

Hysteroscopy Safety Checklist

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**.





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.

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Please enter your PPM+ credentials	08:24. Fri 24 Jul Cogin Login Options	₹ 76%
EspadasM	HOW YOU LOGIN Username	
The Leeds Teaching Hospitals NHS Trust	Scan Badge	Tap to enrol your badge.
Login Options		

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.

		Pf	
Please scan your staff ID bac			
PIN	Enter PIN	Ċ,	
		Patient Search	Ward View

Enrolling your badge

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

Please enter your PPM+ credentials	08:24 Fri 24 Jul	Login Options	◆ 76% ■) Ξ
EspadasM	HOW YOU LOGIN		
The Leeds Teaching Hospitals NHS Trust	Username		Tap to enrol your badge
Login Cancel	Scan Badge	Enrol	your baage
Login Options			

Scan your badge to enrol it.

08:26 Fri 24 Jul		🗢 75% 🔳)
Login Options	Enrol Staff Badge	≡
1. SCAN YOUR BADGE		
Tap below to scan your staff badge		
Scan Badge Sc	an	
2. CONFIRM YOUR IDENTITY		
Enter your PPM+ credentials to confirm y	our identity	

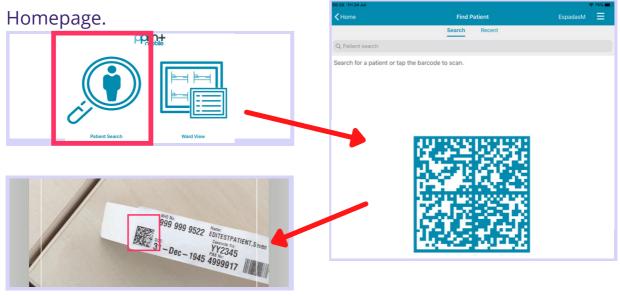
To confirm your identity, enter your ppm+ Username and Password and tap on **Verify.** Create a 4 digits PIN and tap Finish to save the changes and go to the Login screen.

2. CONFIRM YOUR IDENTITY		3. FINAL STEP	
Enter your PPM+ credentials to confirm	m your identity	For added security enter a 4 digit PIN	
Username	EspadasM	PIN	PIN
Password		Confirm PIN	Confirm
Organisation	The Leeds Teaching Hospitals NHS Trust		Finish
	Verify		



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.



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.

≺ Home	Find Pa	atient	EspadasM	≡
Se	arch	Recent		
Q 9999999522			0	Cance
DITESTPATIENT, Seven St. James's Universi, Beckett Street, Leeds, ,, LS9 7TF		Male	999 999 9522 16-May-2003	

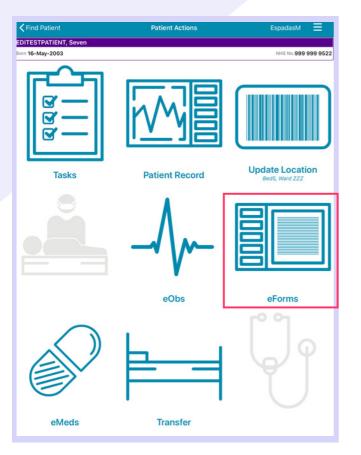
This will open the **Patient Actions** menu.





NHS

The Leeds



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.

Patient Actions	Select eForm Category	SandhuH 📃
TESTPATIENT, Itu (Mrs)		
Sorn 28-Nov-1954		NHS No.999 039 898
Q Search eForms		
All eForms		:
My Favourites		
Patient Enterable		
n Progress		
AHP assessment		
Anaesthetic record		:
Cardiac investigation		
Clinical care plan		
Clinical Note		
Devices & Implants		
npatient medical note		
Maternity care plan (record art	ifact)	
MDT plan		

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08:21 Thu 6 Aug		중 11%
Select eForm Category	All eForms	SandhuH 📃
TESTPATIENT, Itu (Mrs)		
Born 28-Nov-1954		NHS No.999 039 8984
Q Search eForms		
4AT Assessment Test For Delirium And	Cognitive Impairment	
AHP Consultation		
Anaesthetic Care Record		
Barrett's Oesophagus Outcome		
Bath Ankylosing Spondylitis Functiona	l Index (BASFI)	
Assessment		Favourite
Blood Gas Results		
BMC Proforma		
Brain Attack Contact		*
Cardiac Disease in Pregnancy Care Pla	n	
Children's Clinical Psychology Outcom	e	
Childrens Nurse Allergy Clinic Notes		*
Clinical Note		
CNS Consultation		

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

Anaesthetic Care Record		
Barrett's Oesophagus Outcome		
Bath Ankylosing Spondylitis Functional Index (BASFI)		
sessment	*	Un-Favourite
Blood Gas Results		
BMC Proforma		
Brain Attack Contact		

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, <u>Click Here</u>



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. Unknow
Q Hysteroscopy	Cance
Hysteroscopy Safety Checklist	

Hysteroscopy Safety Checklist

Which section of the form do you require?*
O Pre-procedure
O 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.

Procedure outlined and risks of pain, bleeding, infection, fainting and perforation discussed? *
cedure



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.

Filter Events	Show Booked and Delivere 🗸	External Document Details	
Summary 2	Add ~	Q Expand ⊕ Print	自 Withdraw
2022	A	1	*
02-Aug-2022 Patient Safety	Hysteroscopy Safety Checklist - Pr	Hysteroscopy Safety Checklist	
2021			
30-Nov-2021 Assessment	Holistic Needs Assessment Patient		
17-Nov-2021 Summary	Clinical Notes	Which section of the form do you require?	

Hysteroscopy Safety Checklist	
Which section of the form do you require? • Pro-procedure	
Theatre	
Pre-Procedure	
Are there any equipment issues or concerns prior to the procedure? No	Have the team introduced themselves by name and role? Yes
Has the patient confirmed their identity including details checked with case notes / electronic files? Yes	Has the patient received a patient information leaflet regarding th procedure? Yes
Has the patient taken medication in anticipation of the procedure? Yes	Is the patient taking anti-coagulants? No
Does the patient have a risk of pregnancy? No	

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, <u>Click Here</u>.



Withdrawing an Hysteroscopy Safety Checklist

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Action	Ward	Bed	Patient	Age	Scanned Location	Time Since Arrival	Tasks	Consultant
Bed U	nassigi	ned						
	TEST EPR ZZZ		EDITESTPATIENTONE	76y		47d 23h 46m	10 (10 overdue) ?	AW
	TEST EPR ZZZ		TEST Ann	57y		85d 20h 42m	7 (7 overdue) ?	A
•	TEST EPR		TEST Bravo	71y		102d 1h	13 (13 overdue)	AW

Step 2 : Click on Single Patient View.

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.

Single Patient View eMeds Add Clinical Note Dictation (EPRO) Add Clinical Document Handover Manage Custom List Transfer

Patient	\sim	999 999 9522	Q
Patient Clinic			Advanced Search
Contact MDT Theatre Ward			

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.

Filter Events	Show Booked and Delivere 💙	External Document Details	
Summary 2 2022	Add -	@ Expand ⊖ Print	8 Withdraw
	Hysteroscopy Safety Checklist - Pr	Hysteroscopy Safety Checklist	
2021			
30-Nov-2021 Assessment	Holistic Needs Assessment Patient		
17-Nov-2021 Summary	Clinical Notes	Which section of the form do you require?	

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Vithdraw			
Are you sure you wan locument from this pa		, but not delete, the followi	ng
fyes, please enter a i	eason why this document	is being withdrawn.	
Tes			
Tes			
Test			
Test			

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

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+**, <u>Click Here</u> to be taken to the required page on the Trust's intranet.

Please contact the **IT Training Department** at <u>ITTraining.LTHT@nhs.net</u> if you require further training on PPM+ or any other Clinical System.

PPM+ Help Site: <u>https://www.ppmsupport.leedsth.nhs.uk/</u>