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NHS Trust

Radiology Significant Findings: Responsible Clinician

User Guide

Contents Page

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)
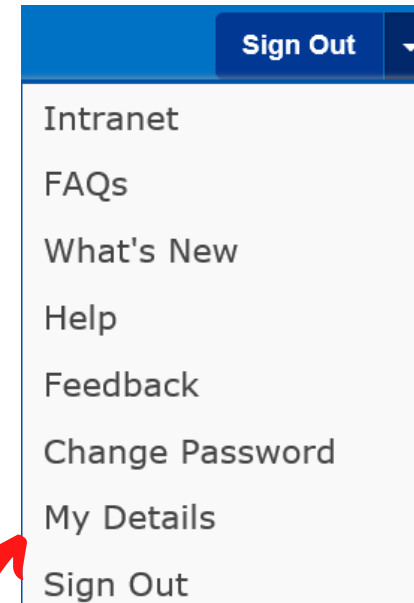
Team Management

(Adding and removing yourself from a team)

**To access your details you must already have your PPM+ contact created.
If this is not already set up, <u>click here</u> to find out how to create your contact.**
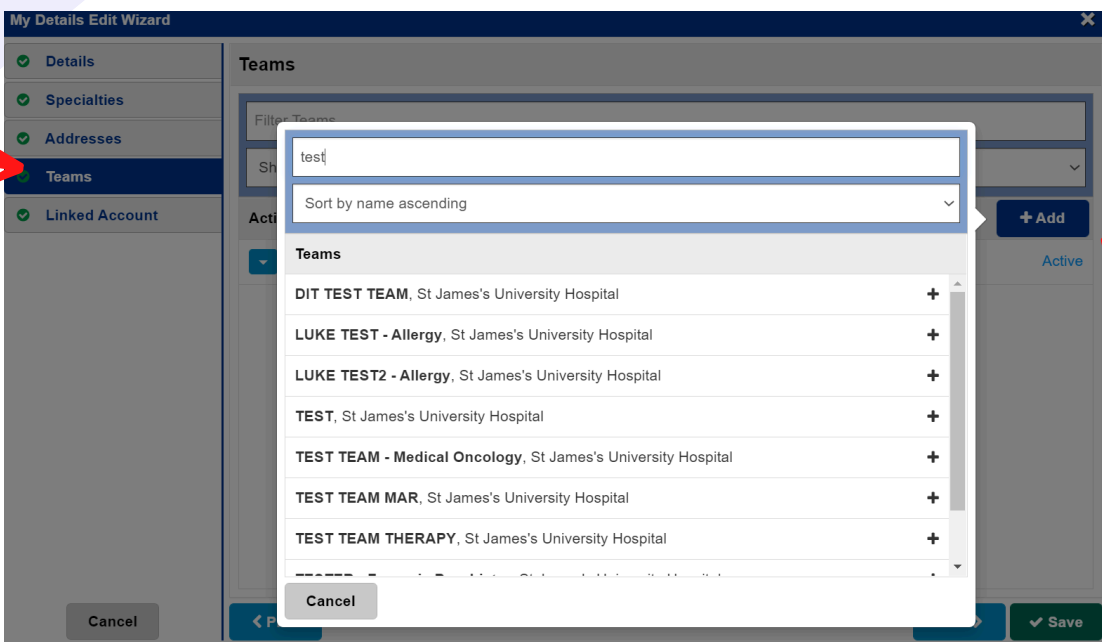
Please Note: When updating or creating your PPM+ contact, please add in your GMC number.

1 Click on the drop down, next to **Sign Out**.
Then, click on **My Details**.

Sign Out ▾

Intranet
FAQs
What's New
Help
Feedback
Change Password
My Details
Sign Out

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My Details Edit Wizard

✓ Details
✓ Specialties
✓ Addresses
✓ Teams
✓ Linked Account

Teams

Filter Teams

test

Sort by name ascending

+ Add

Active

Teams

DIT TEST TEAM, St James's University Hospital +
LUKE TEST - Allergy, St James's University Hospital +
LUKE TEST2 - Allergy, St James's University Hospital +
TEST, St James's University Hospital +
TEST TEAM - Medical Oncology, St James's University Hospital +
TEST TEAM MAR, St James's University Hospital +
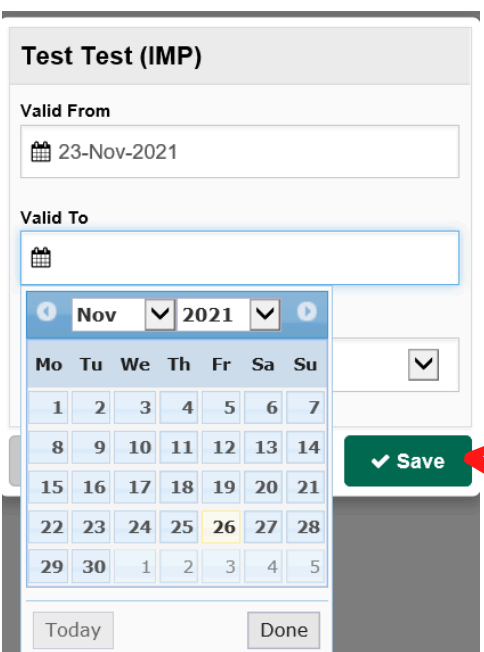TEST TEAM THERAPY, St James's University Hospital +

Cancel   Cancel   Save

Select **Teams** from the list on the left-hand side to view the teams you are currently a member of.

Click on the **Add button** and search for the name of the team you wish to add yourself to.

3

Test Test (IMP)

Valid From

📅 23-Nov-2021

Valid To

📅

◄ **Nov** ▼ **2021** ▼ ►

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today   Done

✔ Save

The **Valid To** date is when your membership to the Team will end. You will be removed from the Team at the end (midnight) of the date selected. **This field is optional**.

Remember to click Save.

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My Details Edit Wizard ✕

| Details |
| Specialties |
| Addresses |
| **Teams** |
| Linked Account |

Teams

Filter Teams

| Show Active ▼ | Sort by name ascending ▼ |

Active Teams ①   **+ Add**

▼   **Test Test (IMP)**, St James's University Hospital   Core   Active

📅 Edit period
➕ Add period

Cancel   ‹ Prev   Next ›   ✔ Save

If you want to remove yourself from a team at a later date, return to this view on **My Details**. Next, click on the blue drop down and click on **Edit Period**.

As before, put in the date you wish to be removed from the team.

Please note: you will be removed from the Team at the end of the day (midnight) of the date you selected.

Valid From

📅 23-Nov-2021

Valid To

📅

| ‹ | Nov ▼ | 2021 ▼ | › |

| | ▼ |

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today   Done

✔ Save

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NHS
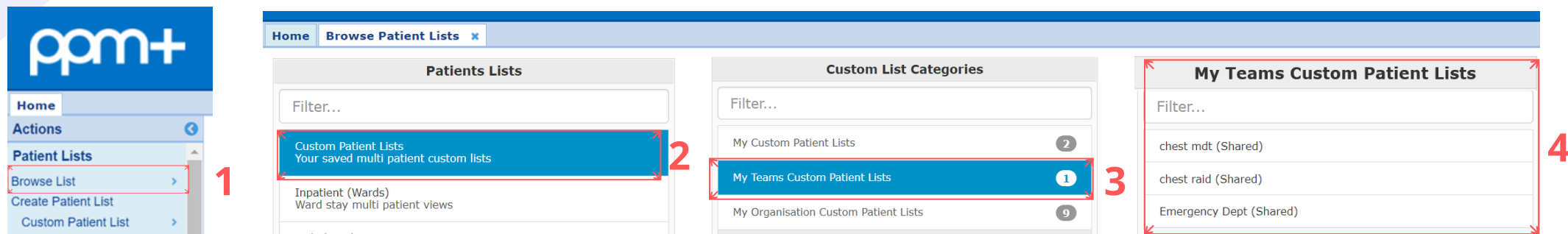The Leeds
Teaching Hospitals
NHS Trust

5 If you are unable to find your team or need a team to be created, please contact your **Team Lead** to highlight the issue.

After you have added yourself to a team, you will be able to view Custom Patient Lists shared with your team. <u>Click here</u> to find out how.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

Viewing a Custom Patient List

(Including Custom Patient Lists shared with you and your Team)

Step 1

From your PPM+ Homepage, click on **Browse List.**

Step 2

From **Patients Lists**, select **Custom Patient Lists.**

Step 3

From **Custom List Categories**, select **My Teams Custom Patient Lists** to view lists shared with your team.
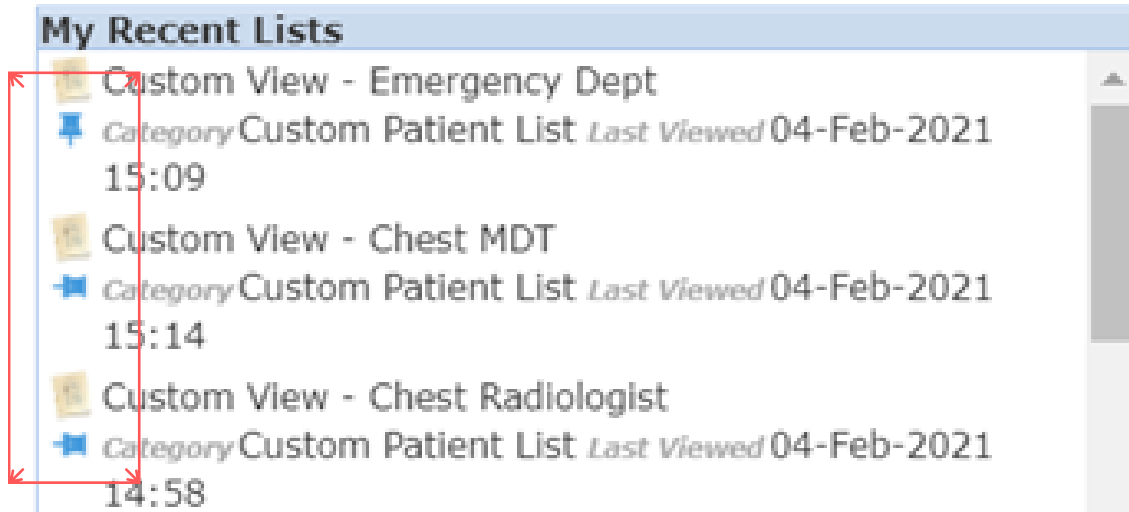
Step 4

From **My Teams Custom Patient Lists**, select the relevant list you want to view. Any list that is shared with you or your team will appear here.

If you are unable to see the shared Custom Patient List, you need to view, you may need to add yourself to the team the Custom Patient is shared with. Go to the Team Management section on page 3 to find out how.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

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My Recent Lists

Custom View - Emergency Dept
Category Custom Patient List *Last Viewed* 04-Feb-2021 15:09

Custom View - Chest MDT
Category Custom Patient List *Last Viewed* 04-Feb-2021 15:14

Custom View - Chest Radiologist
Category Custom Patient List *Last Viewed* 04-Feb-2021 14:58

Step 5

Once you have viewed the list, it will appear on **My Recent Lists** on the right hand side of the Homepage on PPM+. You can **pin it** to **fix it to the top of the list**. Simply click on the pin icon next to the list.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

Completing a Task

1 Once **on your Custom Patient List**, click the **blue action button** next to the patient and select **Launch Task**.
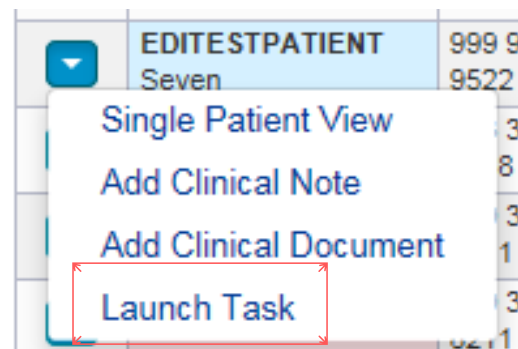
The task will open for you to view the **radiology report**.

2

In response to the question **(Have all appropriate steps been followed?)**, if you select **Yes** or **Not Applicable**, the task will close taking the patient off the **Custom Patient List**. If you select **No**, the patient will remain on the list. Further Comments are mandatory when selecting **Yes** or **Not Applicable**.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)
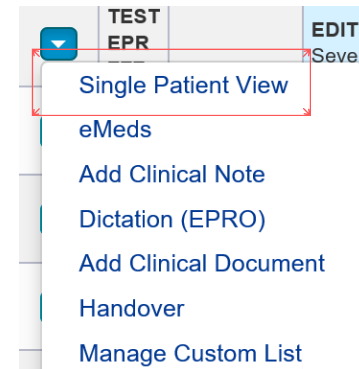
3

Please be aware, the actual actioning of tasks is done elsewhere (e.g. ICE) and PPM+ is the documentation of those actions via the 'Launch Task' in the Custom Patient List. This is of vital importance for audit trails of Radiology Alerts for patients. Once you have actioned the task in PPM+, the task will close and patient will be removed from the relevant Custom Patient List for Radiology Significant Findings.

Do not complete the task in PPM+ until you have completed all actions required in other systems (for example, ordering further tests via ICE), as the patient will be removed from the custom patient list once actioned as 'Yes' or 'Not Applicable'.
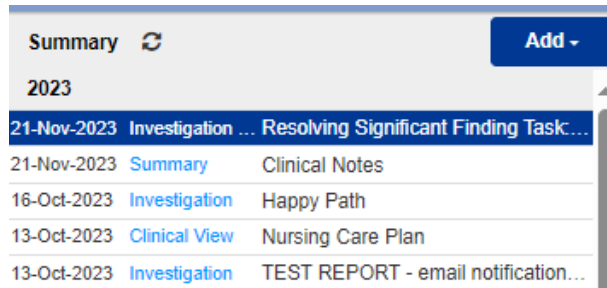
For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

Withdrawing a completed task
(In case of mistakes or amendments)

1 Search for the patient and open their **Single Patient View**.

TEST EPR	EDITE Seven
Single Patient View	
eMeds	
Add Clinical Note	
Dictation (EPRO)	
Add Clinical Document	
Handover	
Manage Custom List	

2

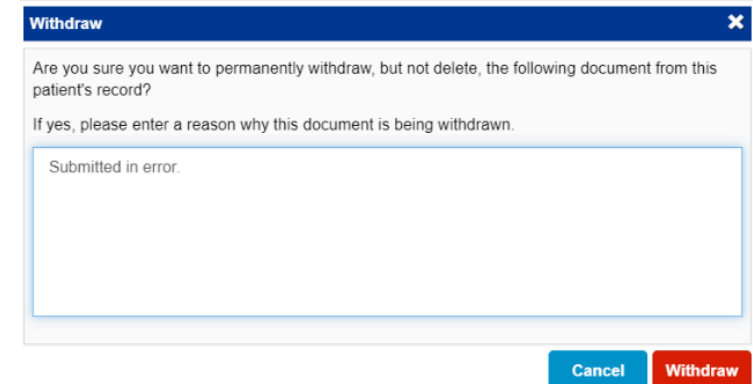| Summary 🔄		Add ▾
2023		
21-Nov-2023	Investigation ...	Resolving Significant Finding Task...
21-Nov-2023	Summary	Clinical Notes
16-Oct-2023	Investigation	Happy Path
13-Oct-2023	Clinical View	Nursing Care Plan
13-Oct-2023	Investigation	TEST REPORT - email notification...

🗑 **Withdraw**

Locate the task you wish to withdraw and click on the **Red withdraw button**.

3 A withdraw box will appear asking you to enter a reason why the document is being withdrawn. Enter a reason and **click withdraw**. The patient's task will **reappear on the Custom Patient List**, along with the patient themselves.

Withdraw ✕

Are you sure you want to permanently withdraw, but not delete, the following document from this patient's record?

If yes, please enter a reason why this document is being withdrawn.

Submitted in error.

Cancel | Withdraw

**For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)**

4 If you unable to find the patient, of whom you wish to withdraw their completed task for, you will need to contact your Team Lead or the appointed person within your CSU for auditing and governance. This individual will be able to identify the patient for you (including their NHS number) and therefore you will to able search for the patient and withdraw the completed task from the patient's Single Patient View on PPM+.

Email Notifications of Radiology Significant Findings

Following feedback from clinicians, as an additional 'safety net', DIT have built an email notification that will notify the referring clinician of 'a radiology examination for a patient in your care has shown a significant unexpected finding'. In the event that this notification email fails, Radiology will action and send a manual email. Please make sure to check your Junk folder for any email notifications of Radiology Significant Findings, if you are not receiving these email notifications.

Example of an email notification:

ppmnotifications.lth@nhs.net

to me ▾
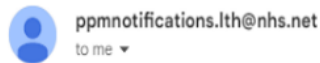
Notification not sent - incomplete or missing contact information for specified clinician

A radiology examination for a patient in your care has shown a significant unexpected finding.

Name: COVIDSWAB, Becky
DoB : 01-Dec-2019
NHS :
PAS :

Please open PPM+ and resolve the task in your Radiology Alerts Custom List.

This task may already have been resolved by another member of your team.

Troubleshooting Email and Further Information

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

Ext: 60599
leedsth-tr.ImplementationTeam@nhs.net

For queries pertaining to the radiology department and the generation of #alerts, please email:

leedsth-tr.radiologyclinicalgovernance@nhs.net

Or contact the **Radiology management team** on:

Ext: 66611

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** if you require further training on PPM+ or any other Clinical System.

PPM+ Help Site: **https://www.ppmsupport.leedsth.nhs.uk/**