



The Leeds
Teaching Hospitals
NHS Trust

ppm+

Safe Surgery Checklist

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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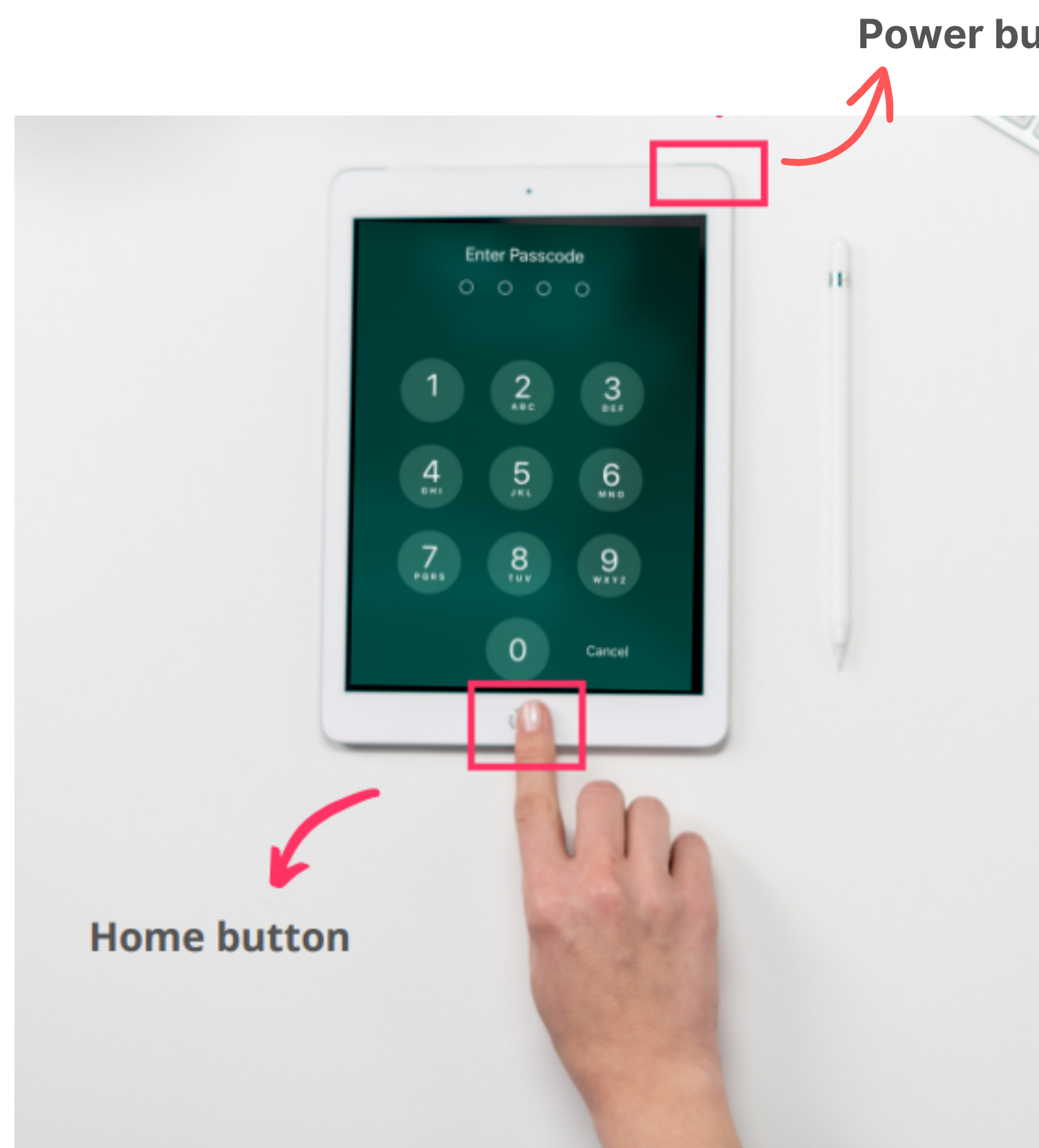
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For further information please contact:

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

Accessing the PPM+ Mobile App

Your Ward iPads should be stored in their charging station, which is usually placed in the nurses' station. To unlock the iPad, press the power button and then the home button.



1

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

*Each 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.

2

Select the PPM+ Mobile App.

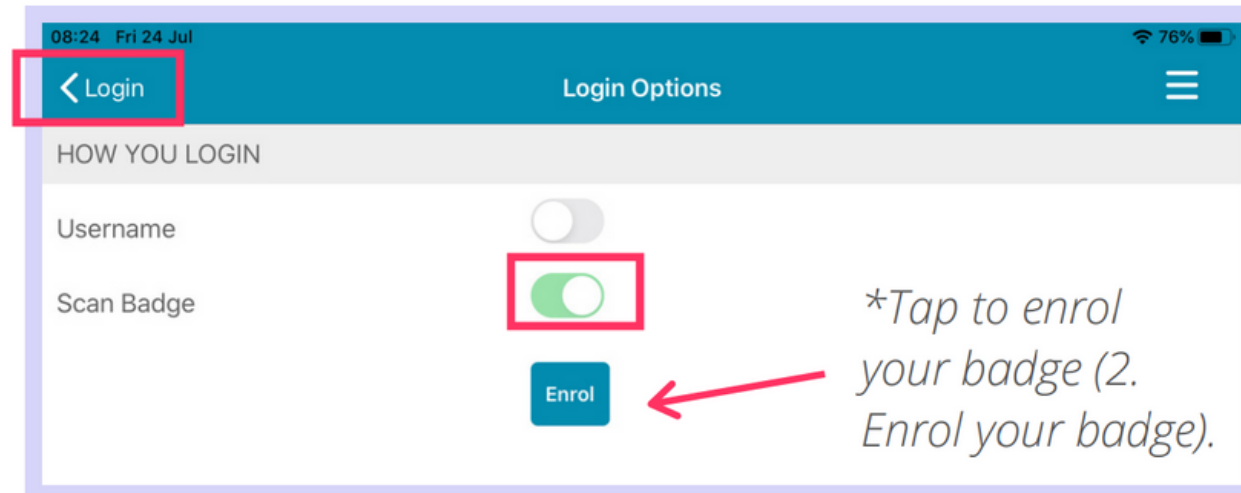
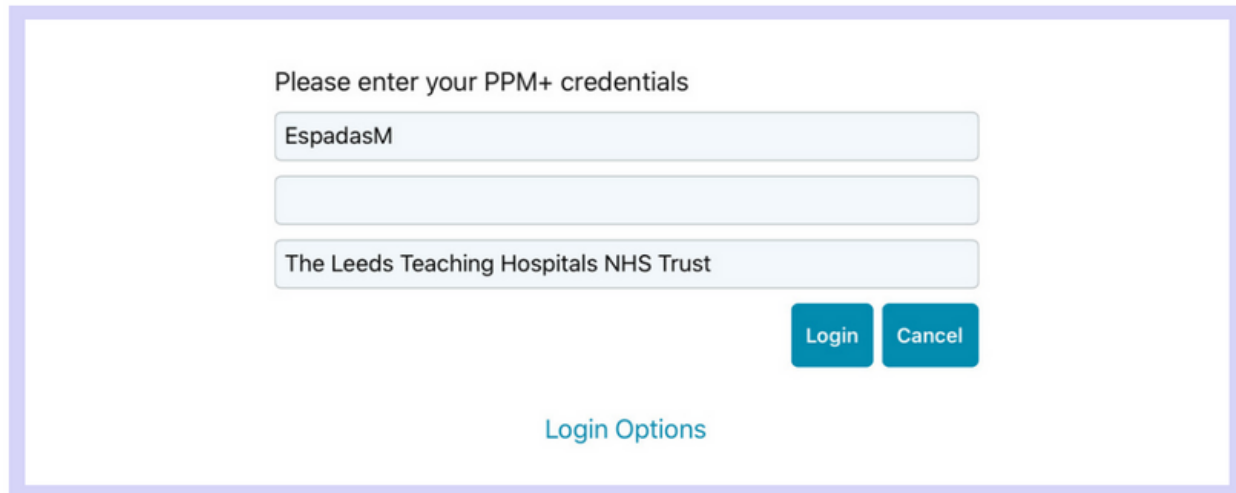


For further information please contact:

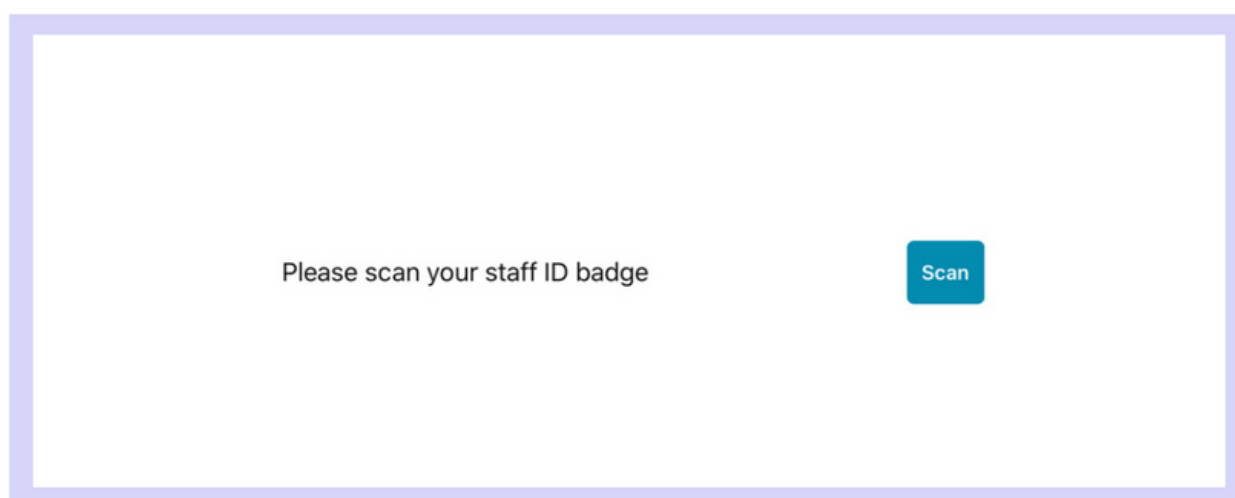
✉ leadsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

Logging in

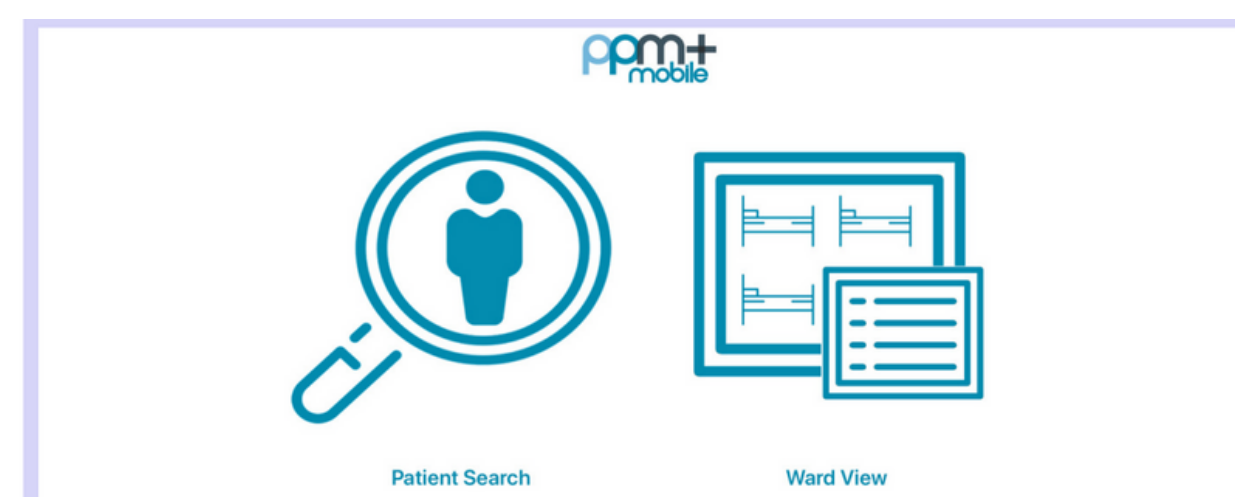
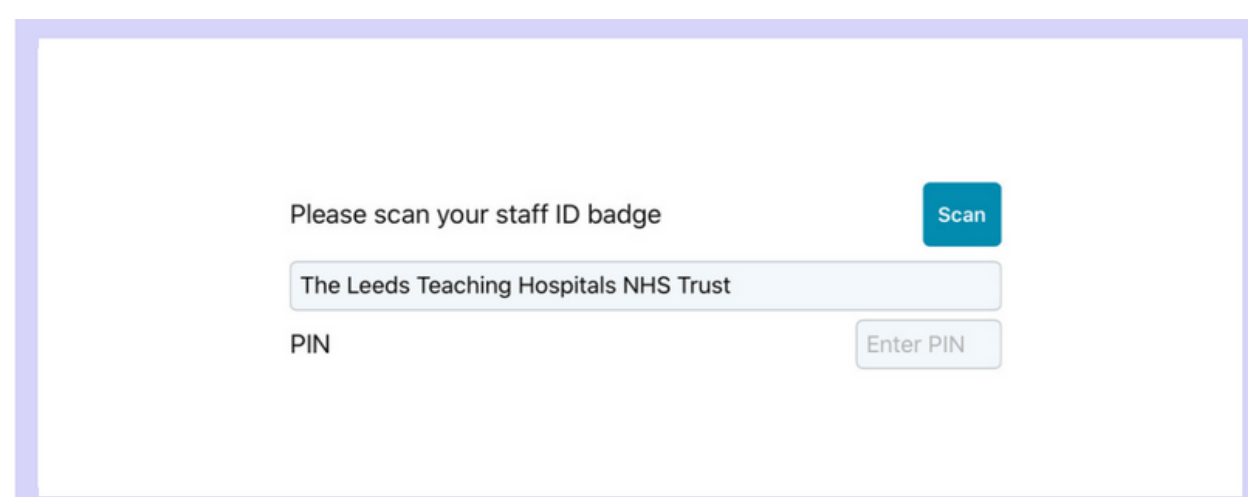
Tap to open the **PPM+ Mobile App** in your iPad. Enter your ppm+ Username and Password or tap on **Login Options** to change the way of logging in.



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



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



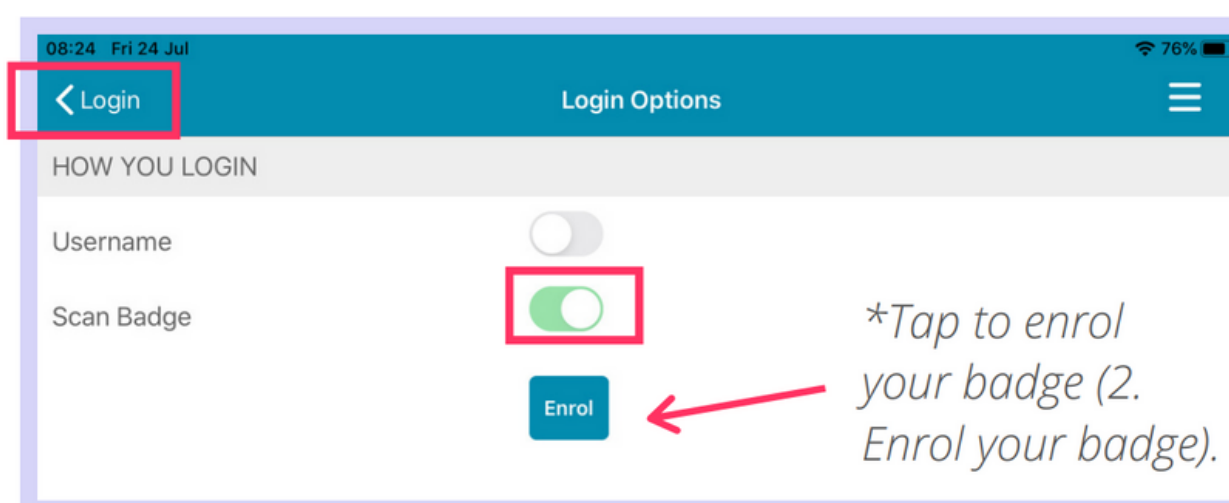
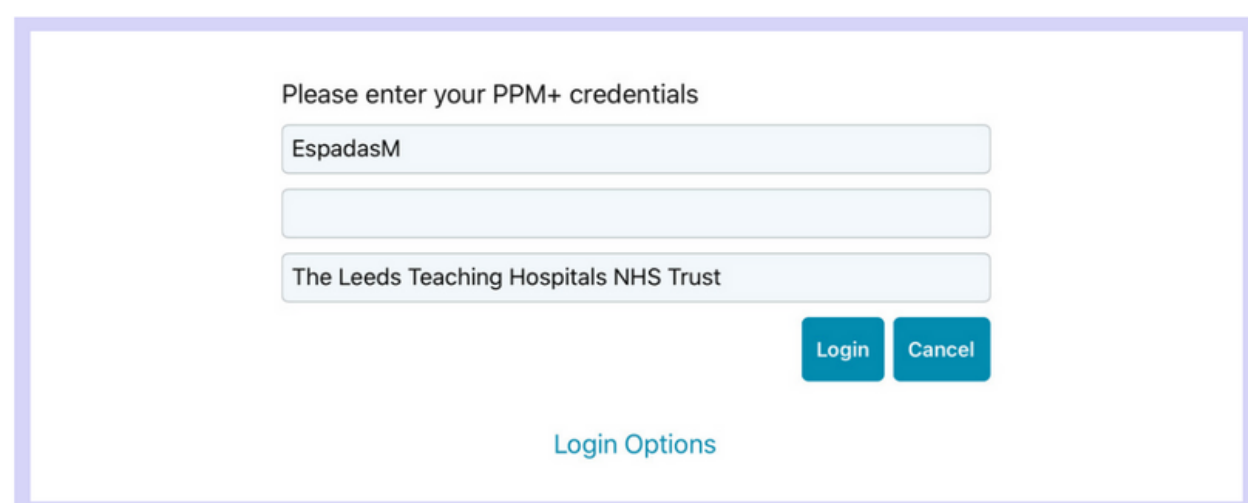
For further information please contact:

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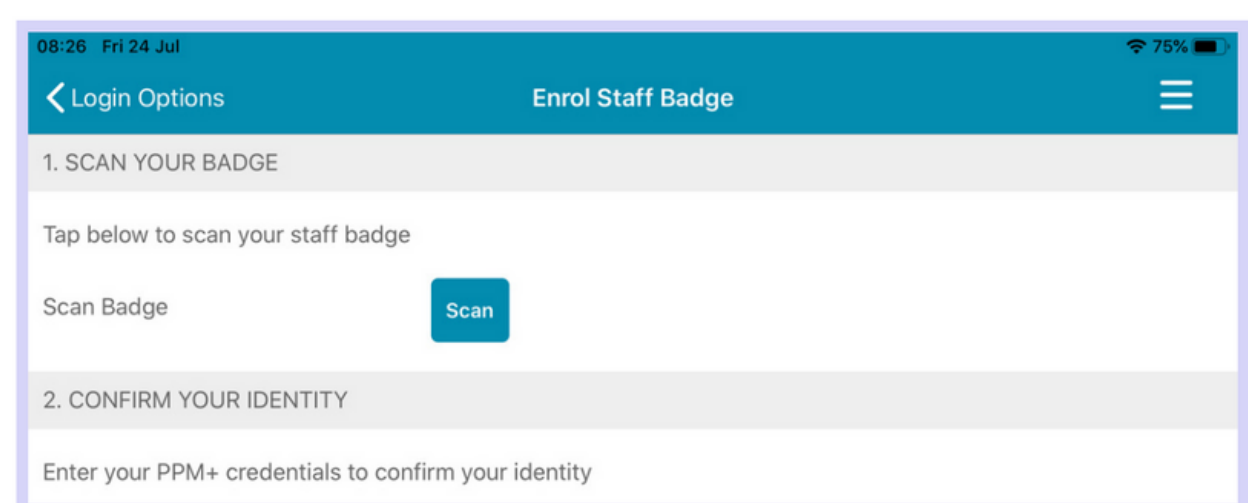
☎ 0113 206 0599

Enrolling your badge

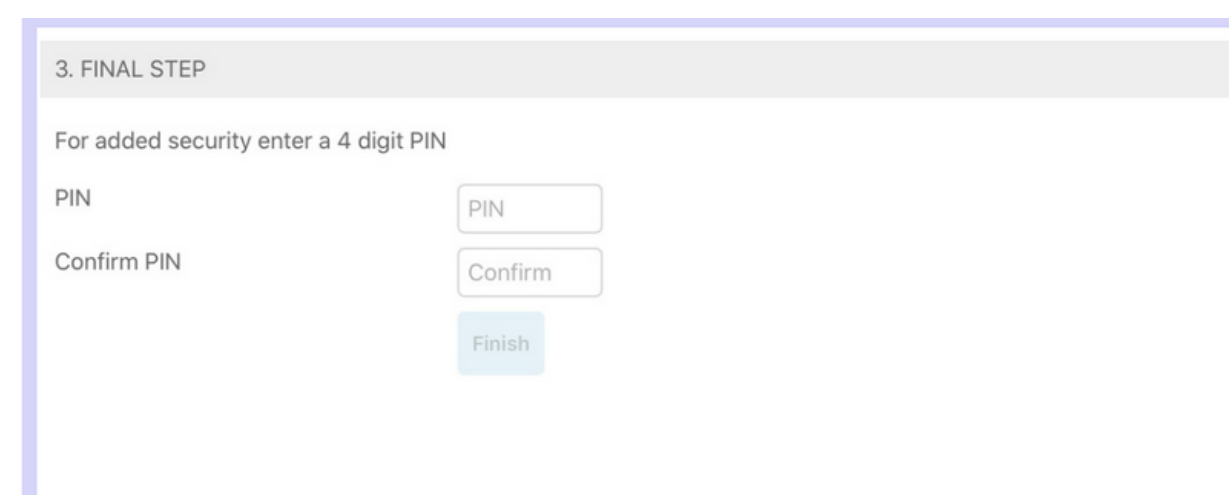
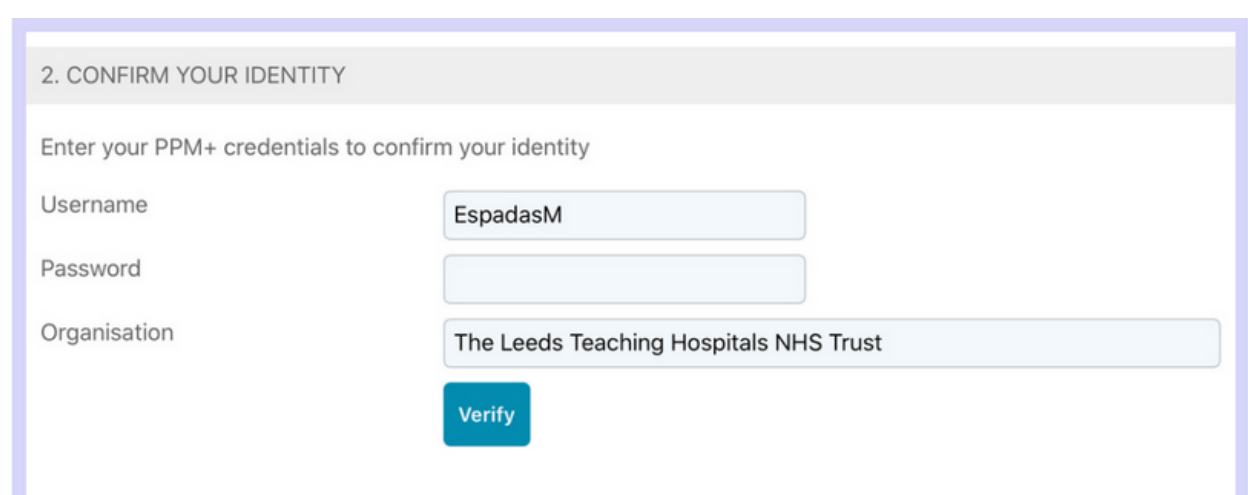
Tap on *Login Options* and then on **Enrol**.



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.



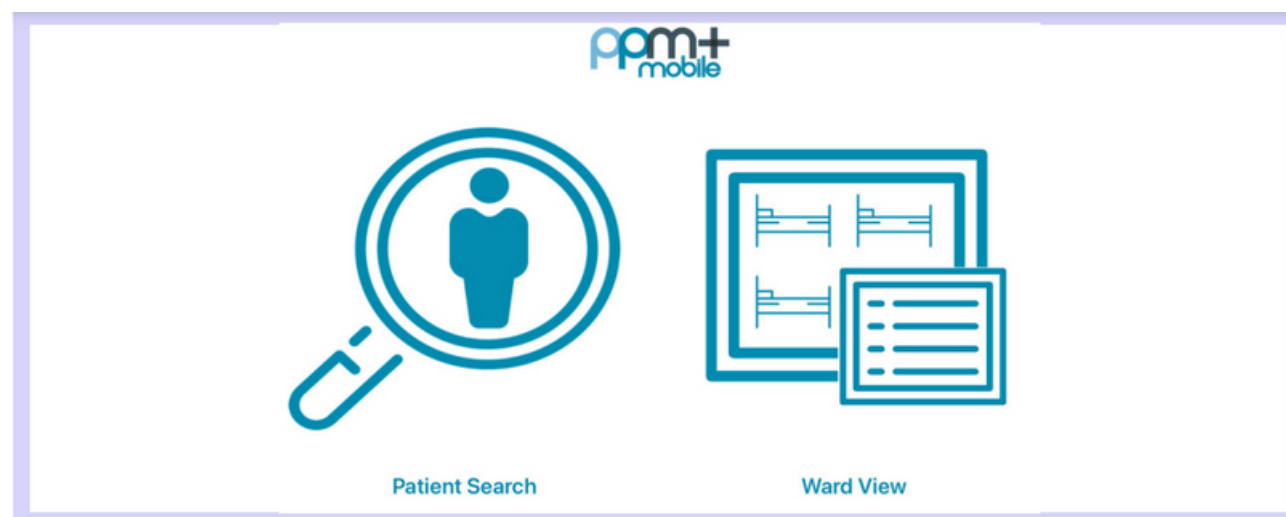
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Adding an eForm (Clinical Documents) on the PPM+ Mobile App

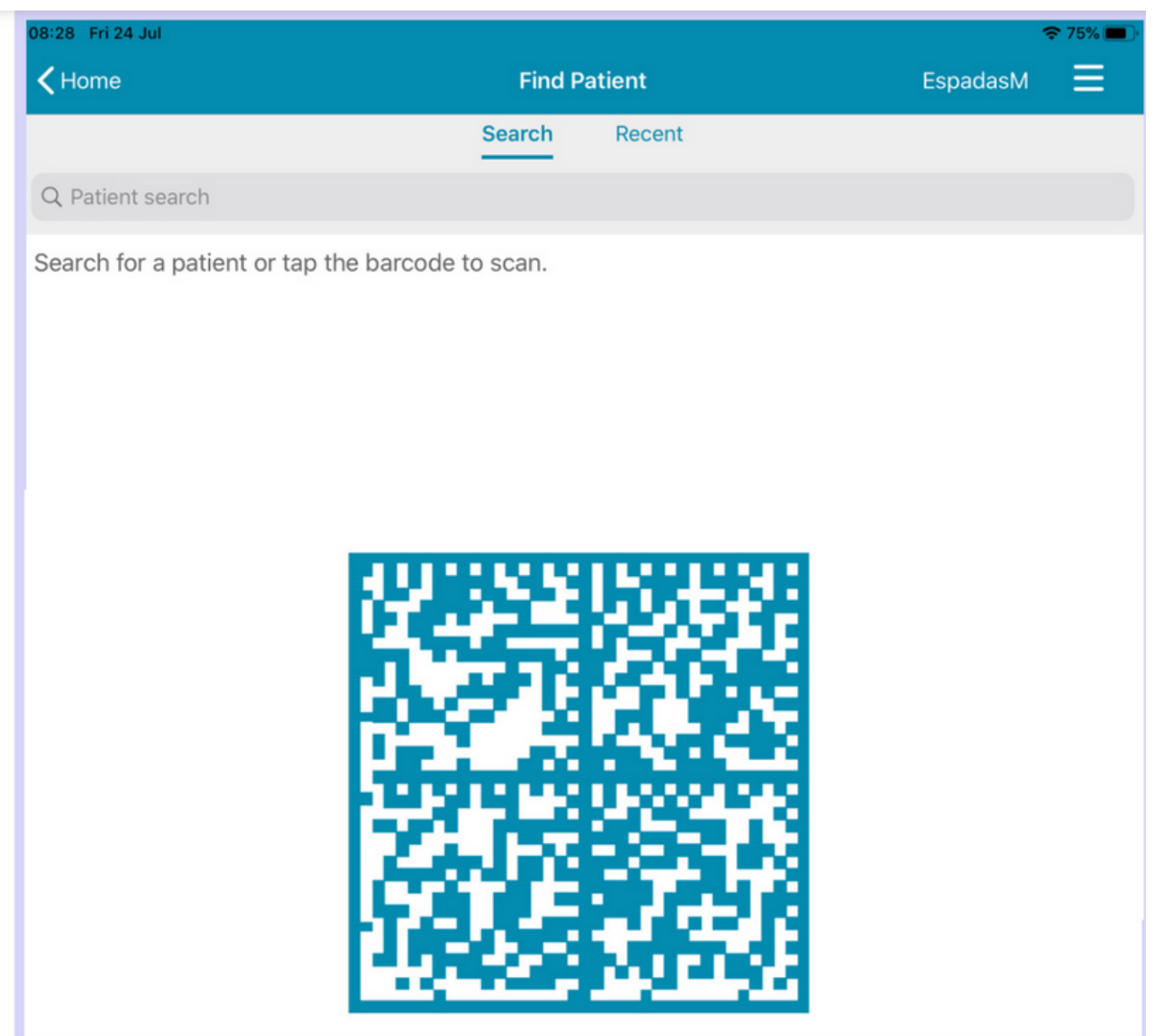
On the Homepage, tap on Patient Search. Tap the QR code to scan the patient's wristband.



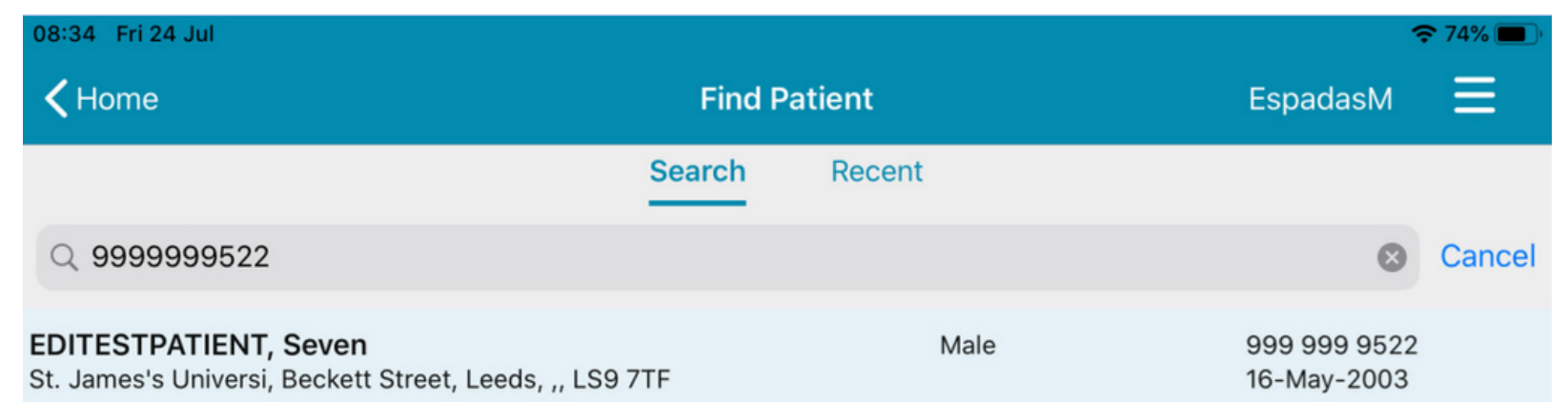
Homepage.



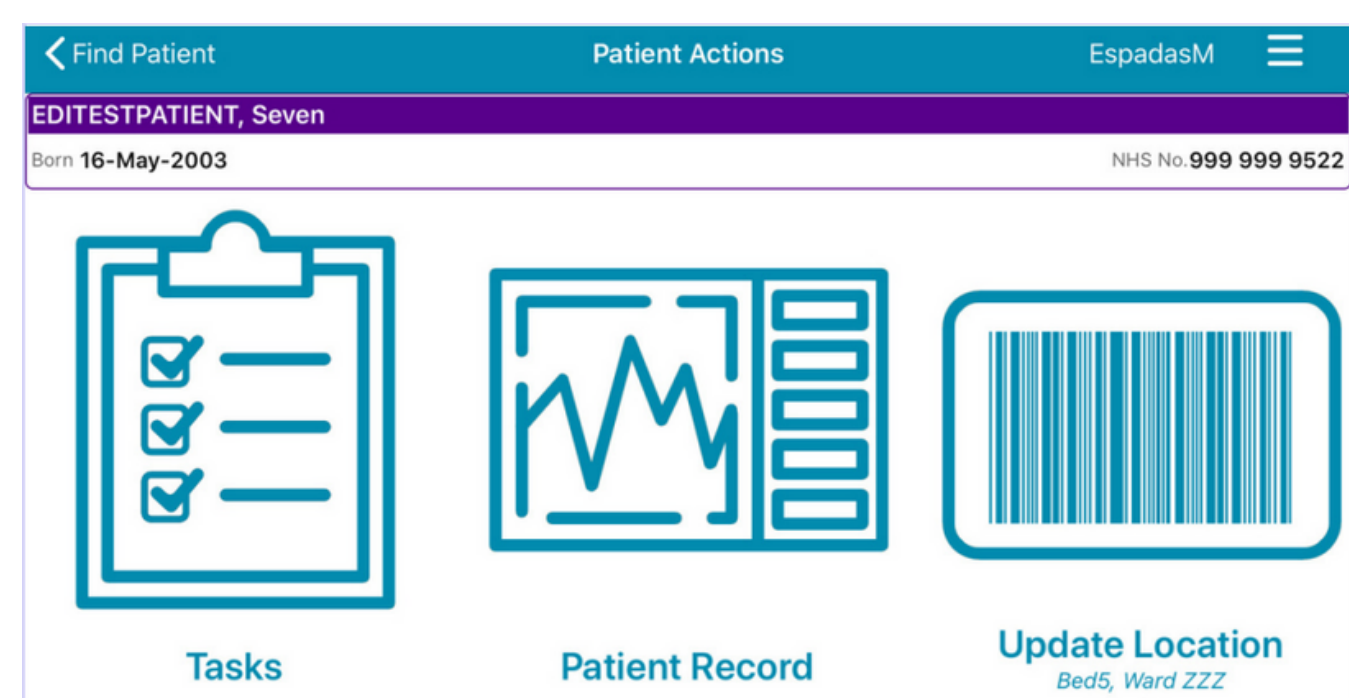
QR code in patient's wristband.



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.



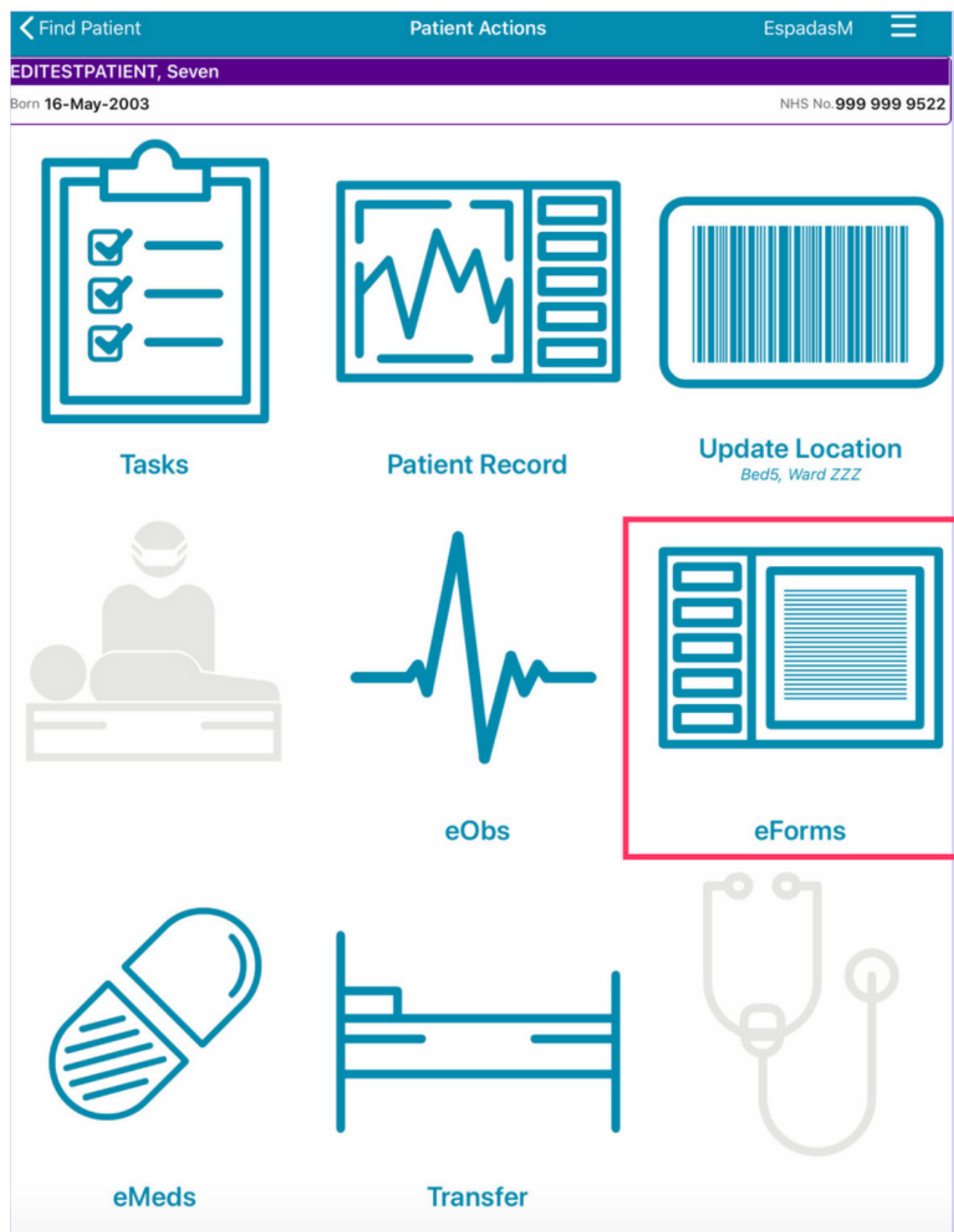
This will open the Patient Actions menu.



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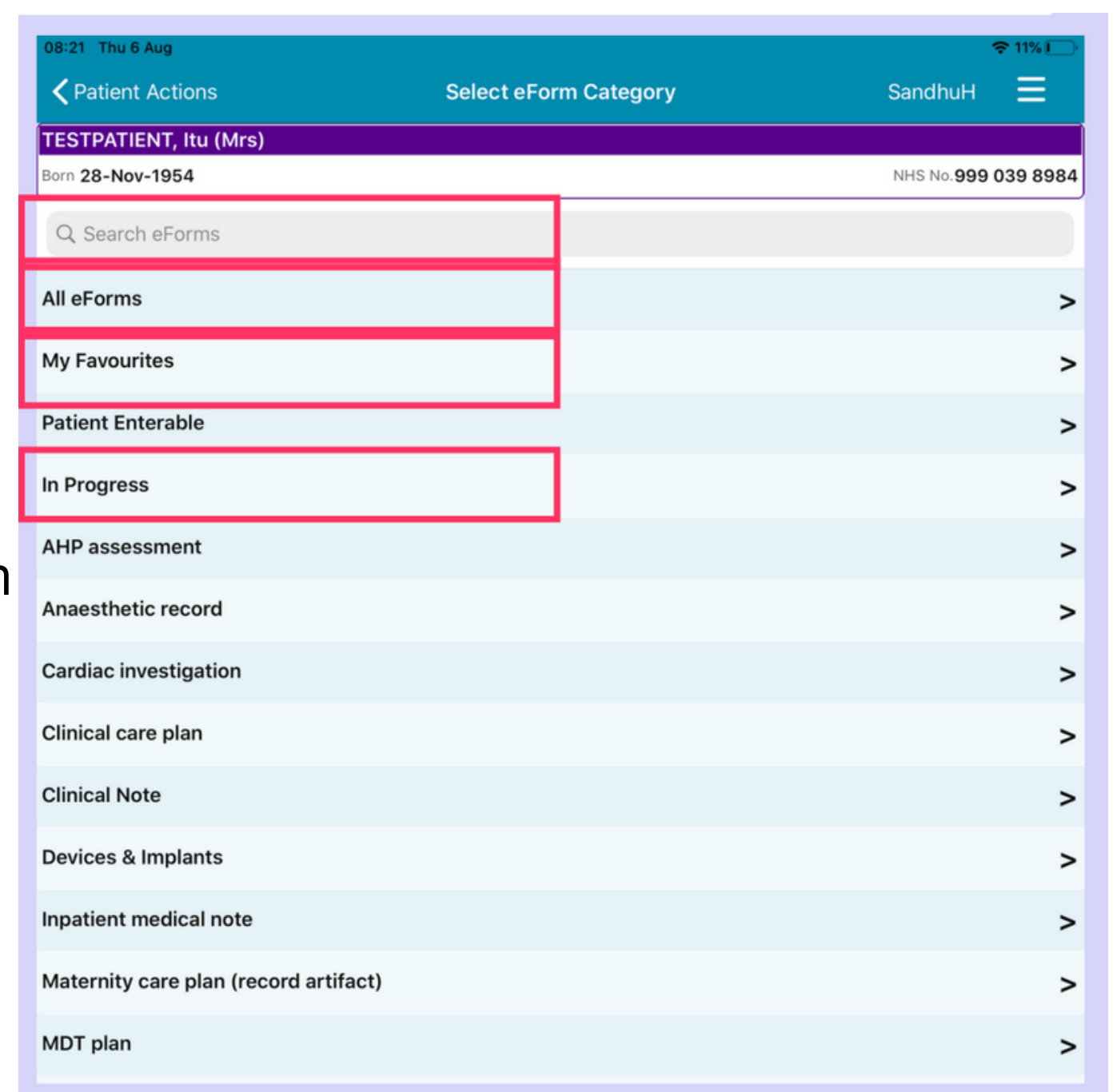
From the *Patient Actions*' menu, tap on **eForms** to add a Clinical Document.

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.

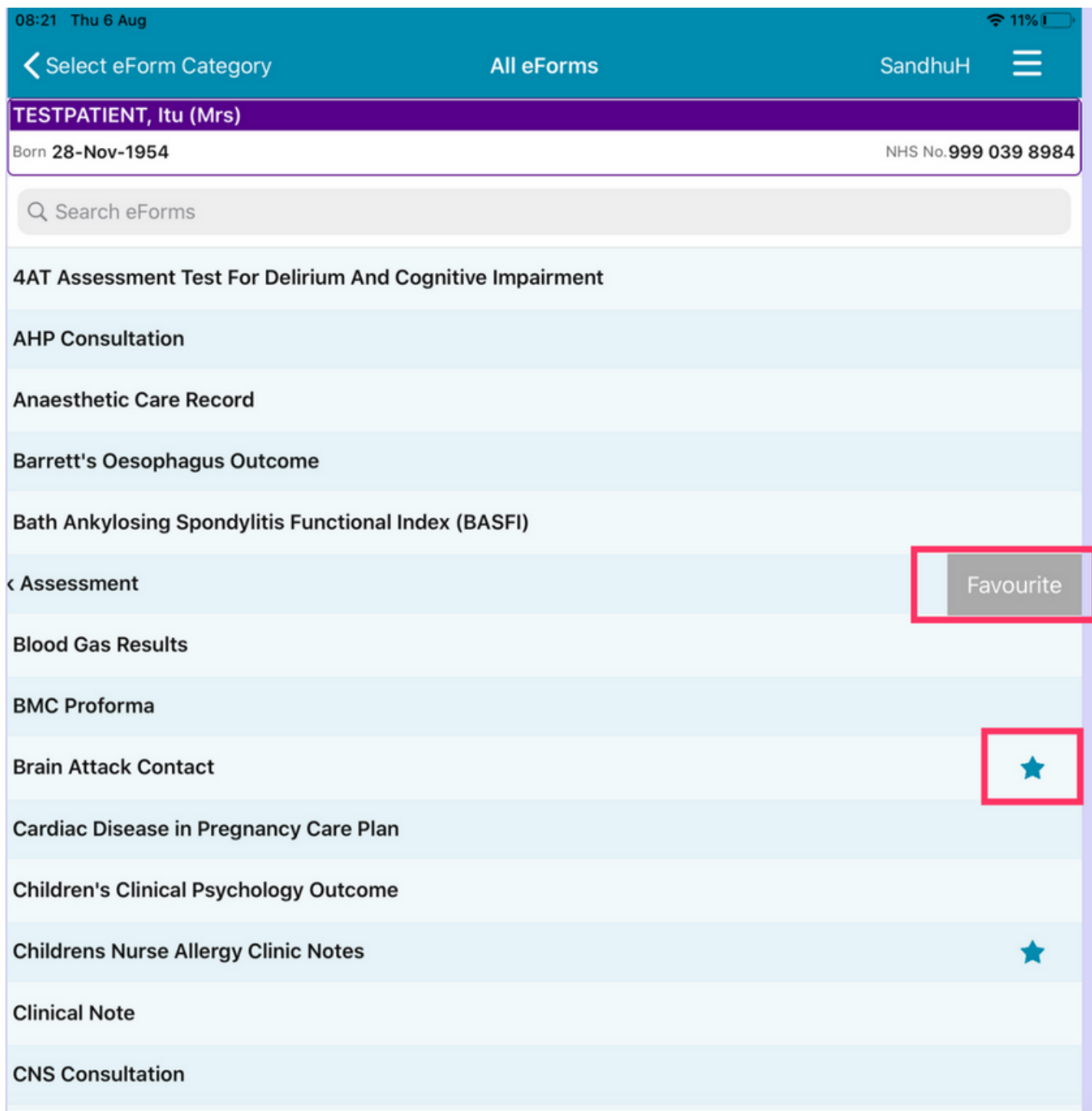
My Favourites will show all your Favourite e-Forms



For further information please contact:

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To Favourite an eForm, swipe left on its entry and tap **Favourite**. A little star will appear in the eForm entry.

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](#)

For further information please contact:

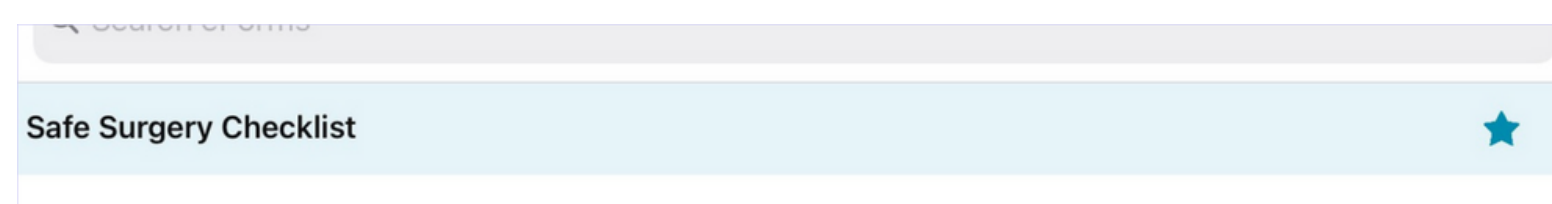
 leedsth-tr.ImplementationTeam@nhs.net or

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Completing a Safe Surgery Checklist

1

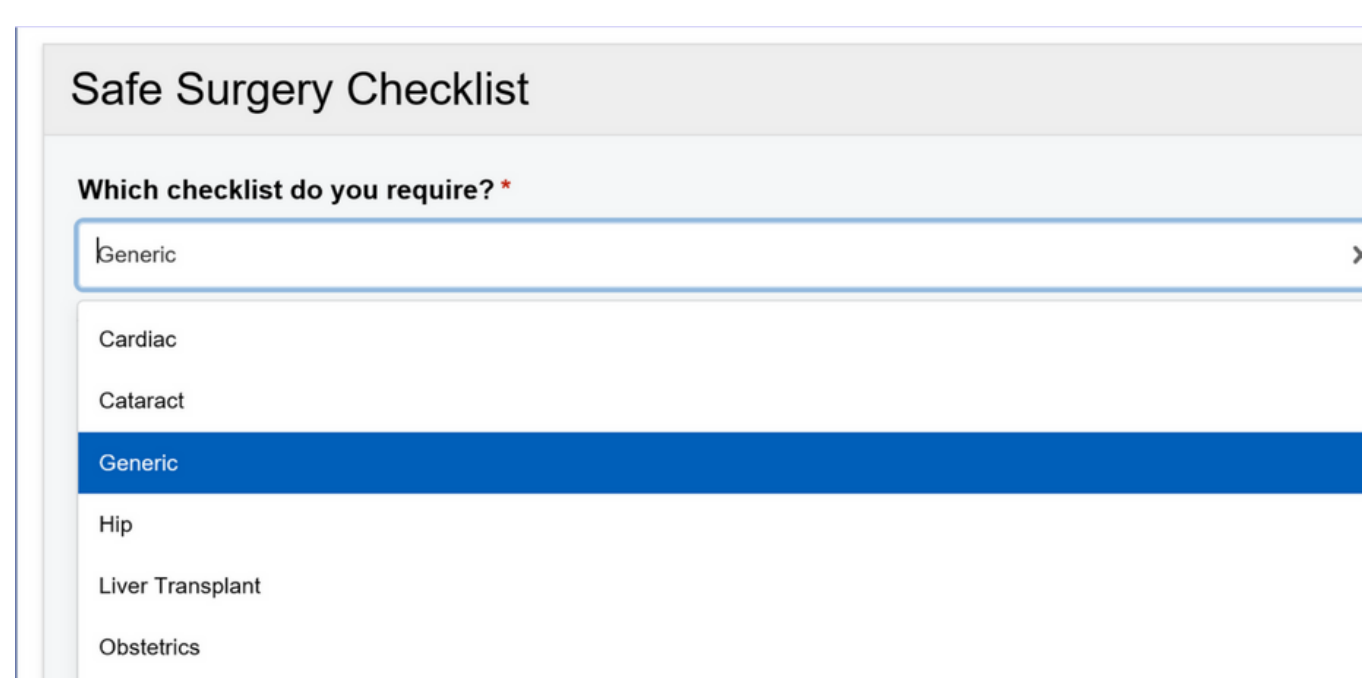
Search for Safe Surgery Checklist in eForms in the **PPM+ mobile app** and then select Safe Surgery Checklist from the options below.



A screenshot of a search results interface. At the top, there is a search bar with the text 'Safe Surgery Checklist'. Below the search bar, a single result is displayed: 'Safe Surgery Checklist' with a blue star icon to its right.

2

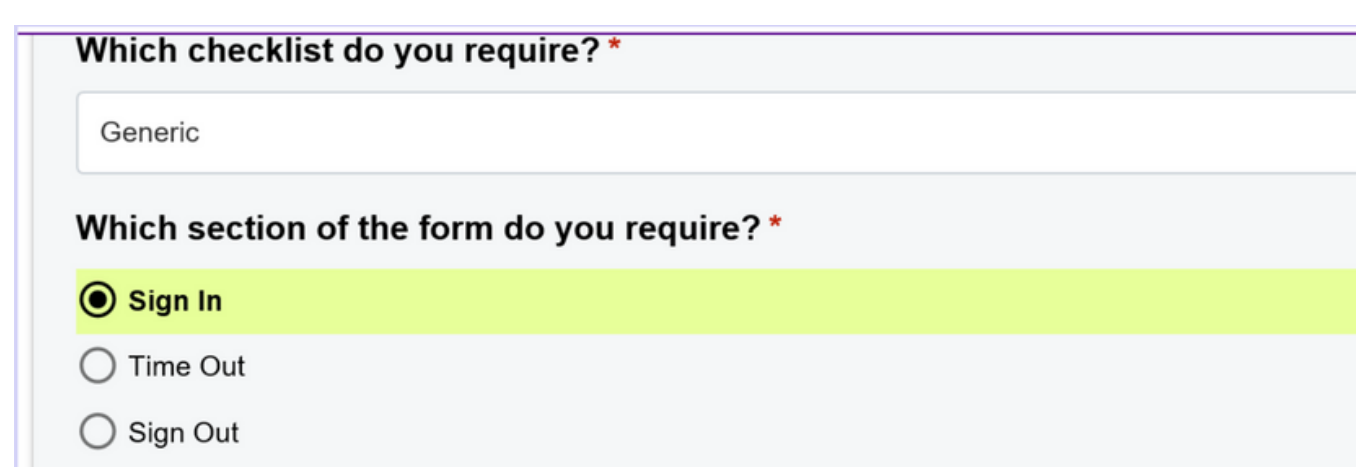
When you first access the **eForm**, you will need to select the checklist you require from options given.



A screenshot of the 'Safe Surgery Checklist' selection screen. The title is 'Safe Surgery Checklist'. Below the title is a question: 'Which checklist do you require? *'. There is a search input field containing 'Generic' with a close button (x) to its right. Below the search field is a list of options: 'Cardiac', 'Cataract', 'Generic' (highlighted in blue), 'Hip', 'Liver Transplant', and 'Obstetrics'.

3

Next, select which section of the form you require (**Sign In, Time Out or Sign Out**).



A screenshot of the 'Which section of the form do you require? *' selection screen. At the top, there is a search input field containing 'Generic'. Below the search field is a question: 'Which section of the form do you require? *'. There are three radio button options: 'Sign In' (selected and highlighted in yellow), 'Time Out', and 'Sign Out'.

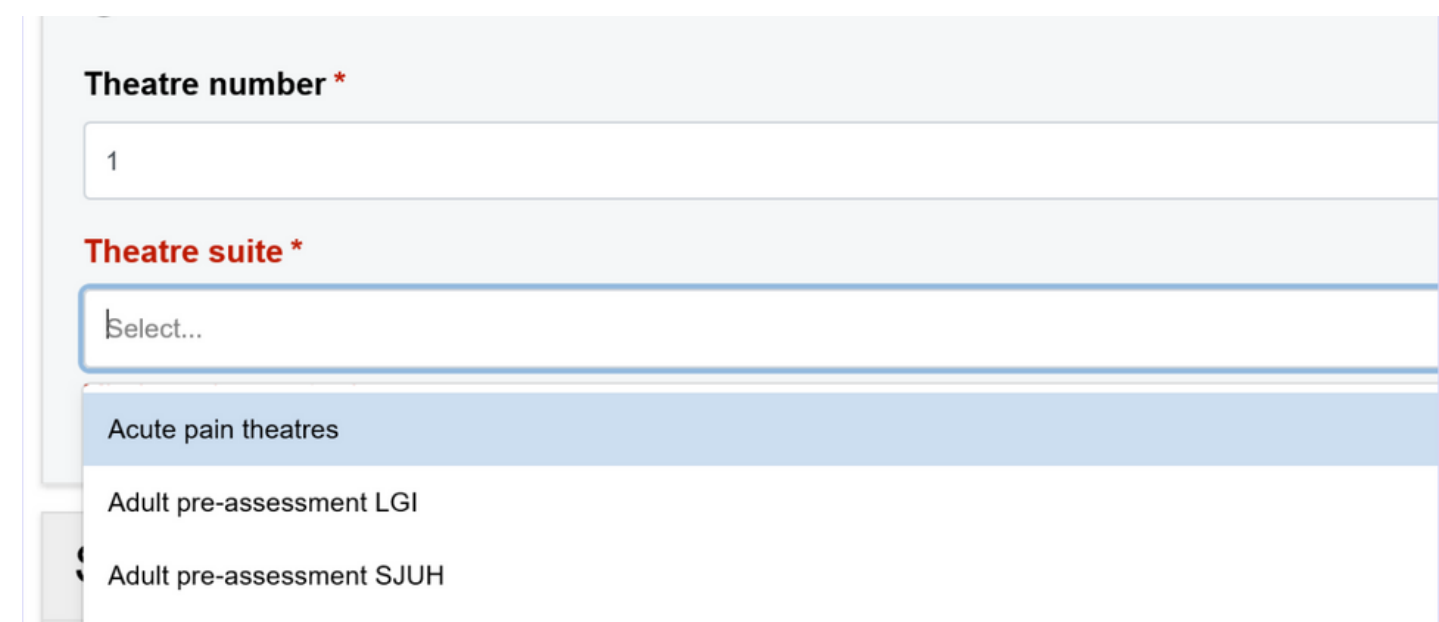
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4

Select the **Theatre Suite** from options in the drop down and also fill in the **Theatre number** too.



Theatre number *

1

Theatre suite *

Select...

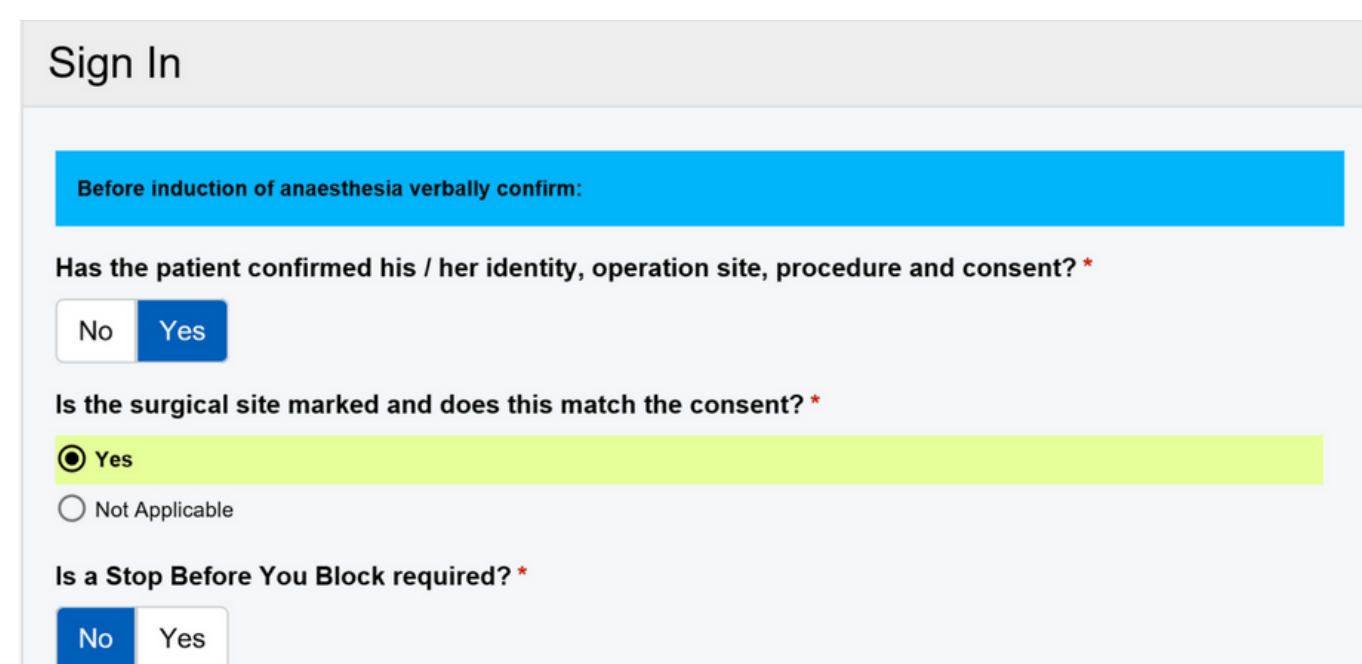
Acute pain theatres

Adult pre-assessment LGI

Adult pre-assessment SJUH

5

Fill out the section of the **eForm** you have selected.



Sign In

Before induction of anaesthesia verbally confirm:

Has the patient confirmed his / her identity, operation site, procedure and consent? *

No Yes

Is the surgical site marked and does this match the consent? *

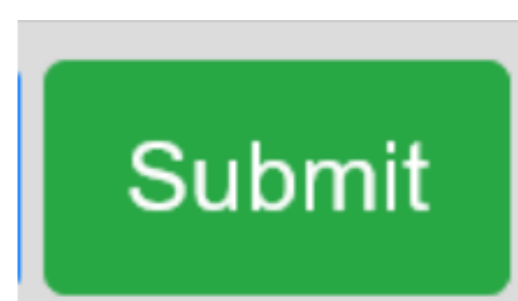
Yes Not Applicable

Is a Stop Before You Block required? *

No Yes

6

Click on **Submit**, once you have completed the eForm.



Submit

For further information please contact:

 leadsth-tr.ImplementationTeam@nhs.net or

 0113 206 0599

Adding an eForm (Clinical Documents) via the Desktop

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










It is possible to complete a Safe Surgery Checklist via your Desktop. The layout of the eForm and the way you complete it, is similar on the PPM+ mobile app and Desktop.

For further information please contact:

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

Withdrawing a Safe Surgery Checklist

- 1** To withdraw a **Safe Surgery Checklist**, go onto **Multi Patient View** of the ward/area the patient is currently admitted on. On the Desktop version of PPM+, click on the **blue drop down button** next to their name.

Action	Ward	Bed	Patient	Age	Scanned Location	Time Since Arrival	Tasks	Consultant
Bed Unassigned								
	TEST EPR ZZZ		EDITESTPATIENTONE Three-Three 	76y		47d 23h 46m	10 (10 overdue) 	AW
	TEST EPR ZZZ		TEST Ann 	57y		85d 20h 42m	7 (7 overdue) 	A
	TEST EPR ZZZ		TEST Bravo 	71y		102d 1h 55m	13 (13 overdue) 	AW

- 2** Click on **Single Patient View**.

Single Patient View

eMeds

Add Clinical Note

Dictation (EPRO)

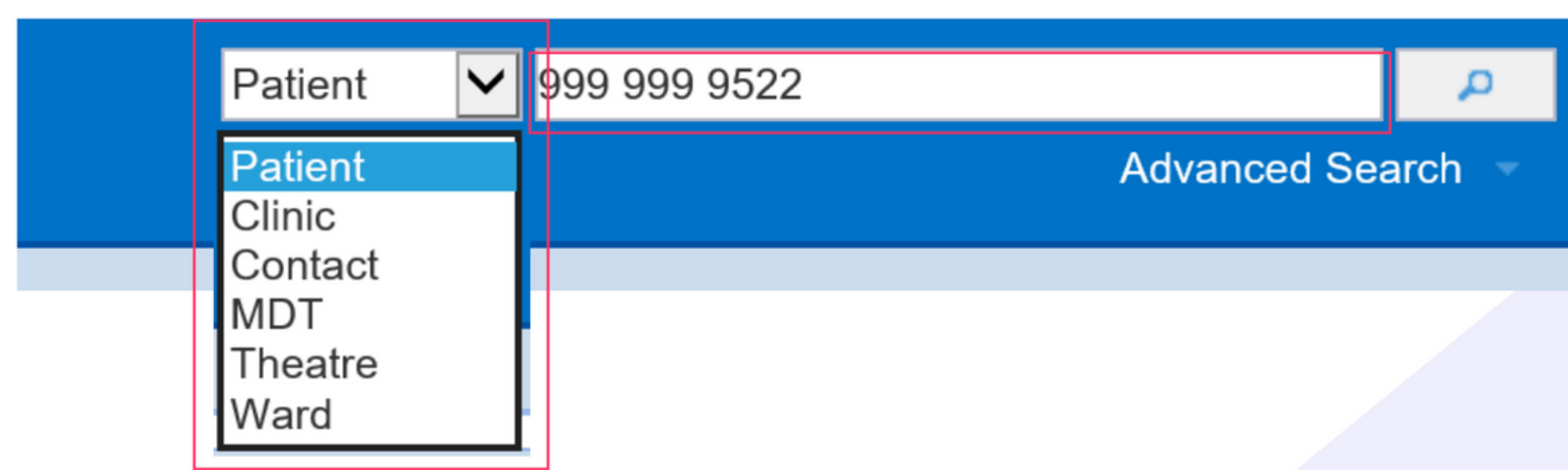
Add Clinical Document

Handover

Manage Custom List

Transfer

- 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**.



The screenshot shows a search bar with a dropdown menu open. The dropdown menu lists several options: Patient, Clinic, Contact, MDT, Theatre, and Ward. The 'Patient' option is highlighted. To the right of the dropdown is a search input field containing the text '999 999 9522'. Below the search bar is a blue bar with the text 'Advanced Search' and a search icon.

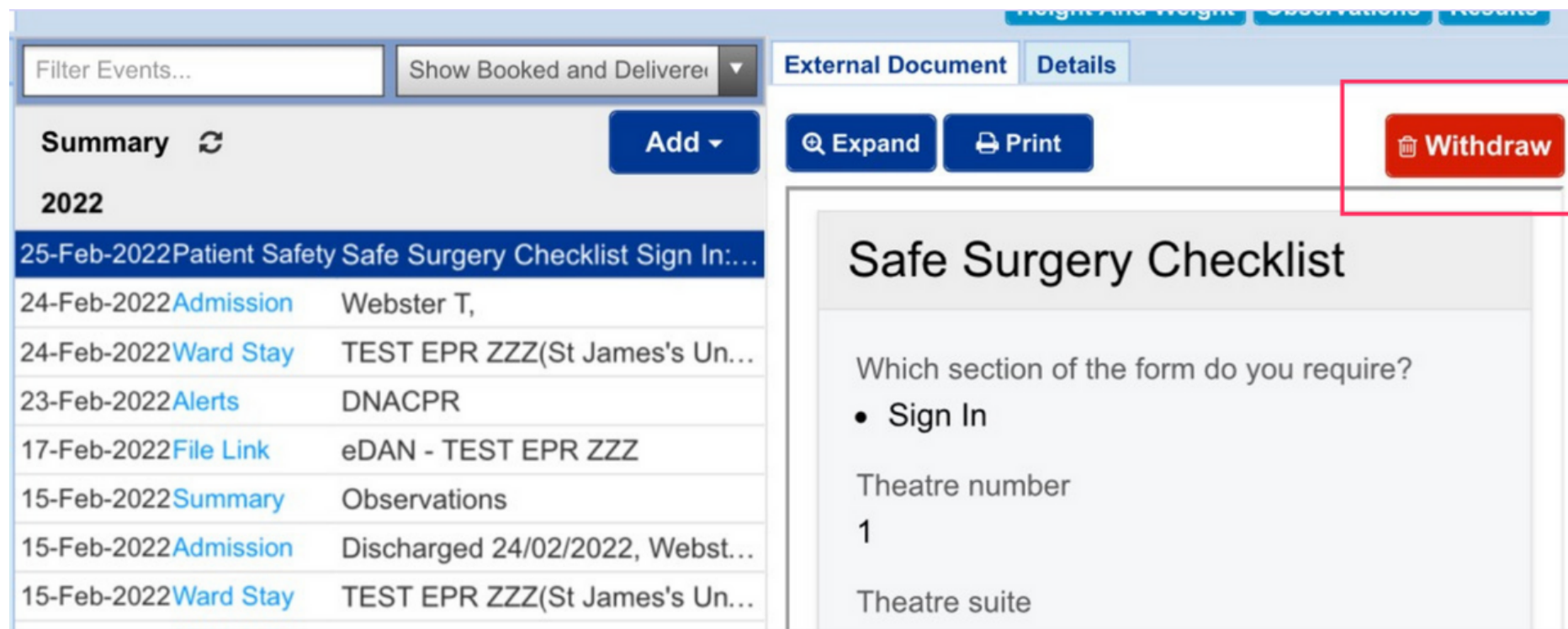
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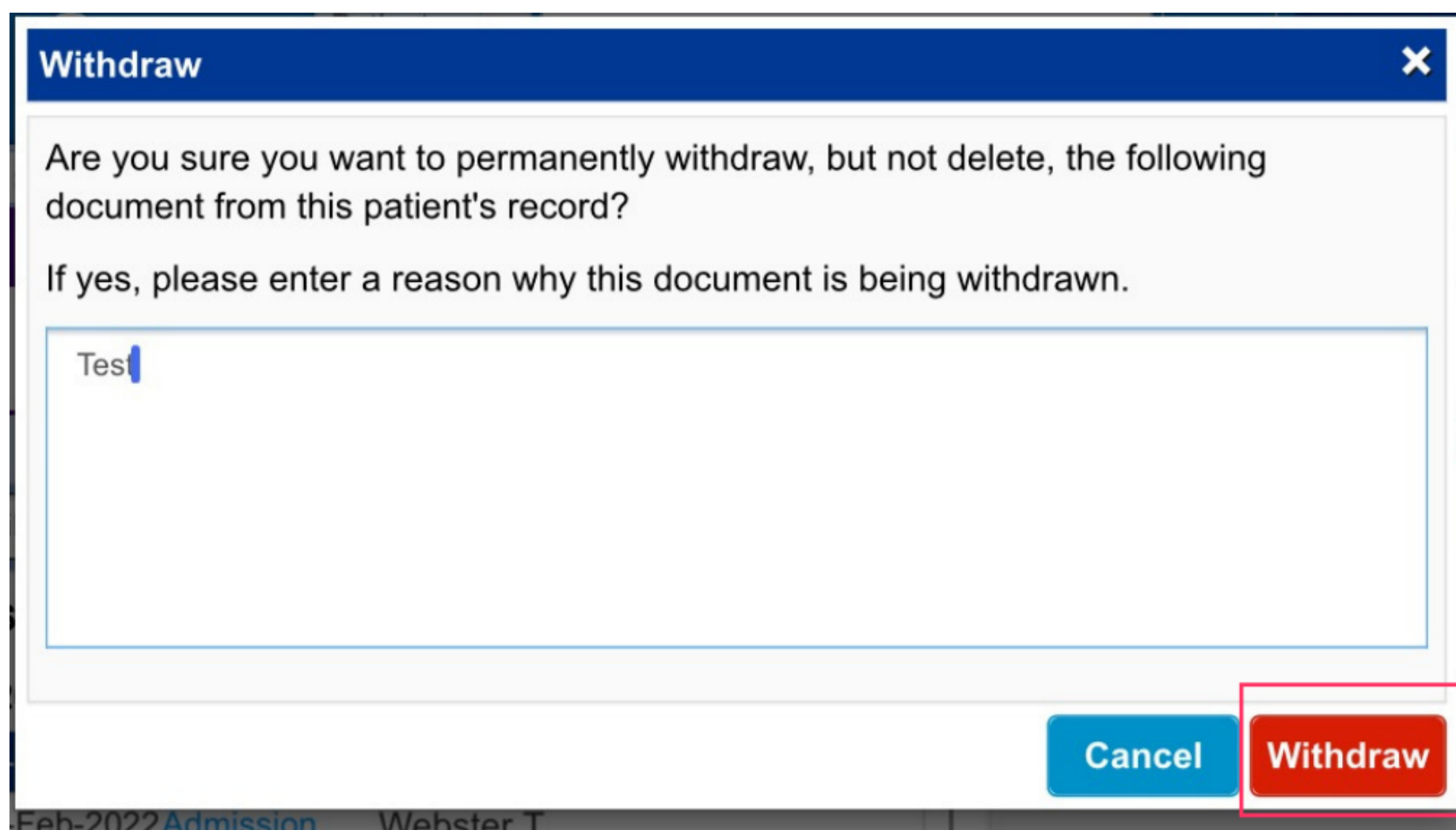
4

Select the **Safe Surgery Checklist** you wish to withdraw, and then click on the **Withdraw** button on the right hand side of the screen.



5

Document the reason for withdrawing the Safe Surgery Checklist and then click on **Withdraw**.



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