



The Leeds
Teaching Hospitals
NHS Trust

ppm+

Digital Learning Solutions

HOW TO GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

How to Access Digital Learning Solutions

- 1 To access Digital Learning Solutions please click on the link below or enter it into your web browser:
<https://www.dls.nhs.uk/>

- 2 Please click on LOGIN / REGISTER

➔ LOGIN / REGISTER

2

Or the following icon:



Click on Register:

➔ Register

NB: Please ensure you register as a Delegate (learner) under Account Type and Leeds Teaching Hospitals Trust under Centre.

Please register using your NHS email account (if you have one), this will reduce delays in your account access. Your registration will be approved within 24 hours of registering (if registering outside of an LTHT site). You will receive an email to let you know your account is active.

To complete the registration, click on REGISTER:

REGISTER

3

Complete your Organisation, Sector and Professional Registration Code (e.g. GMC/NMC code if applicable) on the next page. Including your GMC/NMC will reduce delays in access to clinical systems such as eMeds.

Once your registration has been approved please login to Digital Learning Solutions **Click on Learning Portal.**



Application Selector



MY DELEGATE DETAILS

➔ SIGN OUT

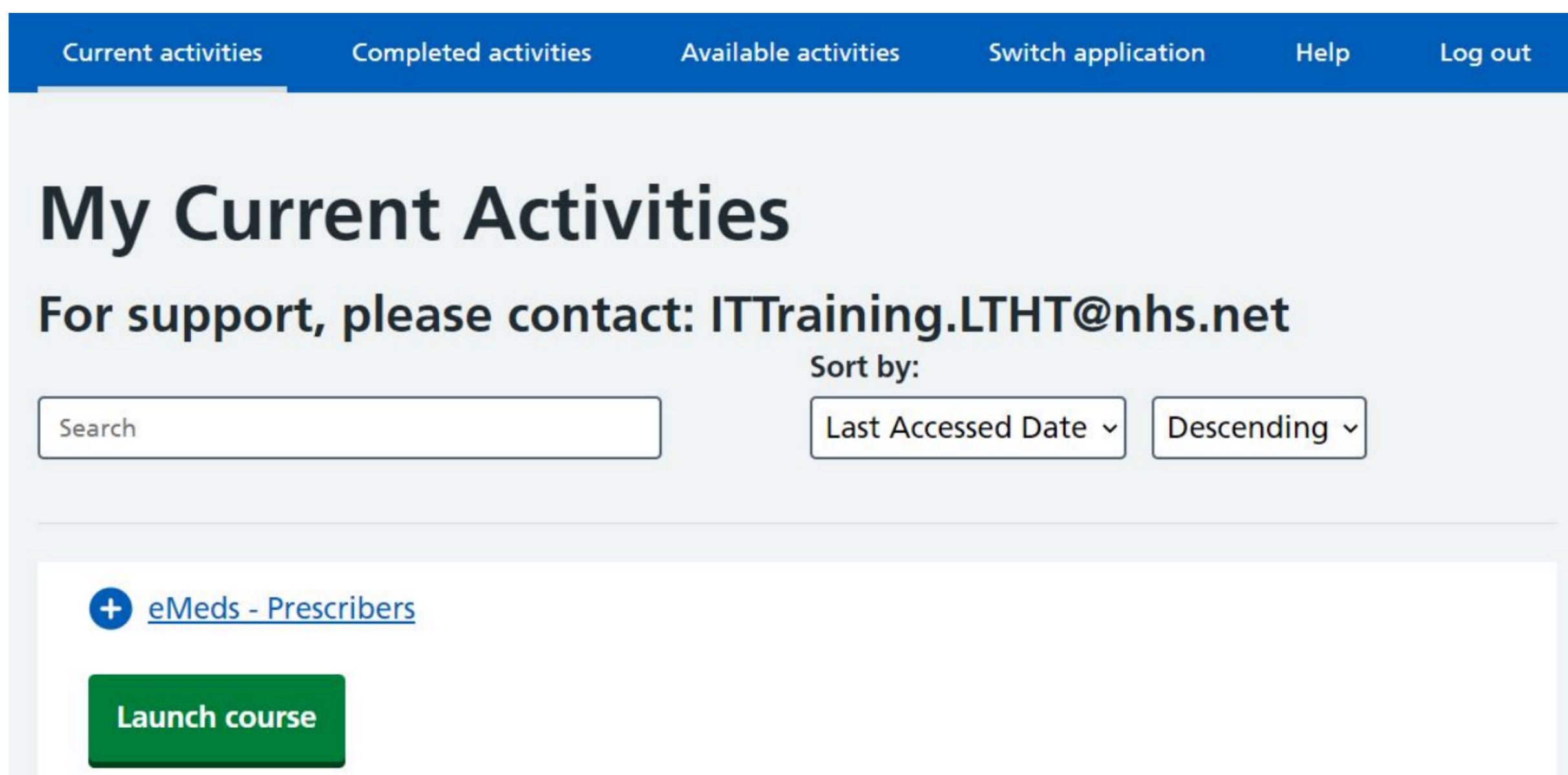
For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

4

Your Digital Learning Solutions Learning Portal is displayed:



Current activities Completed activities Available activities Switch application Help Log out

My Current Activities

For support, please contact: ITTraining.LTHT@nhs.net

Search Sort by: Last Accessed Date ▾ Descending ▾

+ [eMeds - Prescribers](#)

Launch course

Current Activities: Lists your current courses you have enrolled on (this will default when logging in)

Completed Activities: Lists all your completed courses.

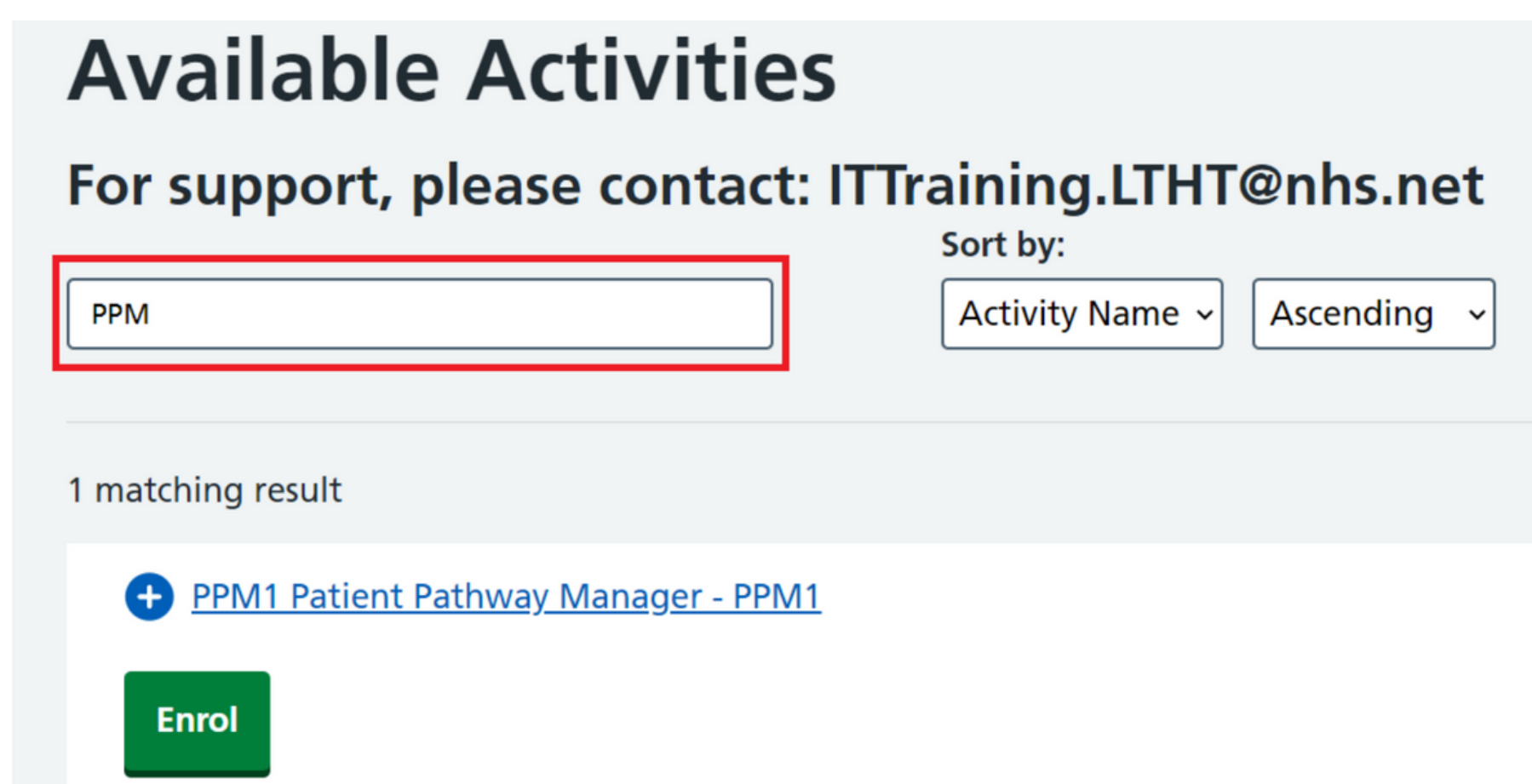
Available activities: Lists all available courses you can enrol onto.
(go here first if you have just registered)

5

Click on **Available**

6

Please use the search box at the top of each tab to find the eLearning you would like to enrol on or complete:



Available Activities

For support, please contact: ITTraining.LTHT@nhs.net

Search: PPM Sort by: Activity Name ▾ Ascending ▾

1 matching result

+ [PPM1 Patient Pathway Manager - PPM1](#)

Enrol

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or

 0113 206 0599

Clinical Systems eLearning Courses

You may be required to complete the following eLearning courses (or others not on the list, please consult your line manager if you are unsure):

eLearning Course	Description
El (Enterprise Imaging)	Viewing of images and reporting of studies. If you will report on studies, add studies to MDTs, are involved in an on-call workflow through El or need to access Orthopaedic Templating
El Xero Viewer	To view and interpret diagnostic images to influence clinical management of patients.
eMeds - Prescribers	Electronic Medicines Prescribing
eMeds for Nurses	Electronic Medicines Administration
Epro - Digital Dictation for Authors	Only if you intend to dictate patient clinic letters
ICE OrderComms Requesting	Requesting tests
ICE OrderComms Reporting	Reporting on tests
PPM+	Electronic Health Record System - select your nearest role from the list
PPM1 (Patient Pathway Manager)	An Oncology system used to access clinical information aiming to improve clinical care, research and audit.

1

To add a course onto your list of Current activities, select Enrol:

Enrol

For further information please contact:

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

2

Your Learning Menu for the course will be displayed:

eMeds - Prescribers

Leeds Teaching Hospitals Trust

For support, please contact: ITTraining.LTHT@nhs.net

01. eMeds for Prescribers - Introduction

0% learning complete

View section

02. e-Meds for Prescribers - Patient Summary Sheet

0% learning complete

View section

To mark the whole eLearning as completed, you must complete all sections within the Learning Menu.

3

Select View section:

01. eMeds for Prescribers - Introduction

0% learning complete

View section

4

Select Start tutorial:

eMeds for Prescribers - Introduction

Not started

Start tutorial

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 leedsth-tr.ImplementationTeam@nhs.net or

 0113 206 0599

Please ensure you complete all sections including the Disclaimer. Without completing this section, the eLearning will not be marked as Completed on your learning record and you will not be given access to the system.

User Menu, Logging Out, Optional and Disclaimer

100% learning complete

View section

[Course Completion Summary](#)

Complete

You completed this course on 29 September 2020.

If you would like to chase up your access following completion of your eLearning, submit a request via the web-based user portal <https://lth-dwp.onbmc.com/> (login with your network credentials) or call on (0113 39) 26655.

IIIMPORTANT

Please Read

(Clinical Systems eLearning Courses)

Please ensure you have enough time to finish each section of the eLearning course as it will not remember where you have got to within a section.
Only the completed sections will be saved once you log out.

- You can add as many courses from the **Available activities** list to your **Current activities**.
- Once all the courses have been **added**, they will appear in your list of **Current activities**.
- Once courses have been **completed**, they will appear in your list of **Current activities**.
- To exit the DLS Learning Portal click the Applicator Selector on the top right select **SIGN OUT**

SIGN OUT



For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or

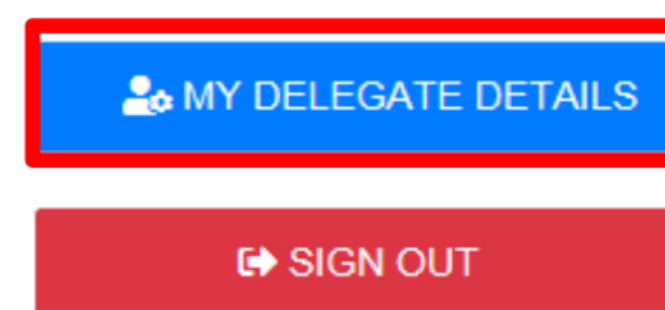
 0113 206 0599

How to Update your details on Digital Learning Solutions eLearning

Having registered on the Digital Learning Solutions (DLS) platform, you may wish to update some of your details. **The Deanery advises that you use your nhs.net address as the default**, but if for any reason you have not received one at the time of registering on the DLS, you may use another in the interim. This guide is provided to help you to update the details as soon as your nhs.net address has been issued to you.

1 To access Digital Learning Solutions, click on the link below or enter it into your web browser: <https://www.dls.nhs.uk/>

2 Click on MY DELEGATE DETAILS



3 Click on the details you wish to alter. Note that only the backspace key deletes text. In this example we are altering the e-mail address to the nhs.net one now issued.

A screenshot of the 'Manage My Profile' form. The form contains several input fields: 'First name' (Test), 'Last name' (Account), 'Email address' (Test.Account1@nhs.net), 'Job group' (Informatics / IT), 'Organisation / company:' (Leeds Teaching Hospitals Trust), 'Sector:' (Public), and 'Professional Registration Number:'. The 'Email address' field is highlighted with a red rectangular border.

You may also wish to alter any subscriptions or preference settings:

A screenshot of the 'Manage e-mail notification preferences' form. The form lists several notification types with corresponding 'Subscribed' buttons: 'Course completion reminder', 'New course enrollment', 'Course completed', 'Course incomplete feedback requests', 'Completed course followup feedback requests', and 'Course re-enrollment'. The 'Subscribed' buttons are highlighted with a red rectangular border. At the bottom right, there is a 'Set password' button.

For further information please contact:

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

You may alter your password in this view

Manage e-mail notification preferences	
Course completion reminder ⓘ	Subscribed
New course enrollment ⓘ	Subscribed
Course completed ⓘ	Subscribed
Course incomplete feedback requests ⓘ	Subscribed
Completed course followup feedback requests ⓘ	Subscribed
Course re-enrollment ⓘ	Subscribed
<div>Set password</div>	

Type your new password details then click Save:

Set password

New password

Retype new password

Save

More Information / Contact Us

You may be required to complete the following eLearning courses (or others not on the list, please consult your line manager if you are unsure):

General eLearning Courses	
Most of the courses have learner interaction so please read the instructions carefully in the different text boxes which appear throughout the learning	<div><div>guide... Click the View</div><div>explain... Word can disp</div><div>practise... Practise switching</div></div>
Clinical Systems eLearning Courses	
Please read all instructions carefully, some courses have interactive sections for you to demonstrate knowledge.	
General Information	
All courses can be redone at any time as a refresher	Access the course through your list of Completed courses.
Forgot your Password?	<div><div>1.From the login screen, <i>click</i> Recover and enter your email address you registered with.</div><div>2.<i>Click</i> RESET. An email will be sent to you asking you to click on a link to reset your password.</div><div><div><div>Digital Learning Solutions</div><div><div>Login</div><div>Register</div><div>Recover</div></div><div><div>E-mail</div><div>RESET</div></div></div></div></div>
Forgot your User ID?	Email ittraining.ltht@nhs.net
Queries about access to ESR?	Contact the Workforce Systems Team for your CSU Leedsth-tr.workforcesystemsgreen@nhs.net Leedsth-tr.workforcesystemsblue@nhs.net Leedsth-tr.workforcesystemsyellow@nhs.net Leedsth-tr.workforcesystemsred@nhs.net
Queries about accessing live clinical systems	Contact the Systems Admin Team https://lth-dwp.onbmc.com/
Queries about your NHS.net email account	Contact the NHS Mail Team via IT Service Desk https://lth-dwp.onbmc.com/

For further information please contact:

 leedsth-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



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