

# Hysteroscopy Safety Checklist

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## User Guide

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# Accessing the PPM+ Mobile App

## iPads

Your iPads should be stored in their charging station. To unlock the iPad, press the power button and then the home button.



Enter in the **Passcode**, which your nurse in charge will inform you of.

\*Each ward's/area's iPads will have a different Passcode.

\*\* You can clean the iPad as you would with any other piece of medical equipment as per Trust guidelines.

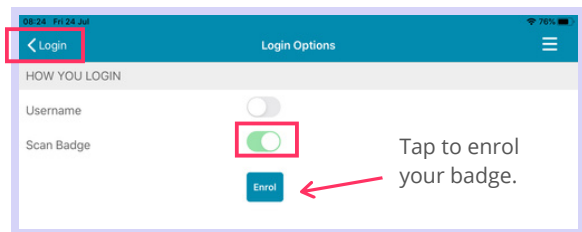
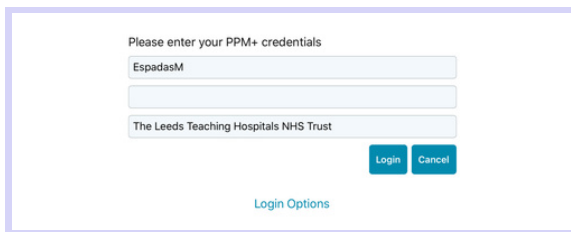
Select the **PPM+ Mobile App**.



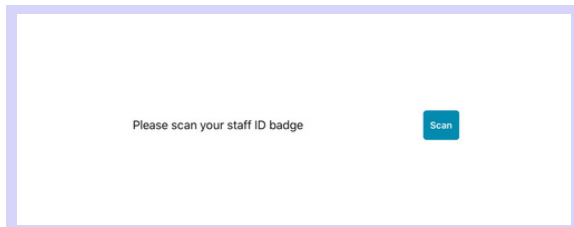
PPM+ Mobile

## Logging in

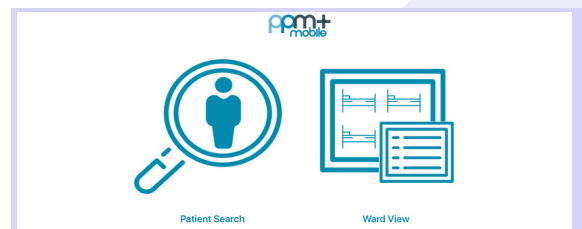
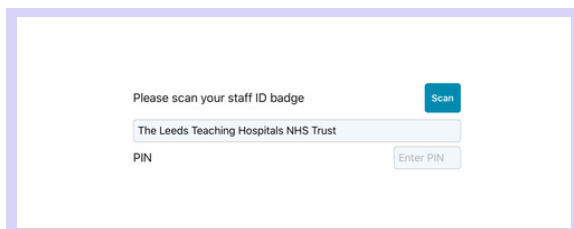
Tap to open the **PPM+ Mobile App** in your iPad. Enter your PPM+ Username and Password or tap on **Login Options** to change the way of logging in.



Select the **Scan badge** option and go back to the login screen to log in using your badge and pin number. Scan your badge.

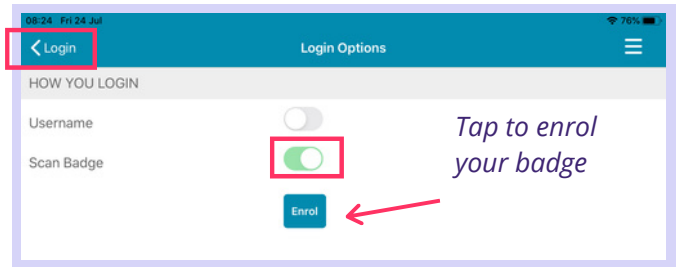
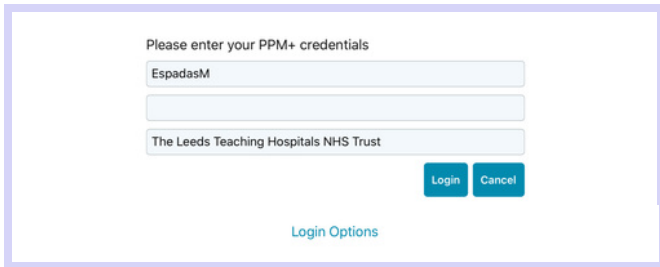


Enter your **PIN number**. The Homepage will open.

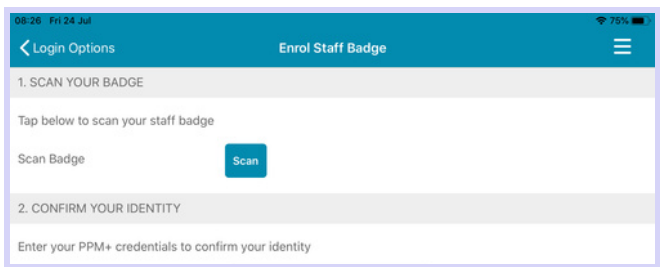


# Enrolling your badge

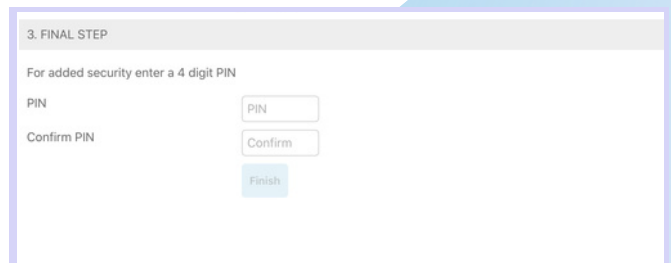
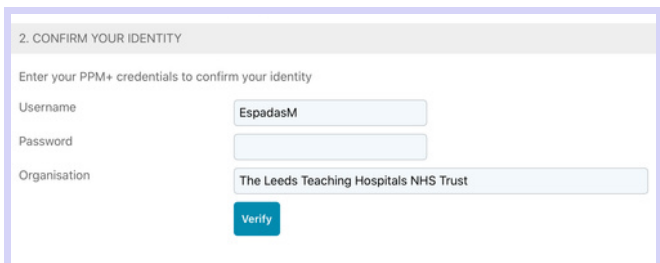
Tap on Login Options and then on **Enrol**.



Scan your badge to enrol it.



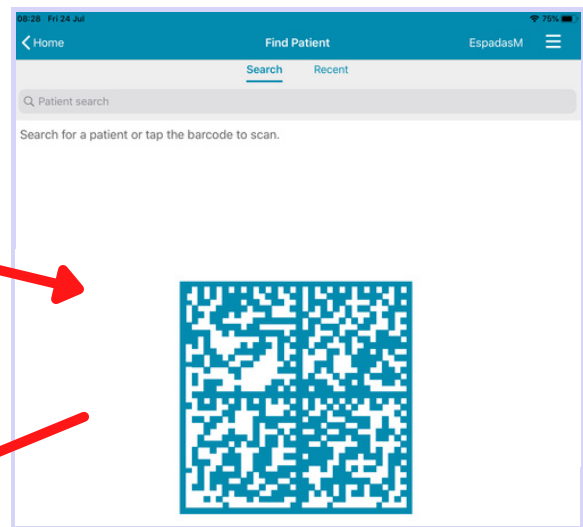
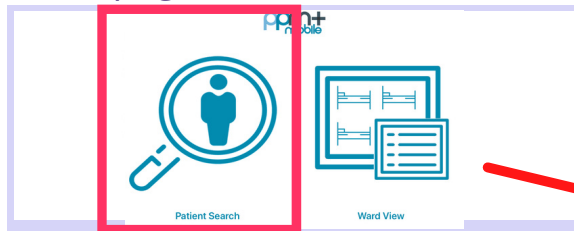
To confirm your identity, enter your ppm+ Username and Password and tap on **Verify**. Create a 4 digits PIN and tap Finish to save the changes and go to the Login screen.



# Adding an eForm (Clinical Documents) on the PPM+ Mobile App

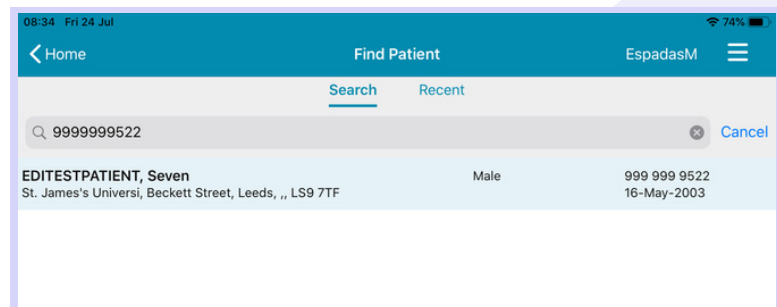
On the Homepage, tap on **Patient Search**. Tap the QR code to scan the patient's wristband.

Homepage.

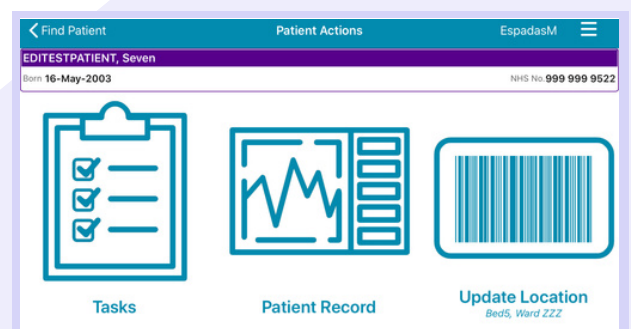


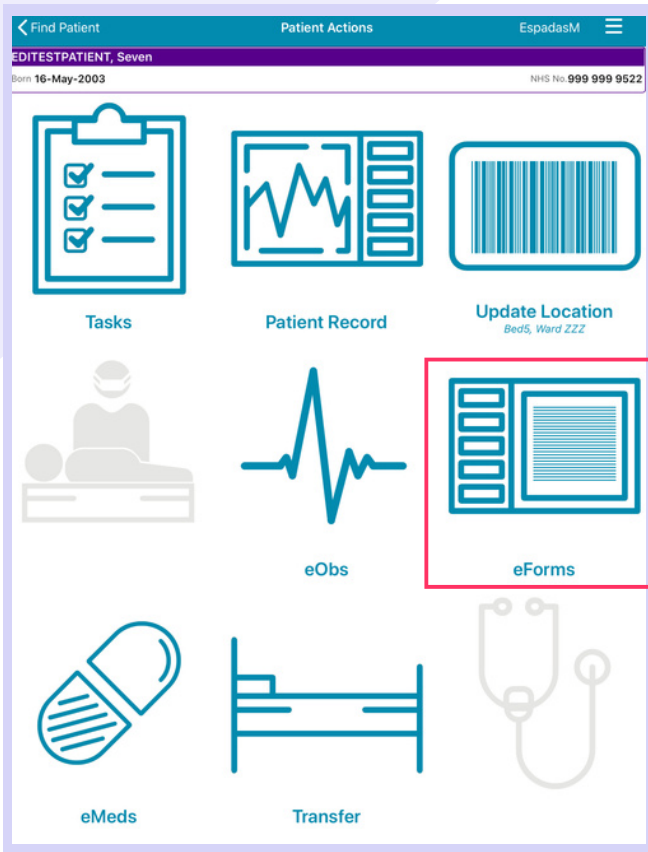
QR code in patient's wristband.

If unable to scan, you can search for the patient by typing their NHS number, name, or date of birth in the **Patient Search** bar.



This will open the **Patient Actions** menu.





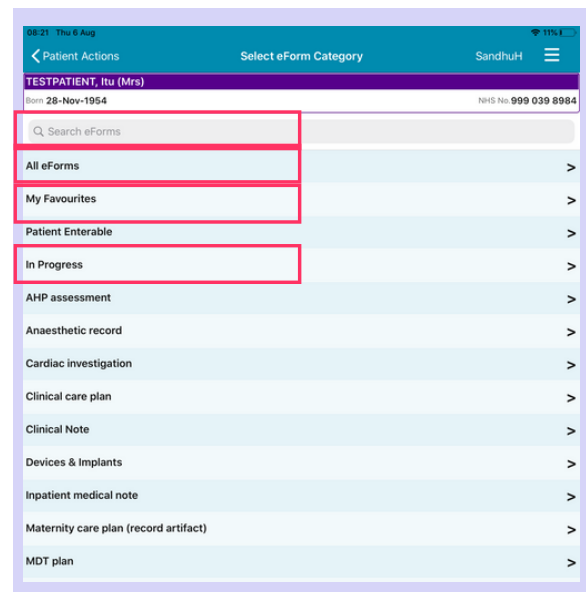
From the **Patient Actions** menu, tap on **eForms** to add a Clinical Document.

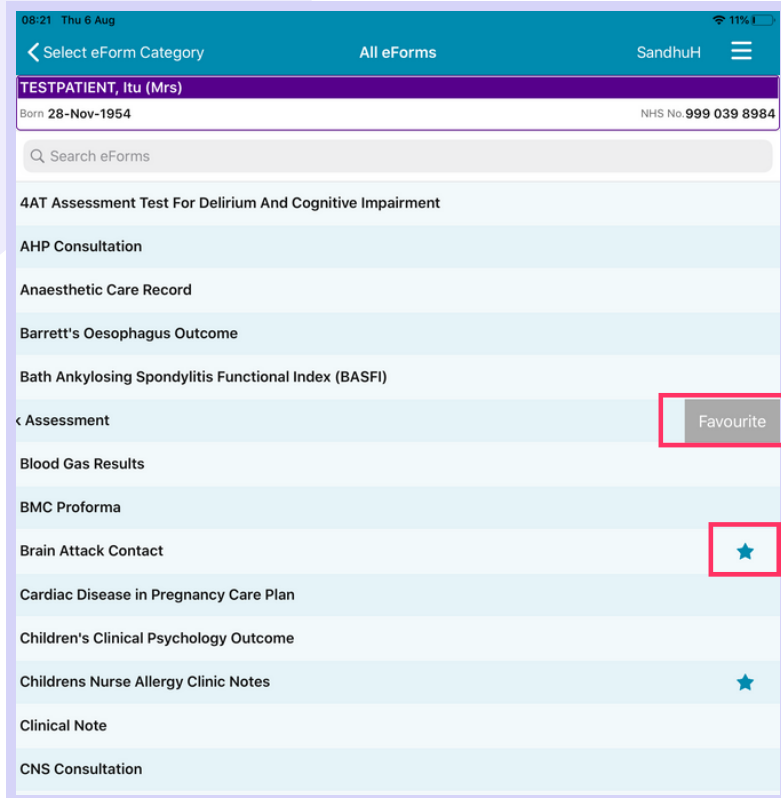
The **Search eForms** field allows you to search for a specific eForm.

**All eForms** will allow you to scroll through all eForms.

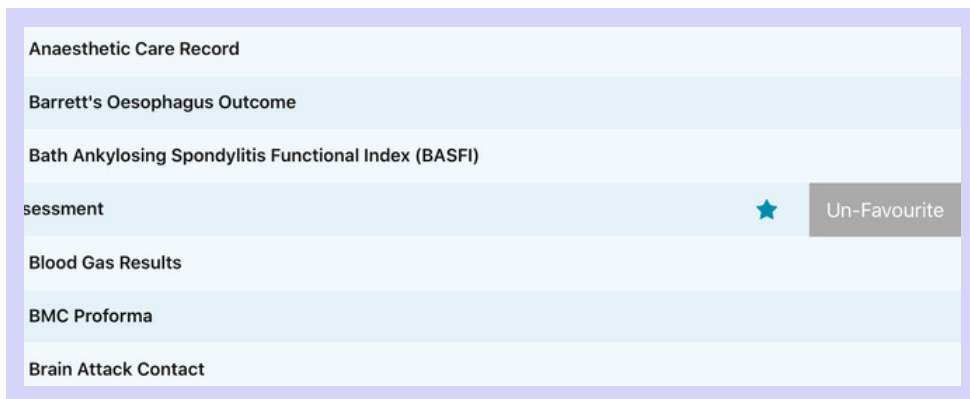
**In Progress** is where you can find any form you have saved as a draft.

**My Favourites** will show all your Favourite eForms.





To Favourite an eForm, swipe left on its entry and tap **Favourite**. A star will then appear next to the eForm.



To remove an eForm from your Favourites, swipe left again and tap on **Un-Favourite**.

To find out more about using the PPM+ Mobile App, [Click Here](#)



# Completing an Hysteroscopy Safety Checklist on the PPM+ Mobile App

**Step 1:** Search for **Hysteroscopy Safety Checklist** in **eForms** in the **PPM+ Mobile App** and then select Hysteroscopy Safety Checklist from the options below.

CLD, Testone (Mrs)  
Born 01-Jan-1990 NHS No. Unknown  
Q Hysteroscopy Cancel  
Hysteroscopy Safety Checklist

Hysteroscopy Safety Checklist

Which section of the form do you require? \*

Pre-procedure  
 Post-procedure

Theatre

**Step 2:** Select which section of the form you require (Pre-procedure or Post-procedure).

**Step 3:** Complete the form and click **Submit**.

Does the patient have a risk of pregnancy? \*

No Yes

Does the patient have any allergies? \*

No Yes

Please state out loud what the patient's allergies are

Has the patient confirmed the procedure and given verbal consent? \* Procedure outlined and risks of pain, bleeding, infection, fainting and perforation discussed? \*

No Yes No Yes

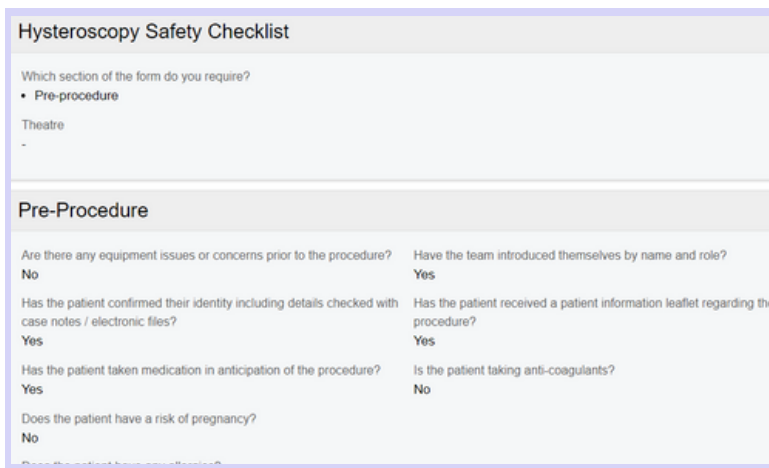
Please record any additional details about the procedure

Test

Discard Autosaved: a few seconds ago Save Draft Submit

# Adding an eForm (Clinical Documents) via the Desktop

It is possible to complete an Hysteroscopy Safety Checklist on your Desktop via 'Add Clinical Document'. The layout of the eForm and the way you complete it is similar on the PPM+ Mobile App and PPM+ on a Desktop.



You can view the completed Hysteroscopy Safety Checklist eForm in the patient's record in the Desktop version of **PPM+** and on in the **PPM+ Mobile App**.

To find out how to add a Clinical Document and other functions via your Desktop PC or Laptop, [Click Here](#).

# Withdrawing an Hysteroscopy Safety Checklist

Action	Ward	Bed	Patient	Age	Scanned Location	Time Since Arrival	Tasks	Consultant
Bed Unassigned								
<input type="checkbox"/>	TEST		EDITESTPATIENTONE Three-Three	76y		47d 23h 46m	10 (10 overdue)	AW
<input type="checkbox"/>	TEST		TEST Ann	57y		85d 20h 42m	7 (7 overdue)	A
<input type="checkbox"/>	TEST		TEST Bravo	71y		102d 1h	13 (13 overdue)	AW

**Step 1:** To withdraw an **Hysteroscopy Safety Checklist**, go onto the **Multi Patient View** of the ward/area the patient is currently admitted on via the desktop version of **PPM+**. Click on the **blue drop down button** next to their name.

**Step 2 :** Click on **Single Patient View**.

Single Patient View

eMeds

Add Clinical Note

Dictation (EPRO)

Add Clinical Document

Handover

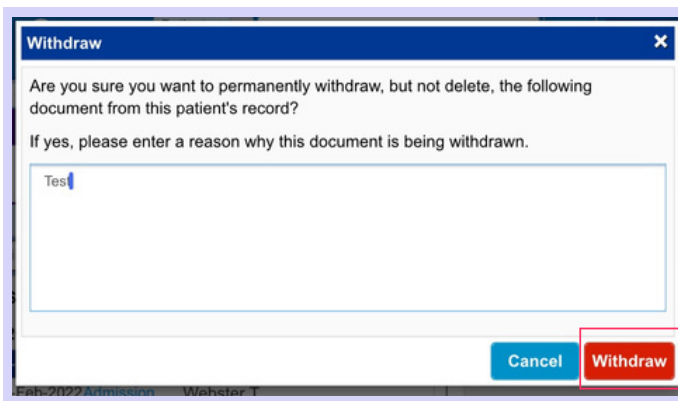
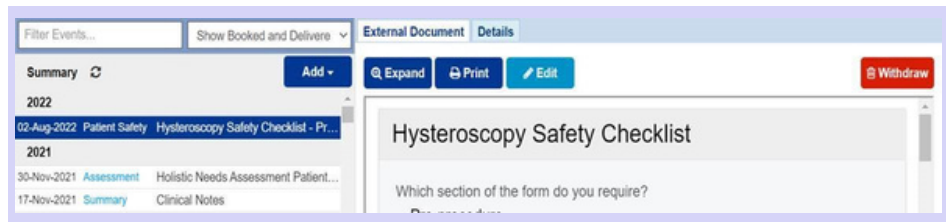
Manage Custom List

Transfer

The screenshot shows a search bar with the text '999 999 9522' and a magnifying glass icon. Below the search bar is a dropdown menu with the following options: Patient, Clinic, Contact, MDT, Theatre, and Ward. The 'Patient' option is highlighted in blue. The search bar also has a label 'Patient' and a dropdown arrow on the left, and 'Advanced Search' on the right.

**Step 3:** You can also access the **Single Patient View** for a Patient by selecting '**Patient**' at the top of the PPM+ Homepage from the dropdown options and then entering the Patient's **NHS number**.

**Step 4:** Select the **Hysteroscopy Safety Checklist** you wish to withdraw, and then click on the **Withdraw button** on the right hand side of the screen.



**Step 5:** Document the reason for withdrawing the Interventional Radiology Checklist and then click on **Withdraw**.

# Useful contacts

Please contact the **Implementation Team** for **Digital Support & Training** on PPM+ functionalities.

**Ext: 60599**

[leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@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](mailto: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/>