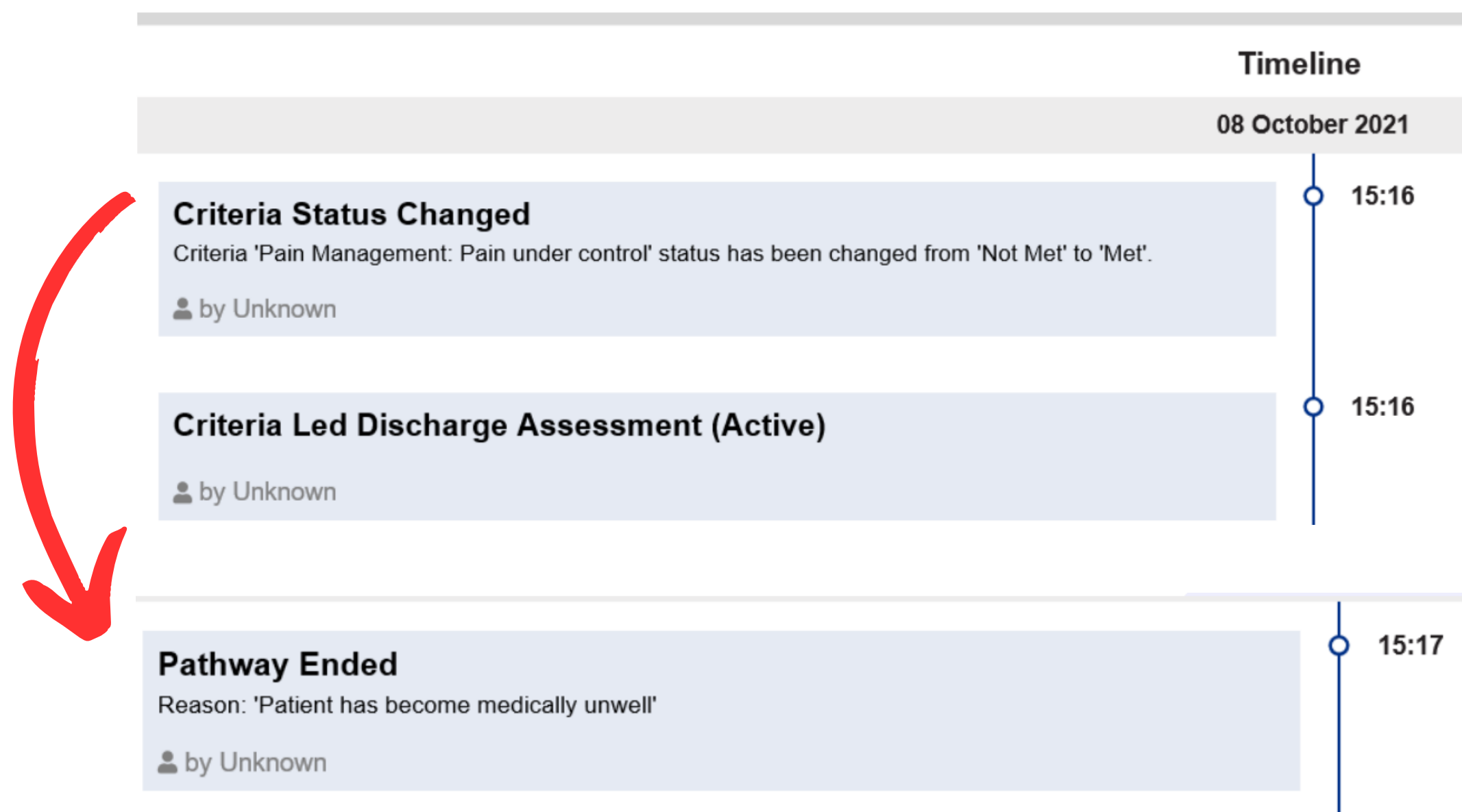
Timeline
08 October 2021

Criteria Status Changed
Criteria 'Pain Management: Pain under control' status has been changed from 'Not Met' to 'Met'.
by Unknown   15:16

Criteria Led Discharge Assessment (Active)
by Unknown   15:16

Pathway Ended
Reason: 'Patient has become medically unwell'
by Unknown   15:17

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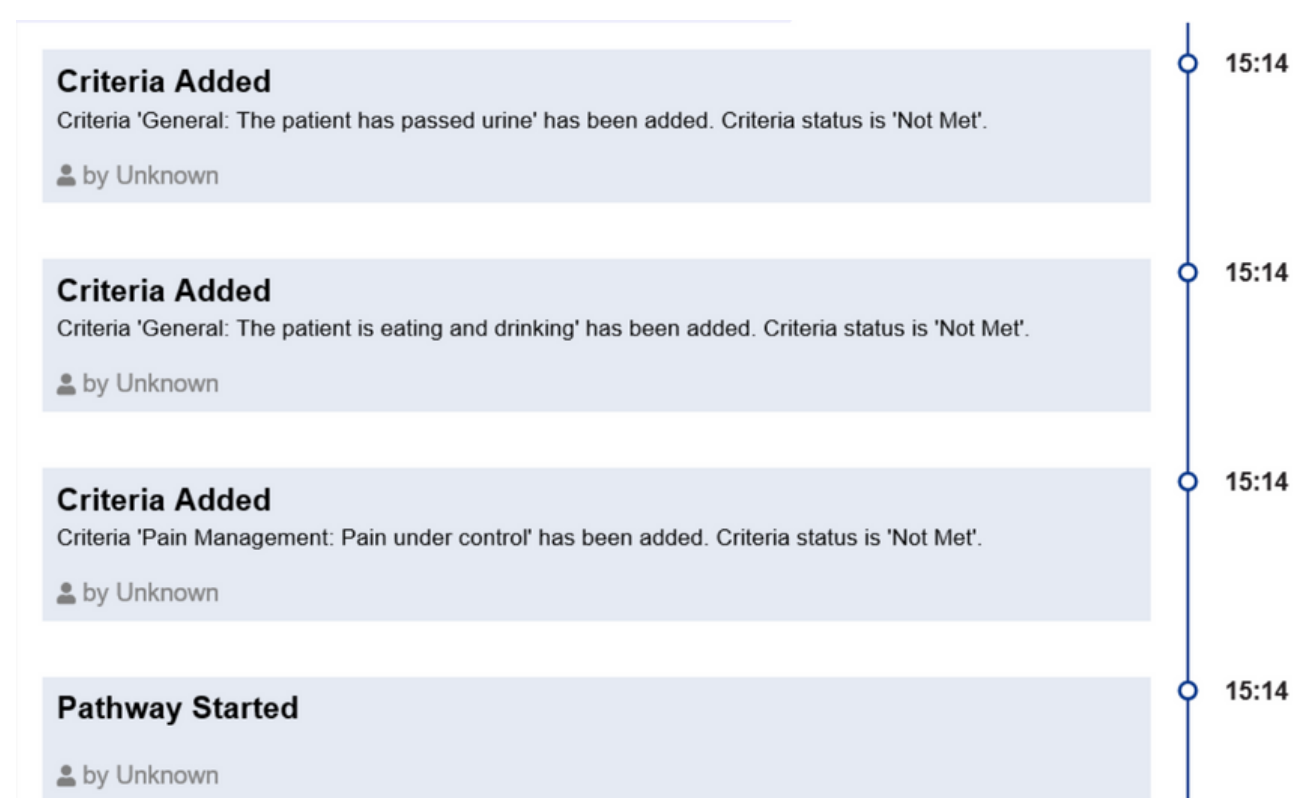
Useful contacts

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/**

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