



The Leeds
Teaching Hospitals
NHS Trust

ppm+

PPM+ Handover

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

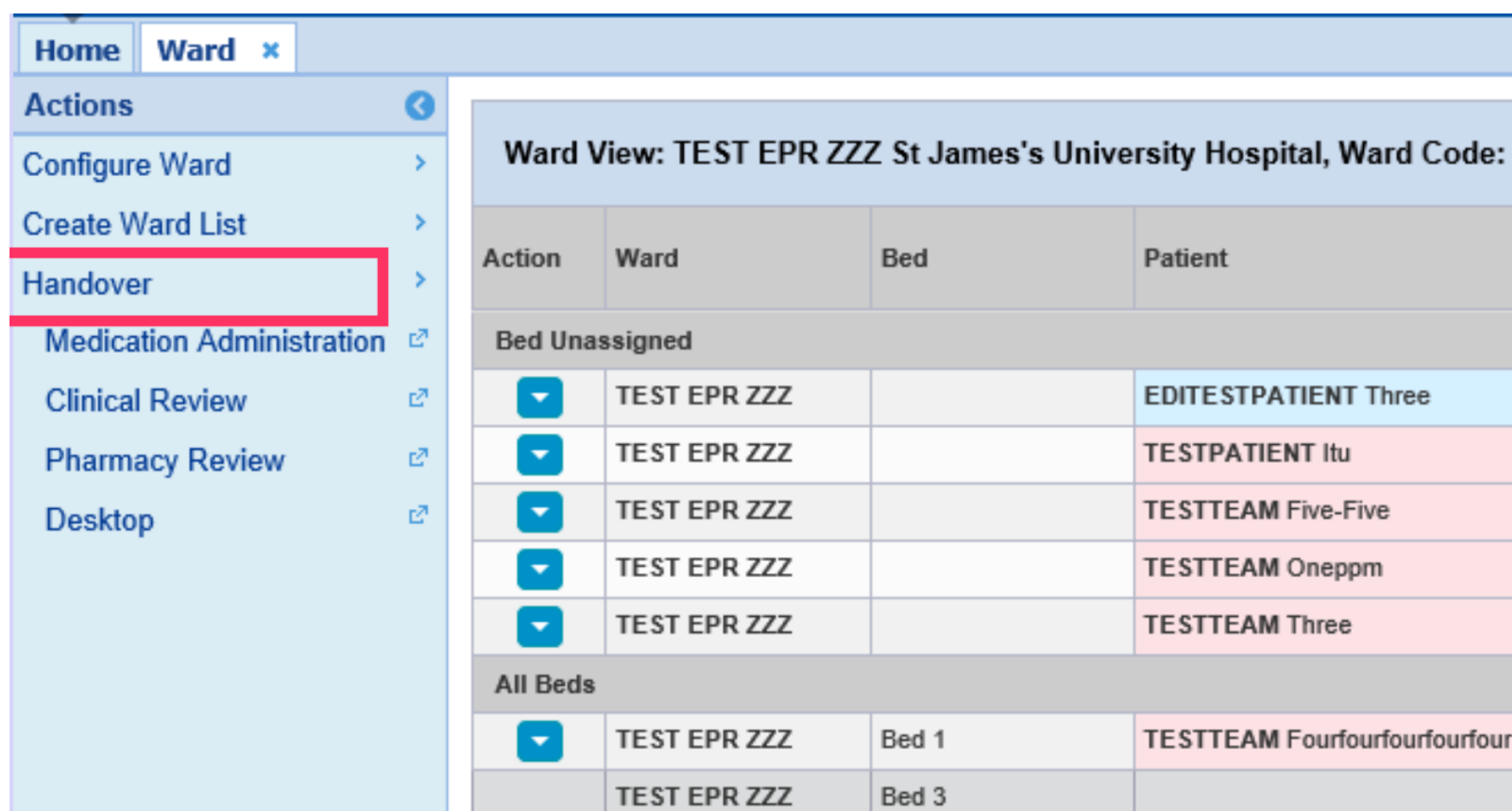
PPM+ Handover

PPM+ Handover is an effective, way to communicate all relevant information about a patient to staff who are working on another ward or could be working a different shift to you.

1

Step 1 - Accessing Handover

You can access Handover from the Actions panel on the left of your ward view

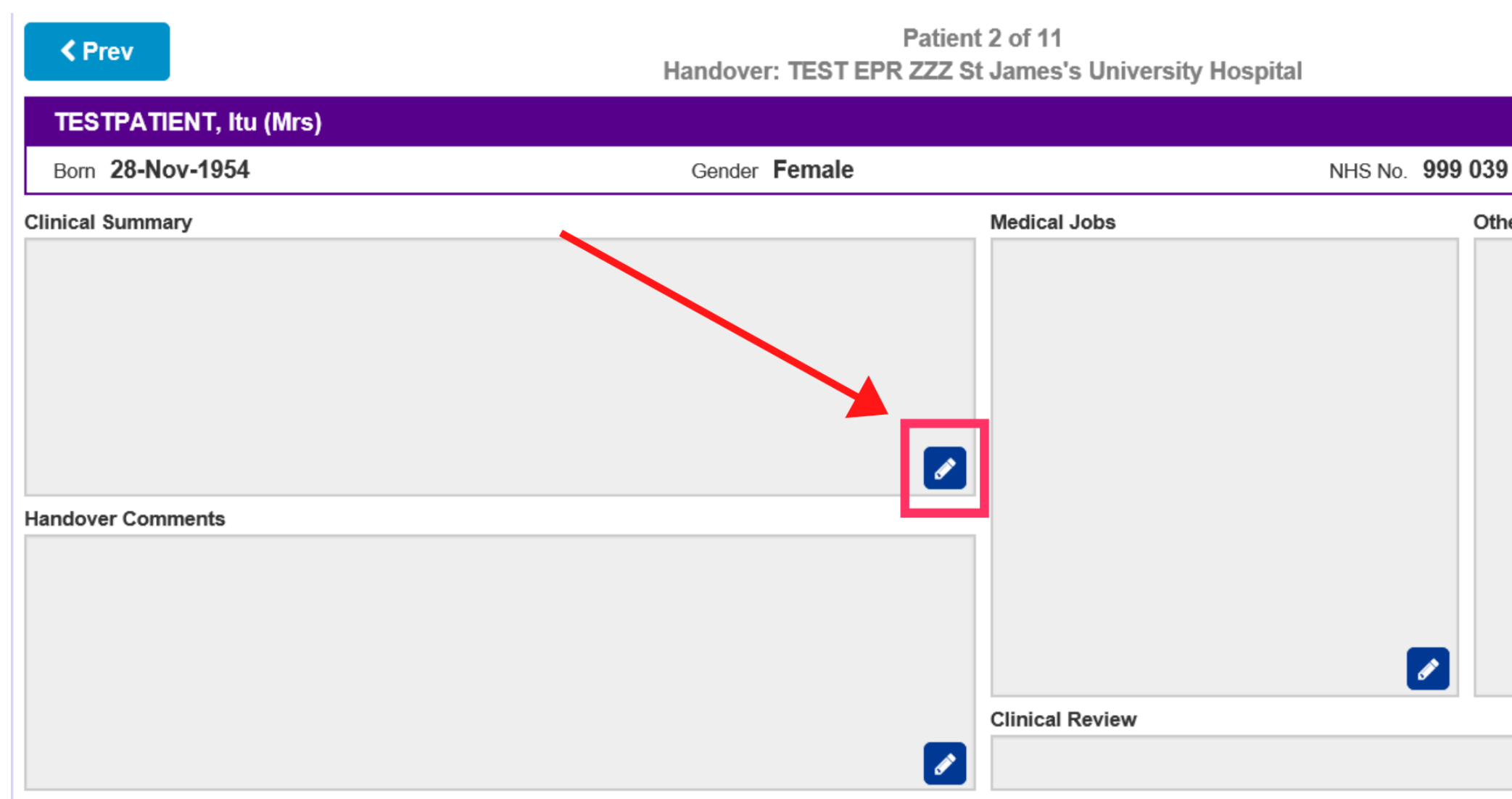


Action	Ward	Bed	Patient
Bed Unassigned			
<input type="checkbox"/>	TEST EPR ZZZ		EDITESTPATIENT Three
<input type="checkbox"/>	TEST EPR ZZZ		TESTPATIENT Itu
<input type="checkbox"/>	TEST EPR ZZZ		TESTTEAM Five-Five
<input type="checkbox"/>	TEST EPR ZZZ		TESTTEAM Oneppm
<input type="checkbox"/>	TEST EPR ZZZ		TESTTEAM Three
All Beds			
<input type="checkbox"/>	TEST EPR ZZZ	Bed 1	TESTTEAM Fourfourfourfour
	TEST EPR ZZZ	Bed 3	

2

Step 2 - The Handover view

In the Handover View you can review and edit the patients handover information. To edit you will need to click on the blue edit button on the bottom right of each panel.



Handover: TEST EPR ZZZ St James's University Hospital

TESTPATIENT, Itu (Mrs)

Born 28-Nov-1954 Gender Female NHS No. 999 039

Clinical Summary

Handover Comments

Medical Jobs

Clinical Review

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

3

Step 3 - Navigating

To navigate between patients use the Next and Prev. buttons. Patients are listed in bed number order with the exception of patients without bed numbers are always at the beginning.

< Prev

Next >

TESTPATIENT, Itu (Mrs)

Born 28-Nov-1954

4

Step 4 - Handover Columns

To edit what appears on your handover printout, use the "Select Columns" button found on the bottom right of your handover view. The columns chosen should be agreed upon by your ward manager. Columns shown on the right are the ones selected and will be seen.

The screenshot shows a 'Configure Columns' dialog box with two main sections: 'Available Columns' and 'Selected Columns'. The 'Available Columns' section has a search filter and a list of columns with plus signs to select them. The 'Selected Columns' section has a search filter and a list of columns with trash icons to remove them. A red box highlights the 'Selected Columns' section. The 'Patient Display Format' section is also visible, showing 'Name with Colours' selected with a green checkmark.

Available Columns	Selected Columns
(eMeds)	Bed Number (Bed)
Acute Kidney Injury (AKI)	Clinical Summary (Clinical Summary)
Admission Review (AR)	Consultant Details (Consultant)
Antibiotics Prescribed ? (Abs)	Handover Comments (Handover Comment)
Care Group/Team (Care Group/Team)	Location of Patient (Ward)
Clinical Review (CR)	Observation (Observation)
Consultant's Specialty (Specialty)	Observation Due (Observation Due)
Dementia CQUIN Assessment (DAS)	Patient's Name (Patient)
Diabetes (Diab)	Patient Display Format: Name with Colours (checked)
Dietitian (Diet)	
Early Warning Score (EWS)	

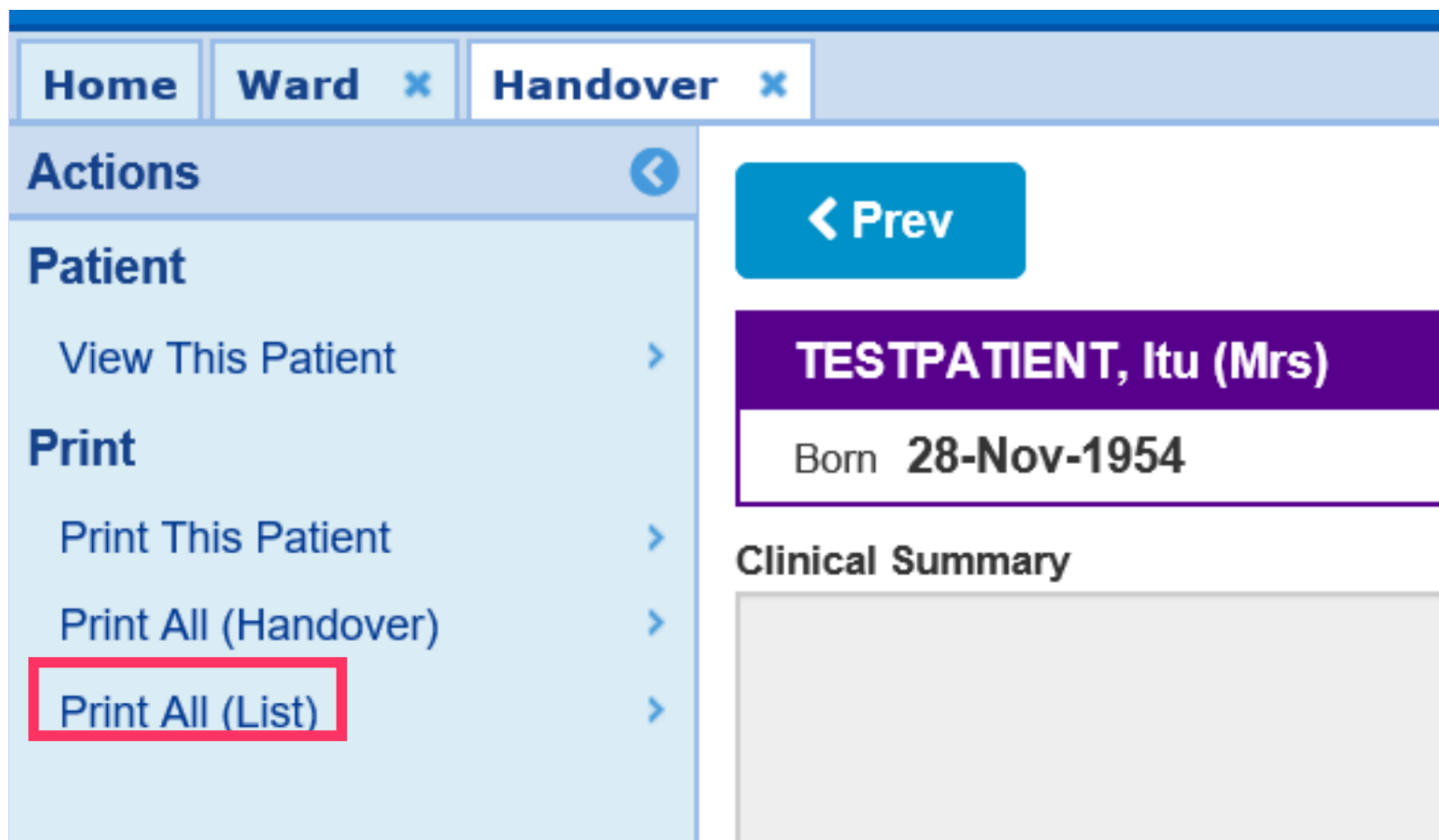
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5

Step 5 - Printing

If you need to print out your Handover, we advise to use the "Print All (List)" button on the left of the screen



6

Step 6 - Quick Access

You can quickly access the Clinical Summary or Handover Comments for easy editing from the columns in the Ward View

The screenshot shows a 'Ward View' table for 'University Hospital, Ward Code: ZZZ'. The table has columns for 'Patient', 'Age', 'Tasks', 'Clinical Summary', 'Handover Comment', and 'CR'. A search bar for 'Patient Name...' and an 'Ungroup' button are at the top right. A red rectangular box highlights the 'Clinical Summary' and 'Handover Comment' columns for several rows. The rows contain patient names like 'EDITESTPATIENT Three', 'TESTPATIENT Itu', 'TESTTEAM Five-Five', 'TESTTEAM Oneppm', 'TESTTEAM Three', and 'TESTTEAM Fourfourfourfourfour'. The 'Clinical Summary' column contains a question mark icon, and the 'Handover Comment' column contains the text 'test'.

Patient	Age	Tasks	Clinical Summary	Handover Comment	CR
EDITESTPATIENT Three	18y	3 (2 overdue, 1 due)	?		CON
TESTPATIENT Itu	65y	3 (3 overdue)	?		
TESTTEAM Five-Five	34y	5 (5 overdue)	?		
TESTTEAM Oneppm	85y	4 (3 overdue)	?		
TESTTEAM Three	5y	7 (7 overdue)	?		
TESTTEAM Fourfourfourfourfour	80y	6 (6 overdue)	?	test	

Additional Information

A patients handover can also be accessed for editing through the blue arrow next to their name in the ward view or through the arrows button next to the ward in single patient view.

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.



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<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