



The Leeds
Teaching Hospitals
NHS Trust



PPM+ Task Guide

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

PPM+ Task Guide

Tasks functionality in ppm+ has been developed to support the provision of high quality patient care by providing a visual prompt to inform users when the associated eform requires completing

1 When patients have open Tasks, this will show as a numerical value in the Task column on your ward eWhiteboard and also in the Task column on your desktop multi-patient view.

Ward View: TEST EPR ZZZ St James's University Hospital, Ward Code: ZZZ											Patient Name...		Ungroup	Select Columns	eWhiteboard View ▾		
Action	Ward	Bed	Patient	NHS Number	Age	Time Since Arrival	Alerts	Tasks	Consultant	Specialty	LOS	EDD	Observation	Observation Due	VTE	HAI	PU
Bed Unassigned																	
	TEST EPR ZZZ		EDITESTPATIENT Three	999 999 9484	18y	49d 1h 13m		2	MS	Surgery	120d	1 (3)	01:07 (12 hourly)	NA	6		
	TEST EPR ZZZ		TESTPATIENT Itu	999 039 8984	65y	20d 1h 50m		3	MSA	Surgery	20d	1 (2P)	17:10 (4 hourly)				
	TEST EPR ZZZ		TESTTEAM Seven	999 009 9529	78y	48d 3h 51m		6 (4 overdue)	AA	Medicine	48d	2	16:05 (4 hourly)				
	TEST EPR ZZZ		TESTTEAM Three		5y	119d 22h 14m (WA)		5 (5 overdue)	MS	Surgery	WA	DP (9)	361h 1m (hourly)				NA

2 When a task becomes Due you will see an exclamation mark in the Tasks column. If the task becomes Overdue a red question mark will be seen in the Tasks column.

Please note: if you cannot see the Task column on your multi-patient view, it can be added via 'Select Columns'.

Alerts	Tasks	Consu
	1	MSA
	1 (1 overdue)	MSA
2	1 (1 due)	MSA

3 Open the multi-patient view in ppm+. Click on the Task box for your selected patient.

Ward View: TEST EPR ZZZ St James's University Hospital, Ward Code: ZZZ										Patient Name...		Ungroup	Select Columns	eWhiteboard View			
Action	Ward	Bed	Patient	NHS Number	Age	Time Since Arrival	Alerts	Tasks	Consultant	Specialty	LOS	EDD	Observation	Observation Due	VTE	HAI	PU
Bed Unassigned																	
	TEST EPR ZZZ		EDITESTPATIENT Three	999 999 9484	18y	49d 1h 13m	9	2	MSA	Surgery	120d		1 (3)	01:07 (12 hourly)	NA	6	
	TEST EPR ZZZ		TESTPATIENT Itu	999 039 8984	65y	20d 1h 50m	1	3	MSA	Surgery	20d		1 (2P)	17:10 (4 hourly)			
	TEST EPR ZZZ		TESTTEAM Seven	999 009 9529	78y	48d 3h 51m	1	6 (4 overdue)	AA	Medicine	48d		2	16:05 (4 hourly)			
	TEST EPR ZZZ		TESTTEAM Three		5y	119d 22h 14m (WA)		5 (5 overdue)	MSA	Surgery	WA		0P (9)	361h 1m (hourly)			NA

For further information please contact:

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

4

This will open the Task List for your selected patient.

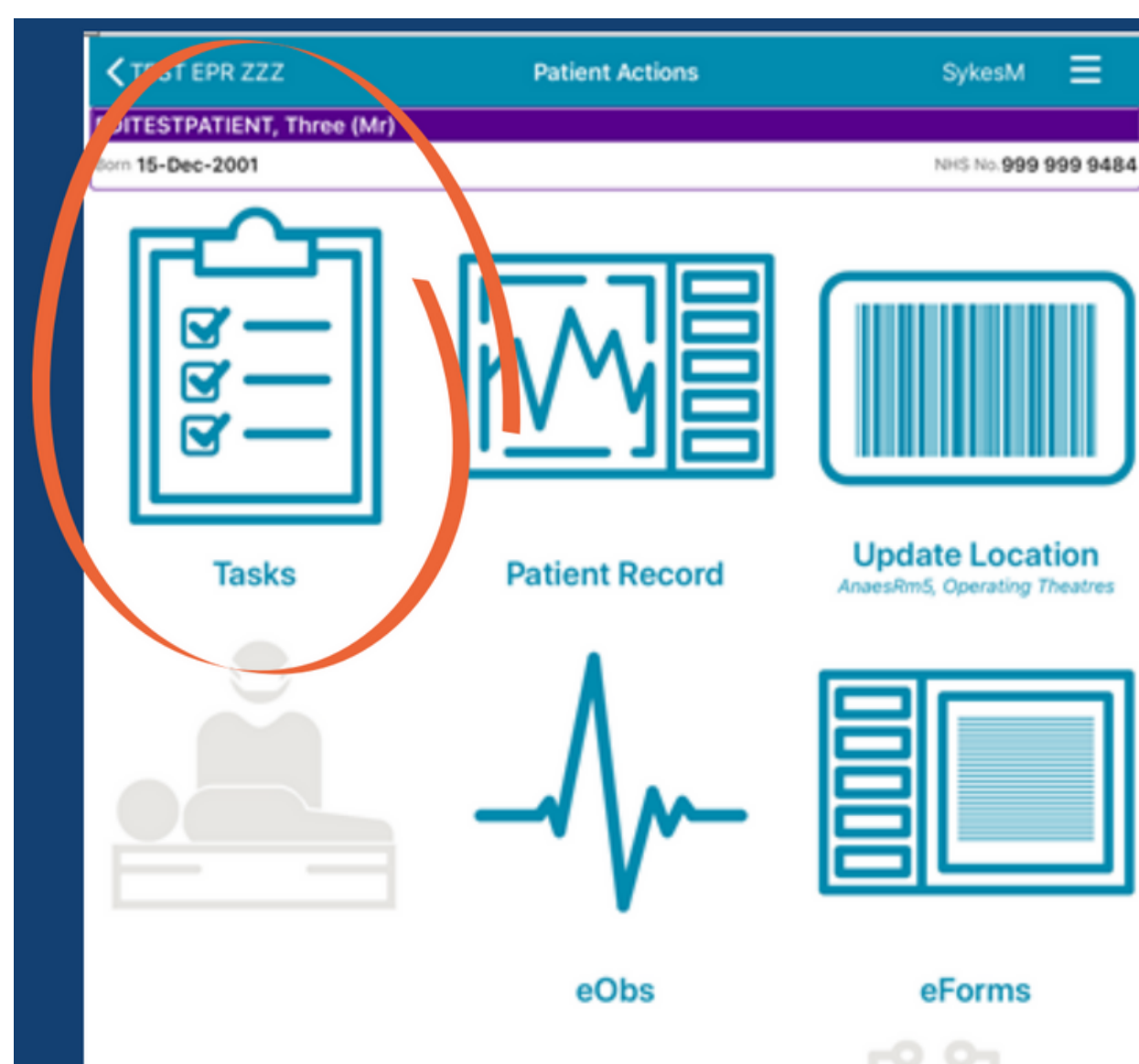
Tasks will be grouped into To do, Overdue or Due. In the All tab, you will see all tasks for that patient.

Select 'All' and then select the task you want to complete.

Selecting the Task will open the associated e-form.

Once you have completed and submitted the form the Task will close and the Task column will be updated.

5



You can also complete Tasks via ppm+ mobile.

Once you have logged into PPM+ mobile, select the required patient, then select the Tasks section.

For further information please contact:

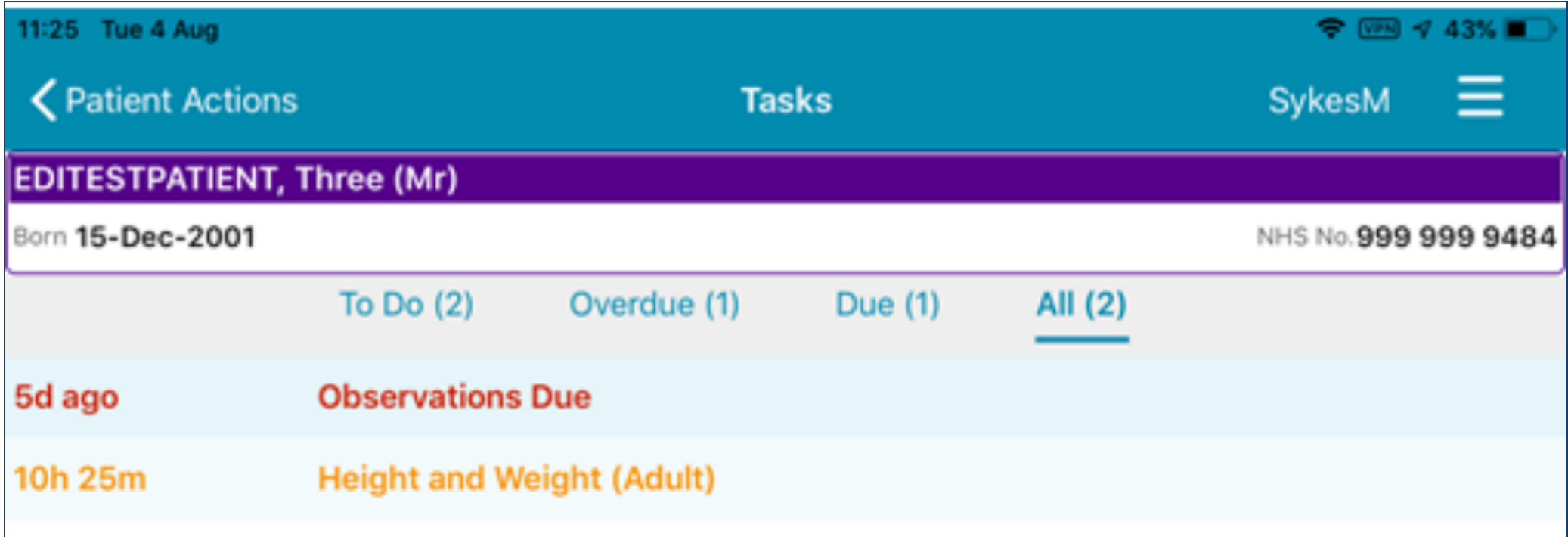
✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

6

- Tasks which are not currently due show in **black text**.
- Tasks which are due show in **amber text**.
- Tasks which are overdue show as **red text**.

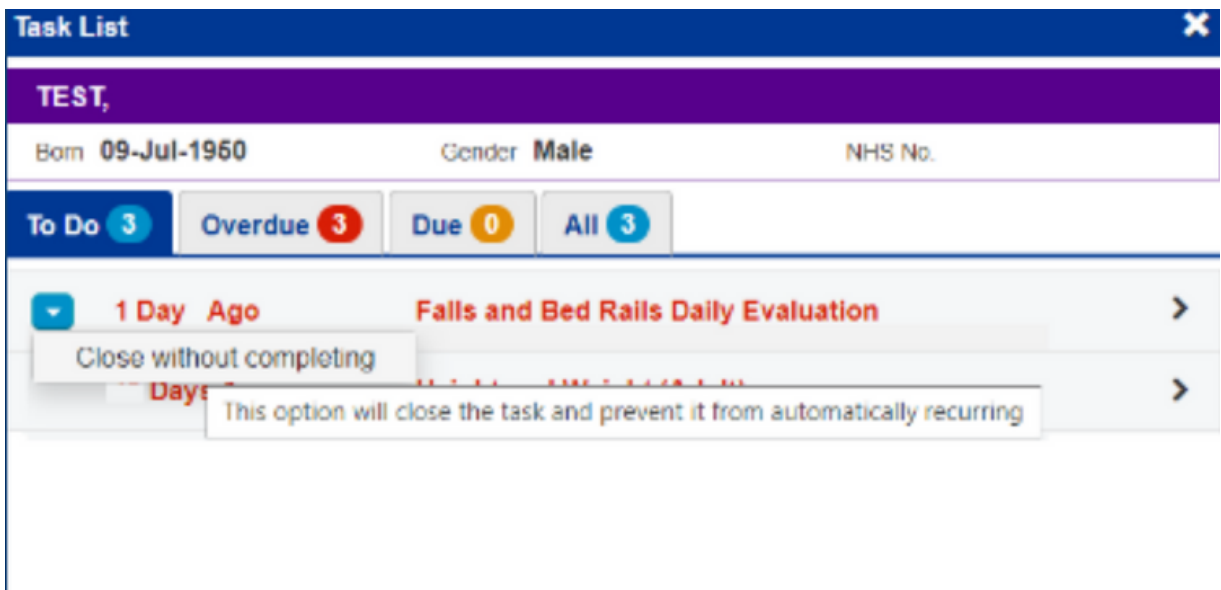
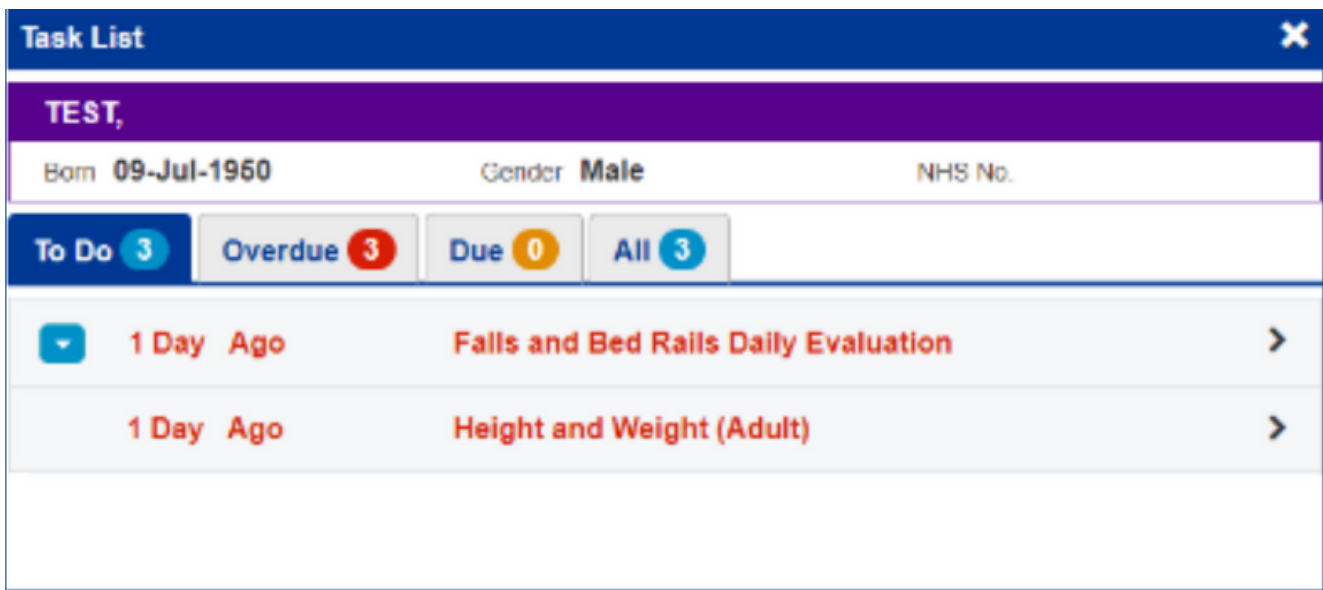
Select the task you want to complete.

Complete the associated form and submit, this will close the Task.



7

- For some eforms, you will be able to select to close the associated task without completing the e-form, for example when a patient is end of life.
- To do this, click on the blue action arrow and complete the associated text box. This will close the task and prevent it from automatically recurring.



Reason for not completing the task *

For example at end-of-life or on discharge

By submitting this form, you are confirming that you want to close this task without completing it.

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