



The Leeds
Teaching Hospitals
NHS Trust

ppm+

eDAN

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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For further information please contact:

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

Introduction, Dashboard and Discharge Destination

Your **Ward View** and **eWhiteboard** will be displaying **two eDAN columns** during the initial Implementation. **All new admissions** will then use the **eDAN v2 column**.

| eDAN | eDAN v2 |
|-----------|--|
| ? | medic, doctor |
| ? | medic, doctor, pharmacist, discharge-coordinator |
| Clinician | |
| ? | medic, doctor, pharmacist, discharge-coordinator |
| Clinician | medic, doctor, pharmacist, discharge-coordinator |
| ? | |
| ? | medic, doctor, nurse, pharmacist,... |
| ? | medic, doctor, nurse, pharmacist,... |
| ? | medic, doctor, nurse, pharmacist,... |
| ? | medic, doctor, pharmacist, discharge-coordinator |

The **eDAN v2 column** will either be **blank**, if the **eDAN** is not started, display all the outstanding tasks for that patient or a **green tick for complete**.

New Update on **eWhiteboard** in the **eDAN v2 Column**, you will now see a clearer update on the patient medication status:



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Pharmacist

Indicates that medications have been finalised and there is an outstanding task for pharmacists to validate the medicines

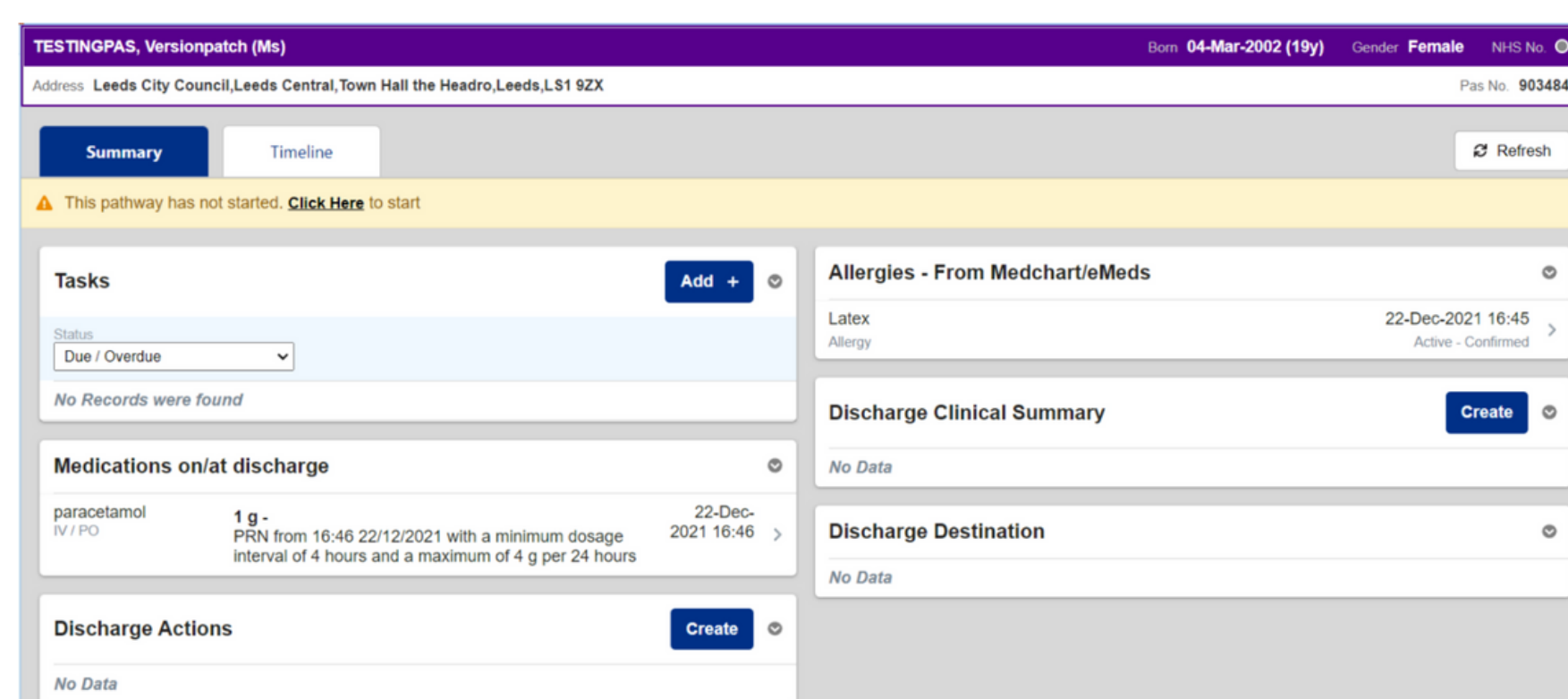
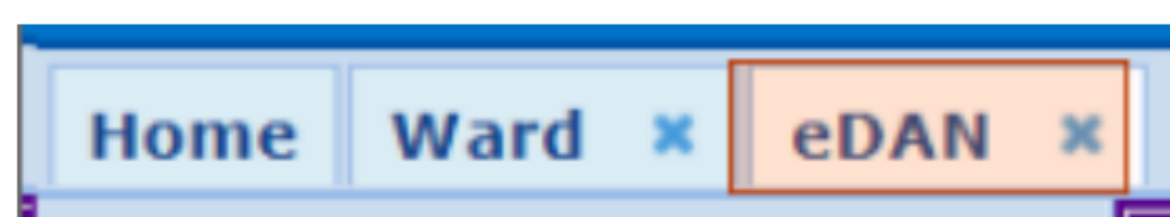
Dispensary

Indicates that medicines have been validated by a pharmacist and the dispensing of medicines is in progress but has not yet been completed.

To open the eDAN Dashboard view, select the patient you would like to view.

| eDAN | eDAN v2 |
|-----------|--|
| ? | medic, doctor |
| ? | medic, doctor, pharmacist, discharge-coordinator |
| Clinician | |
| ? | medic, doctor, pharmacist, discharge-coordinator |
| Clinician | medic, doctor, pharmacist, discharge-coordinator |
| ? | |
| ? | medic, doctor, nurse, pharmacist,... |
| ? | medic, doctor, nurse, pharmacist,... |
| ? | medic, doctor, nurse, pharmacist,... |
| ? | medic, doctor, pharmacist, discharge-coordinator |

The **eDAN Dashboard** is now displayed. Notice how it has opened in a new tab.

A screenshot of the eDAN Dashboard interface. The top header shows patient information: 'TESTINGPAS, Versionpatch (Ms)', 'Born 04-Mar-2002 (19y)', 'Gender Female', and 'NHS No. 9034842'. Below the header, there are several widgets: 'Tasks' (with a status dropdown set to 'Due / Overdue' and a message 'No Records were found'), 'Allergies - From Medchart/eMeds' (listing 'Latex' and 'Allergy' with a date '22-Dec-2021 16:45'), 'Discharge Clinical Summary' (with a 'Create' button and 'No Data' message), 'Discharge Destination' (with a 'Create' button and 'No Data' message), 'Medications on/at discharge' (listing 'paracetamol 1g - PRN from 16:46 22/12/2021 with a minimum dosage interval of 4 hours and a maximum of 4 g per 24 hours'), and 'Discharge Actions' (with a 'Create' button and 'No Data' message).

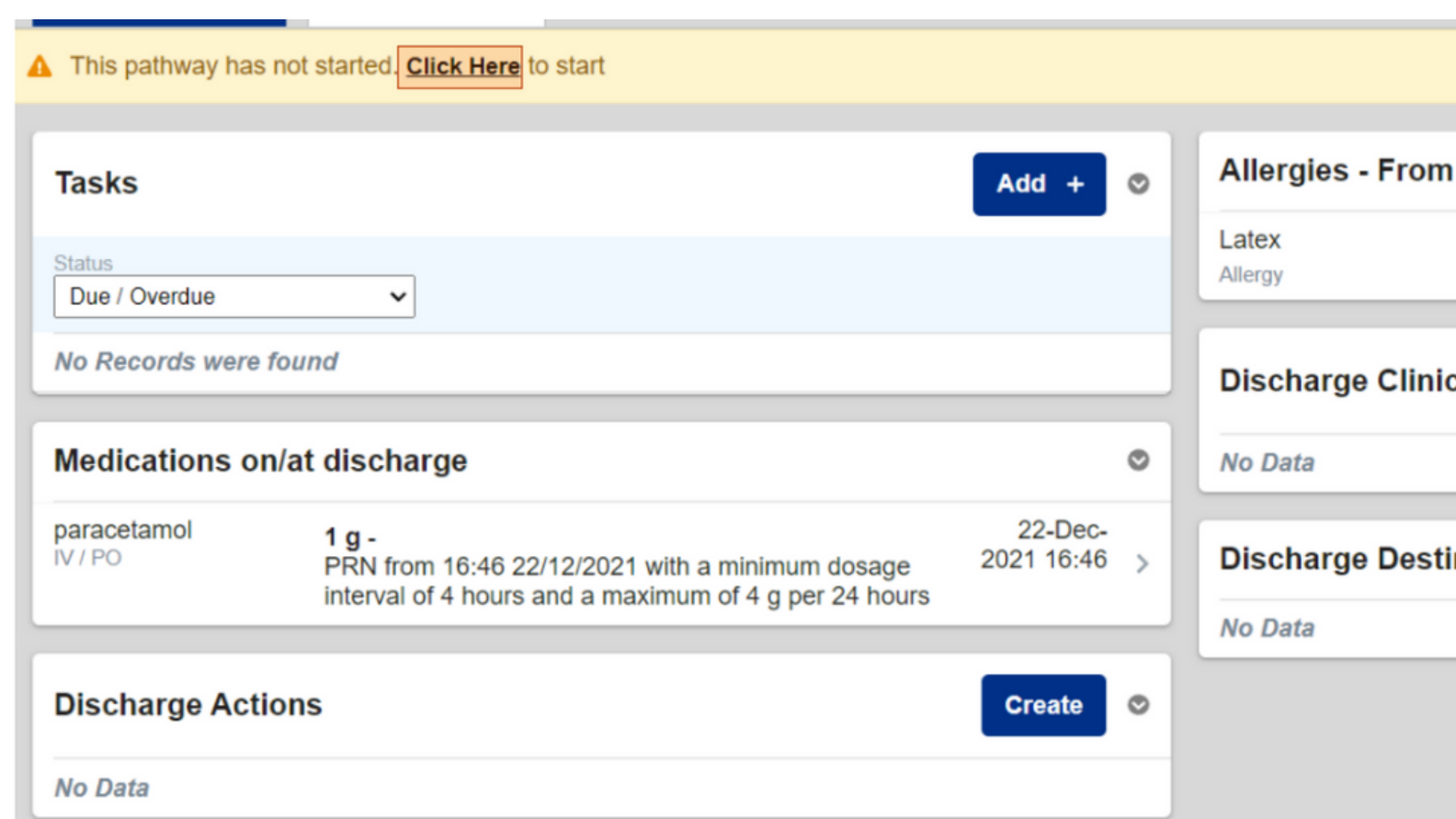
A **Dashboard** in PPM+ is when a group of **clinical functions** are presented together.

A Dashboard is made up of several **Widgets** which are used to collect clinical information and complete **Tasks**.

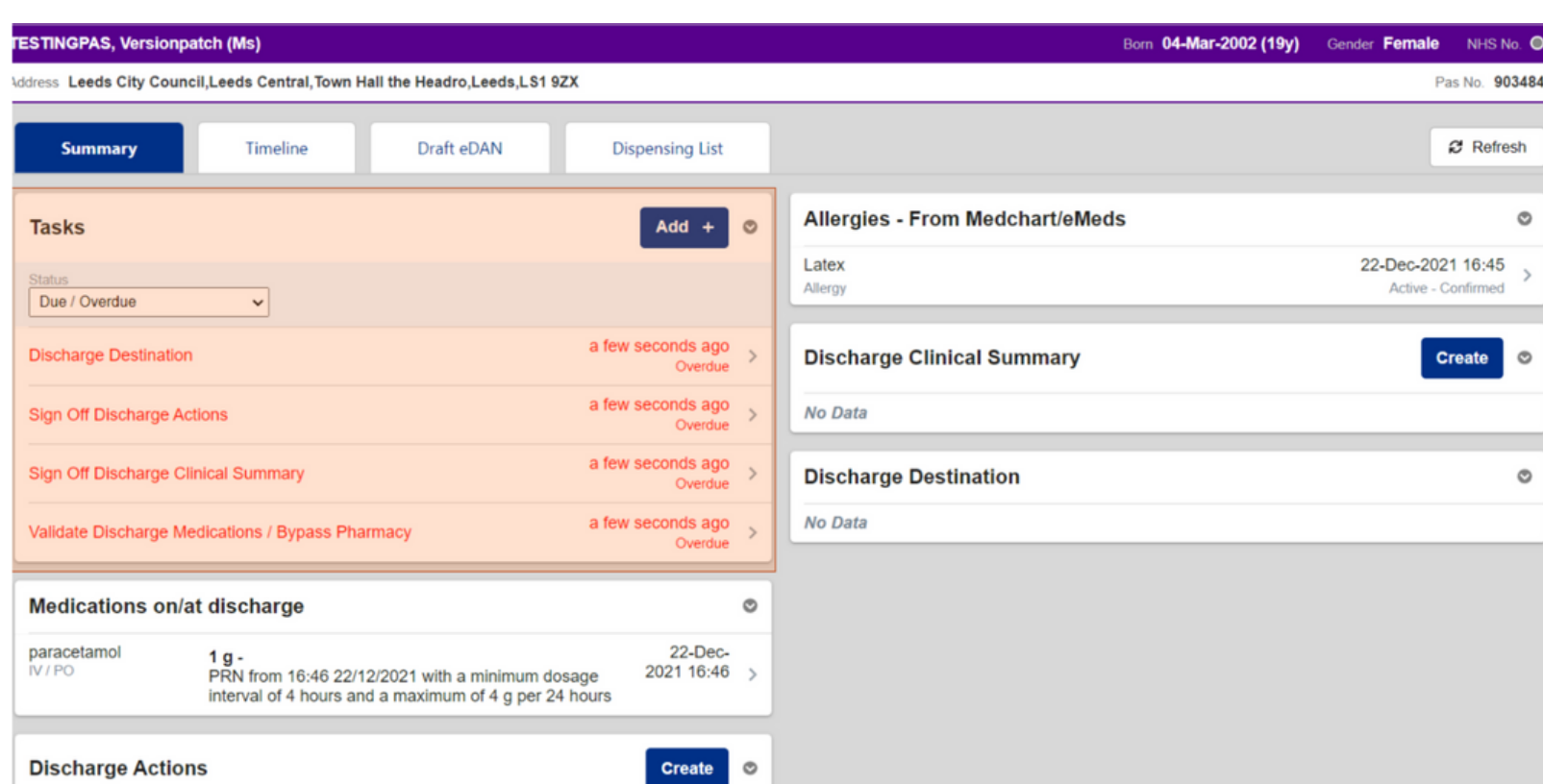
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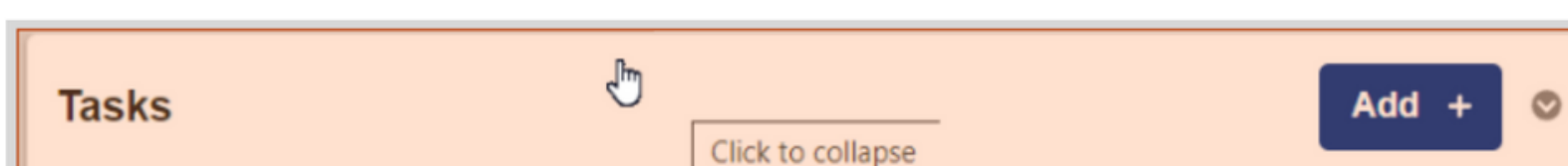
To start the **eDAN Pathway**, select the **"click here" link** in the yellow banner at the top



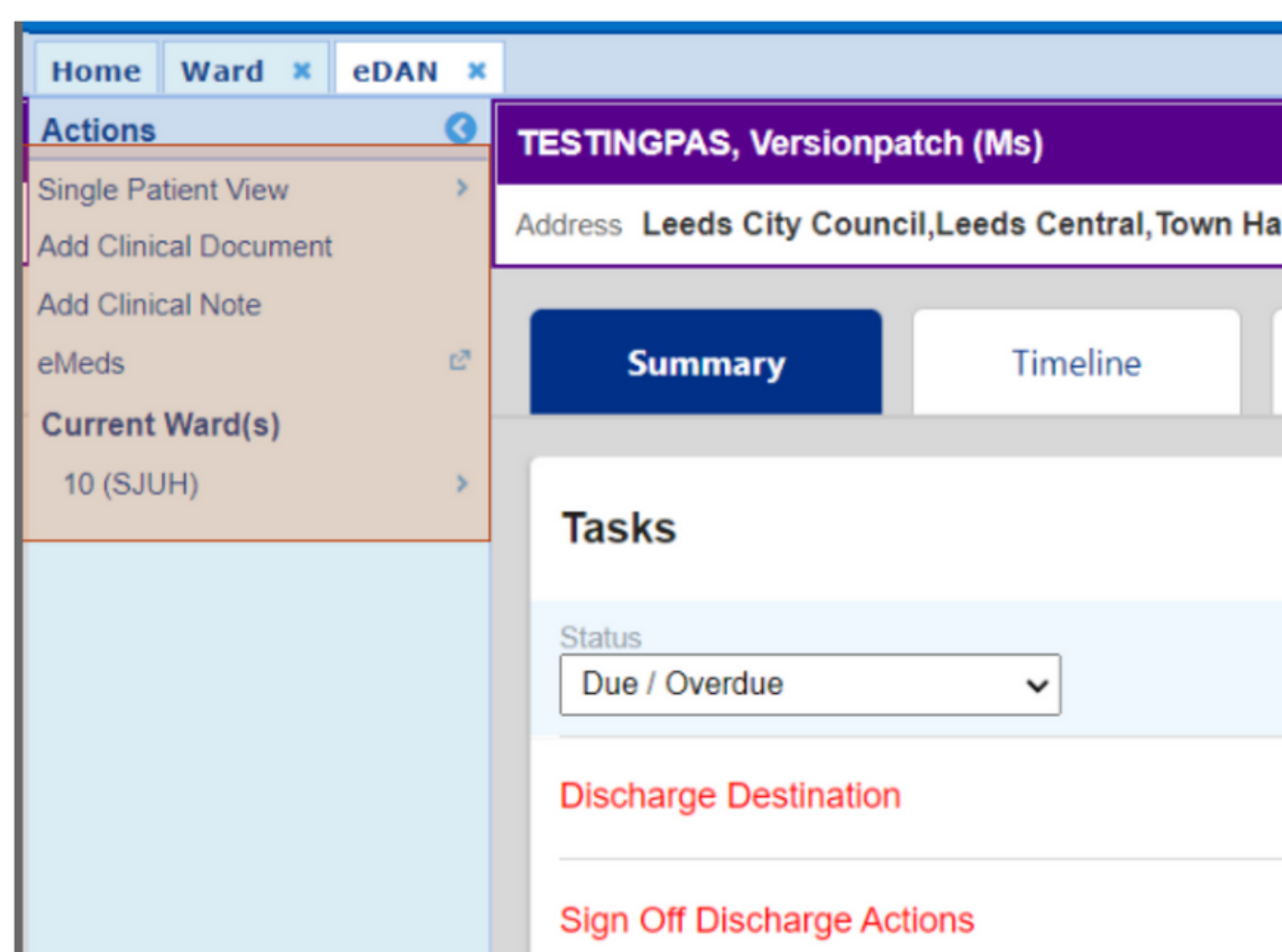
The **eDAN Pathway** has now started and the **Tasks** have been created.



You can collapse each widget by **selecting the header**.

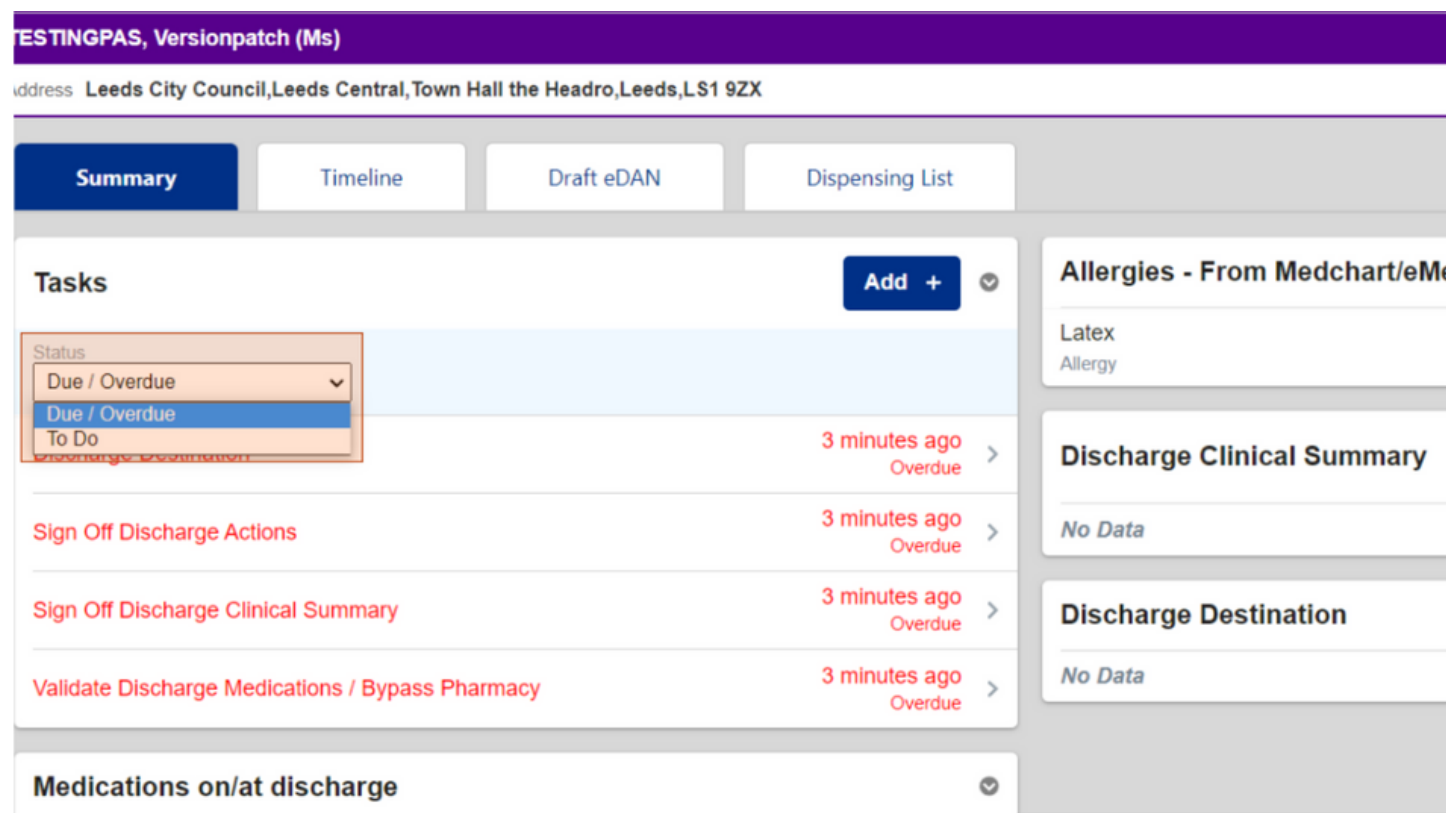


The **Actions column** is unique and displays helpful links related to the **eDAN**. Here you can access the **Single Patient View**. **Add a Clinical Document or Note** and **access eMeds and the Ward View**.



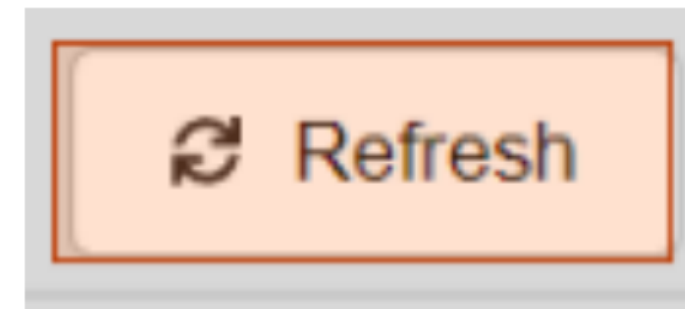
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You can change the status of the **Tasks** displayed by using the **Status drop down**.

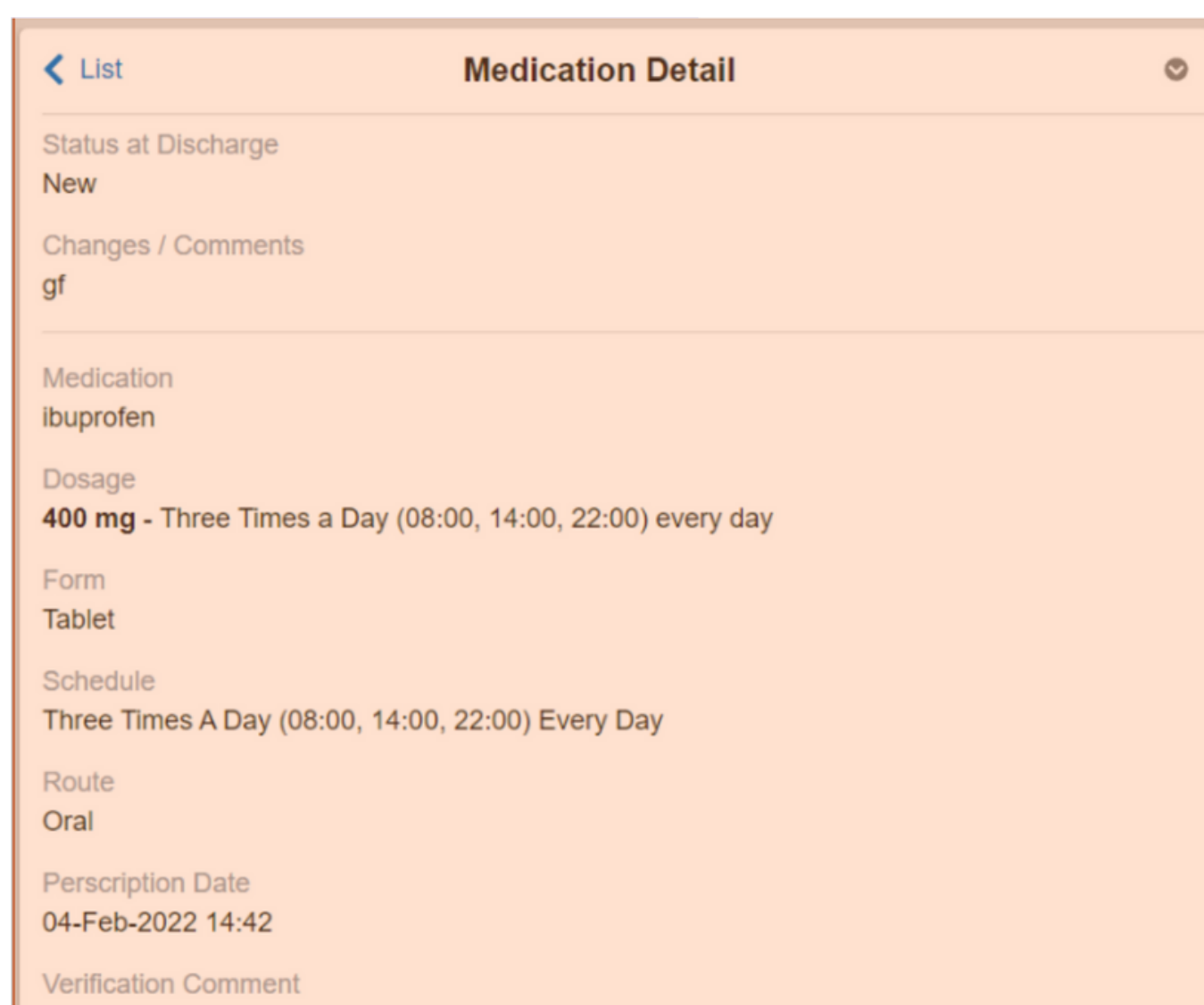
You can manually refresh the **eDAN Dashboard** by selecting **Refresh** in the top right.



The **Medication on/at discharge** widget will automatically populate from **MedChart/eMeds**. Medications with a grey speech bubble contain Changes/Comments. **Select an entry for more information. Click into the widget to expand for more details.**

| Medications on/at discharge | | |
|---|---|---------------------|
| ibuprofen Tablet Oral  | 400 mg - Three Times a Day (08:00, 14:00, 22:00) every day | 04-Feb-2022 14:42 > |
| paracetamol IV / PO | 1 g - Four Times a Day (08:00, 12:00, 18:00, 22:00) every day | 04-Feb-2022 14:50 > |

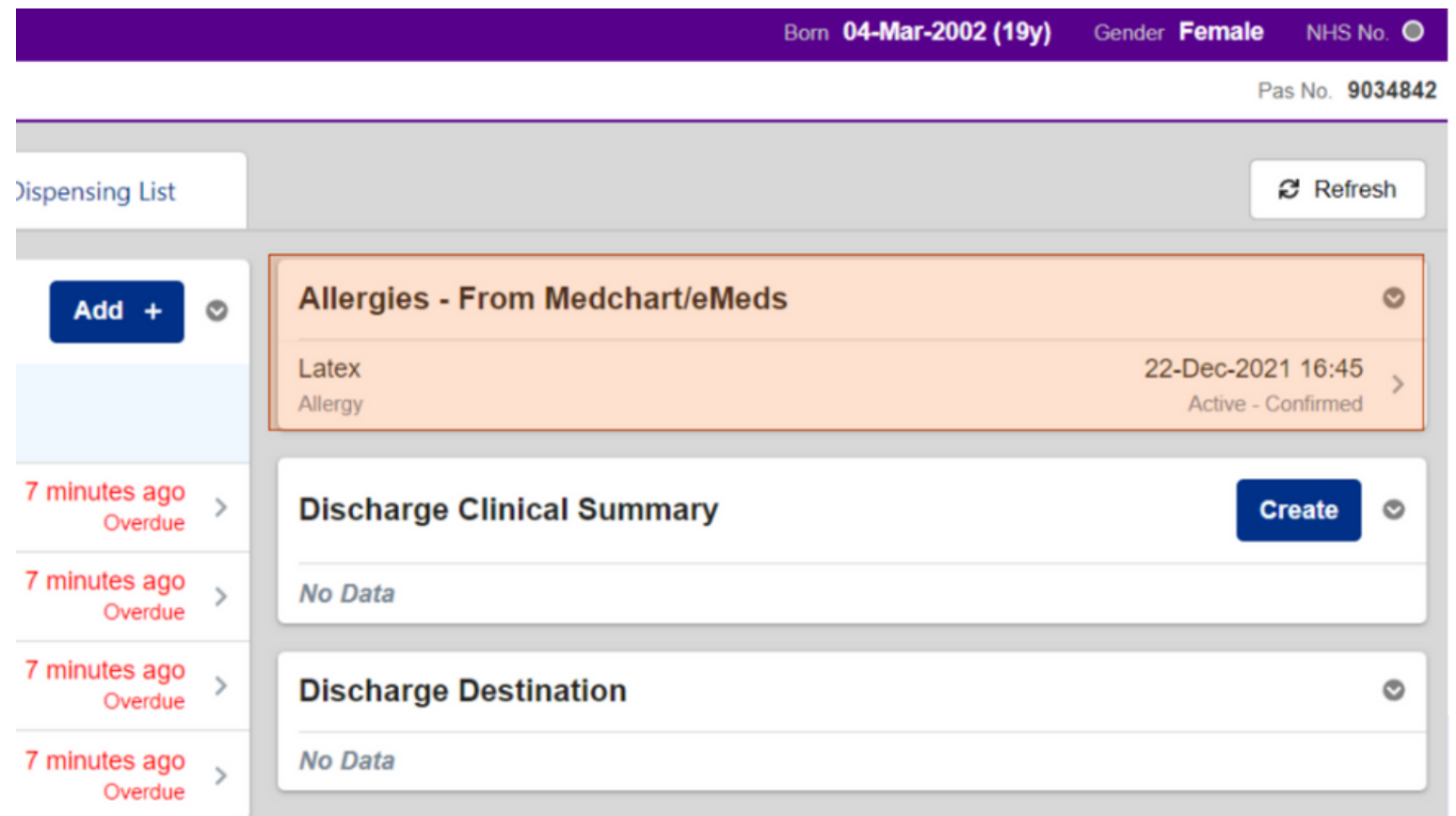
Expanded view of the widget.



For further information please contact:

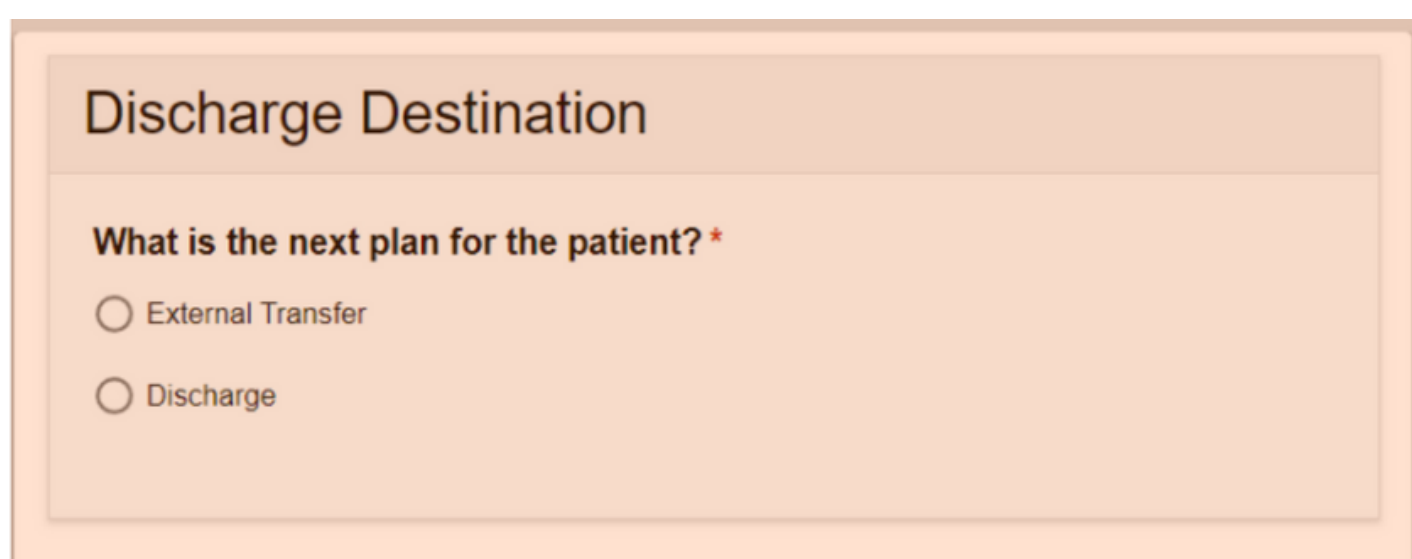
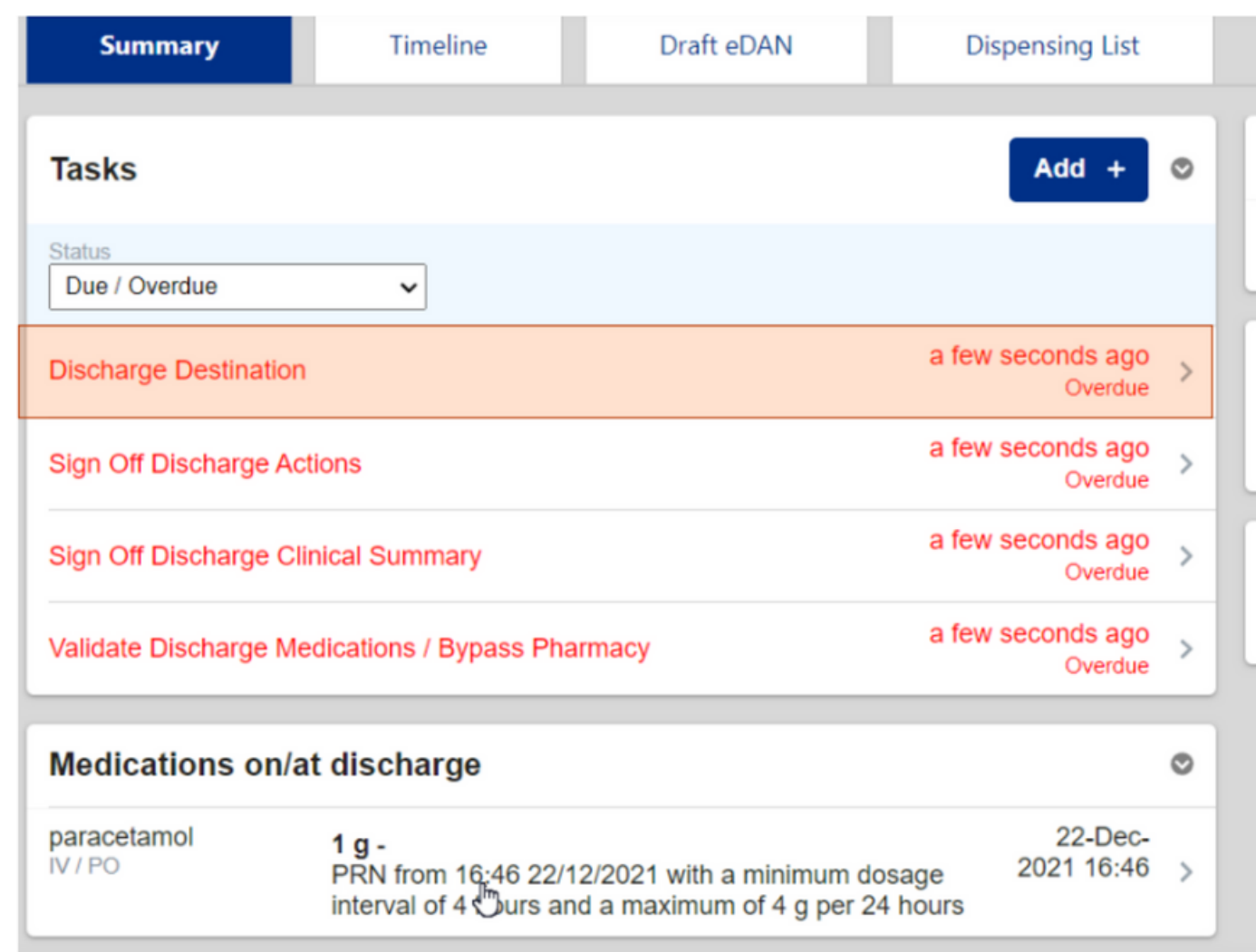
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Similarly, the **Allergies - From MedChart/eMeds** widget will also be automatically populated. **Click into the entry for more information.**



Expanded view of the entry for more information.

To complete the **Discharge Destination**, select it in the **Tasks** widget.



The form will open up on the right hand side.

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You can collapse the previous section by selecting the arrow > in the middle.



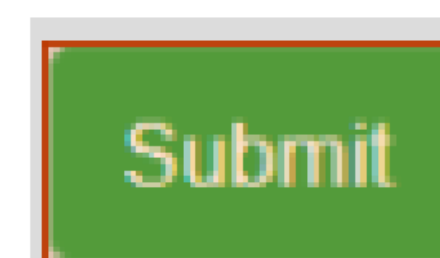
The screenshot shows a medical software interface. At the top, there are tabs for 'Summary', 'Timeline', 'Draft eDAN', and 'Dispensing List', along with a 'Refresh' button. The left sidebar contains several widgets: 'Allergies - From Medchart/eMeds' (with a right-pointing arrow), 'Medications on/at discharge' (with a right-pointing arrow), 'Discharge Clinical Summary' (with a 'Create' button and 'No Data' text), and 'Discharge Actions' (with a 'Create' button and 'No Data' text). The main area on the right is titled 'Discharge Destination' and contains a form with the question 'What is the next plan for the patient? *' and two radio button options: 'External Transfer' and 'Discharge'.

Notice how all the widgets are now on the left, so you can reference the clinical information while completing the form or task on the right.

Complete all the information requested in the form and then select **Submit**.

Remember, Submit does not send the eDAN to the GP, it saves the information in PPM+.

This is a close-up of the 'Expected discharge destination *' form. It features a list of radio button options: 'Care home', 'Community / intermediate bed designated for COVID-19 +ve patients', 'Domestic home' (which is selected and highlighted in green), 'Hospice', 'Hotel', 'Rehabilitation bed', and 'Other place'. Below this is the 'Discharge Pathway' section, which includes a 'Discharge pathway' label and a checked option: 'Pathway 0: Domestic home (No active support needed)'.



The completed task will then be removed from the **Tasks** widget and populated in the **Discharge Destination** widget.

The screenshot shows a 'Discharge Destination' widget in a task list. It has 'View' and 'Edit' buttons. The main content area is titled 'Discharge' and contains the text 'Expected discharge destination Domestic home' and a question 'Is the patient still residing in hospital because a COVID-19 test or test result is still outstanding?' with a '-' response. At the bottom, it shows the author information: 'Authored By: ROBINSON, Stuart (Mr) Clinical Systems Trainer, The Leeds Teaching Hospitals NHS Trust on 24-Dec-2021 15:46'.

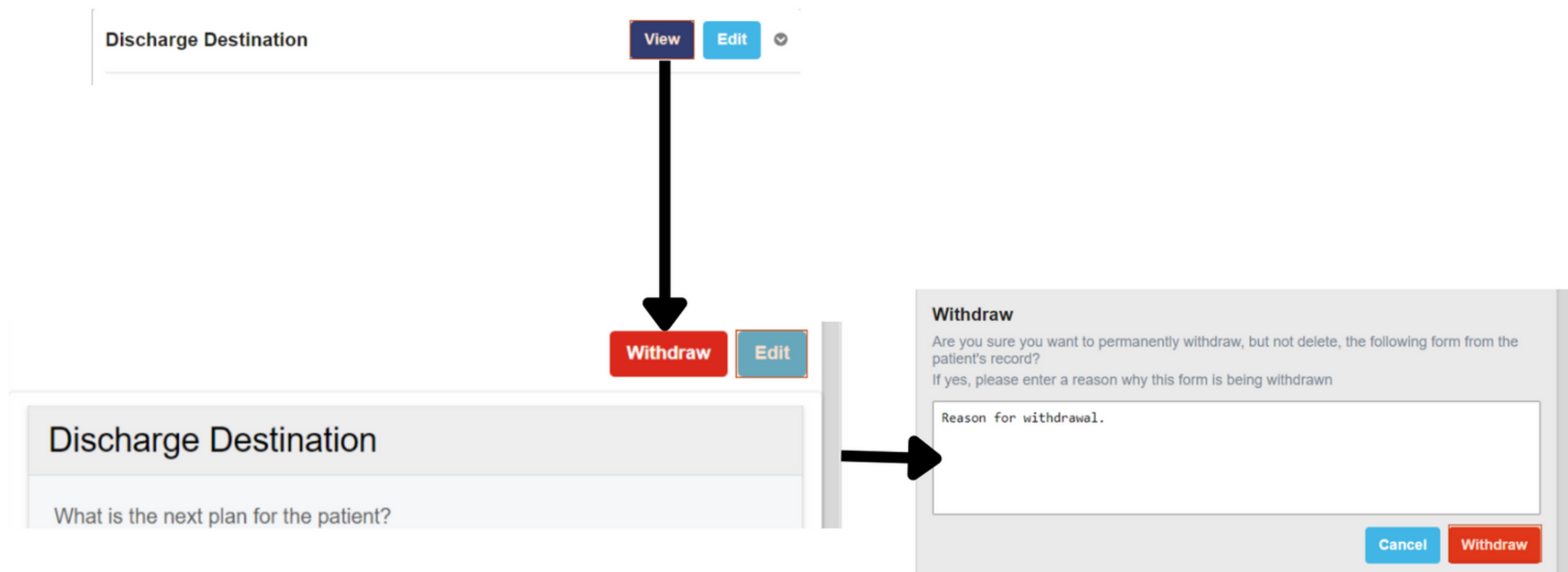
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In the **Discharge Destination** widget, you may **View**, **Edit** and **Withdraw** the form.

Example of how to withdraw the Discharge Destination form



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Prescribe, Finalise and Validate Meds, Bypass Pharmacy, Actions and Clinical Summary

Select, **Prescribe and Finalise Discharge Medications** to open the form and complete the **Task**.

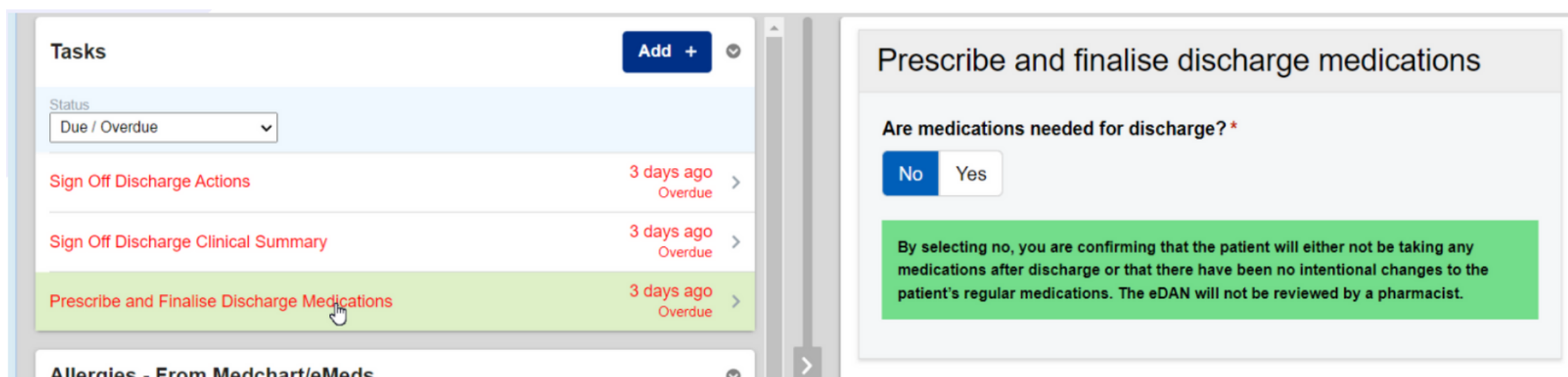
The screenshot shows a web interface with a top navigation bar containing 'Summary', 'Timeline', 'Draft eDAN', and 'Dispensing List'. Below this is a 'Tasks' section with an 'Add +' button and a 'Status' dropdown menu set to 'Due / Overdue'. A list of tasks follows, each with a red arrow indicating it is overdue. The task 'Prescribe and Finalise Discharge Medications' is highlighted in orange. Below the tasks is a section for 'Medications on/at discharge'.

The screenshot shows the 'Prescribe and finalise discharge medications' form. It includes a question 'Are medications needed for discharge?' with 'No' and 'Yes' radio buttons. A blue banner at the bottom of the form states: 'Finalising discharge medications within emeds will automatically close this task.' The background shows the same task list as the previous screenshot, with the 'Prescribe and Finalise Discharge Medications' task highlighted in green.

Finalising **discharge medications within Medchart/eMeds** will automatically close this **Task** unless no medications are listed in the **Medications on/at discharge widget**.

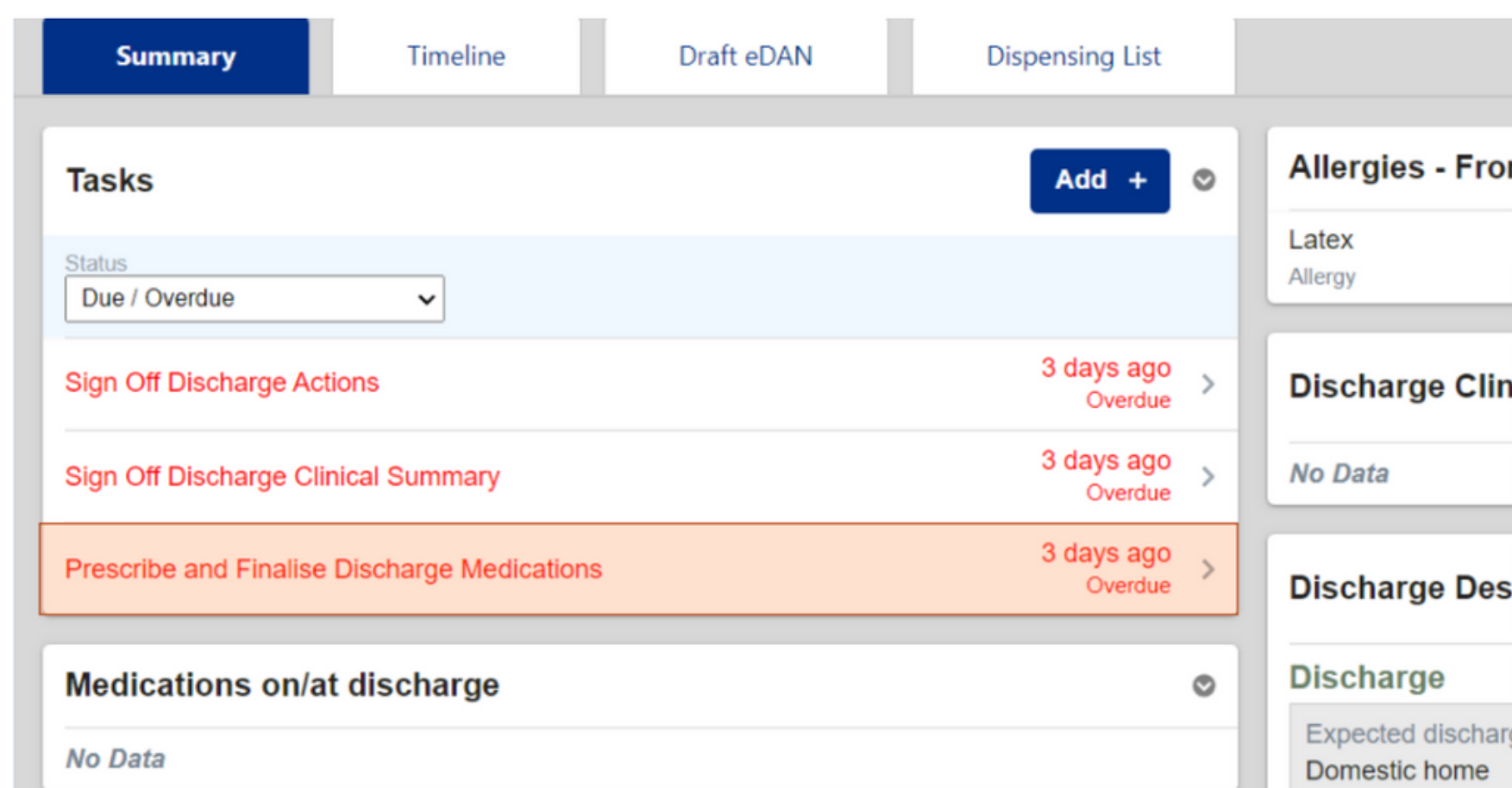
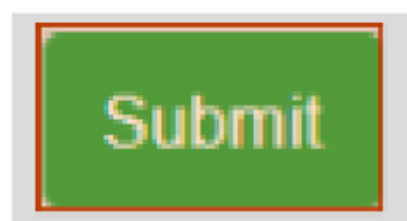
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If you select no, you are confirming the patient will either not be taking any medications after discharge or that there have been no intentional changes to the patient's regular medications. The eDAN will not be reviewed by a pharmacist.

Remember, to click **Submit**.



If medications are changed in the discharge tab in **Medchart/eMeds** after the task is complete. It will show again in the **Tasks** widget.

Remember medicines take time to get from pharmacy, therefore, please authorise medicines first so they can be prepared in advance. Also, please inform the ward pharmacist that the eDAN has been written so it can be processed

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Click into the **Validate Discharge Medications / Bypass Pharmacy** task to start completing this **task**.

The top screenshot shows a task list on the left with three items: 'Sign Off Discharge Actions', 'Sign Off Discharge Clinical Summary', and 'Validate Discharge Medications / Bypass Pharmacy' (highlighted in green). The right pane shows the 'Validate Discharge Medications / Bypass Pharmacy' form with 'Bypass Pharmacy?' and 'No' selected. A blue banner at the bottom of the right pane reads: 'Reconciling discharge medications within eMeds will automatically close this task.'

The bottom screenshot shows the same task list on the left, but with 'Validate Discharge Medications / Bypass Pharmacy' highlighted in green. The right pane shows the 'Validate Discharge Medications / Bypass Pharmacy' form with 'Bypass Pharmacy?' and 'Yes' selected. Below this is a text box with the following text: 'Bypassing pharmacy should only be used when medicines will be supplied from the ward using "pre-labelled" medication or from the outpatient pharmacy and there have been no changes to the patient's regular medicines. A pharmacist will not review this eDAN. If using this functionality for any other reason, please also record the reason within 'clinical notes''. Below this is another text box with the following text: 'Reason for bypassing pharmacy * Bypassing pharmacy should only be used when medicines will be supplied from the ward using "pre-labelled" medication or from the outpatient pharmacy and there have been no changes to the patient's regular medicines. A pharmacist will not review this eDAN. If using this functionality for any other reason, please also record the reason within'.

The Validate Discharge Medications / Bypass Pharmacy task is to alert pharmacy of the need to validate the medications (via Discharge Reconciliation within Medchart) or Bypass Pharmacy.


Please ask your local Pharmacist about the use of Bypass Pharmacy in your area. Examples include: no change to regular medications, short admissions (up to 7 days), overlabelled packs available on the ward and only new medications on the eDAN.

For further information please contact:

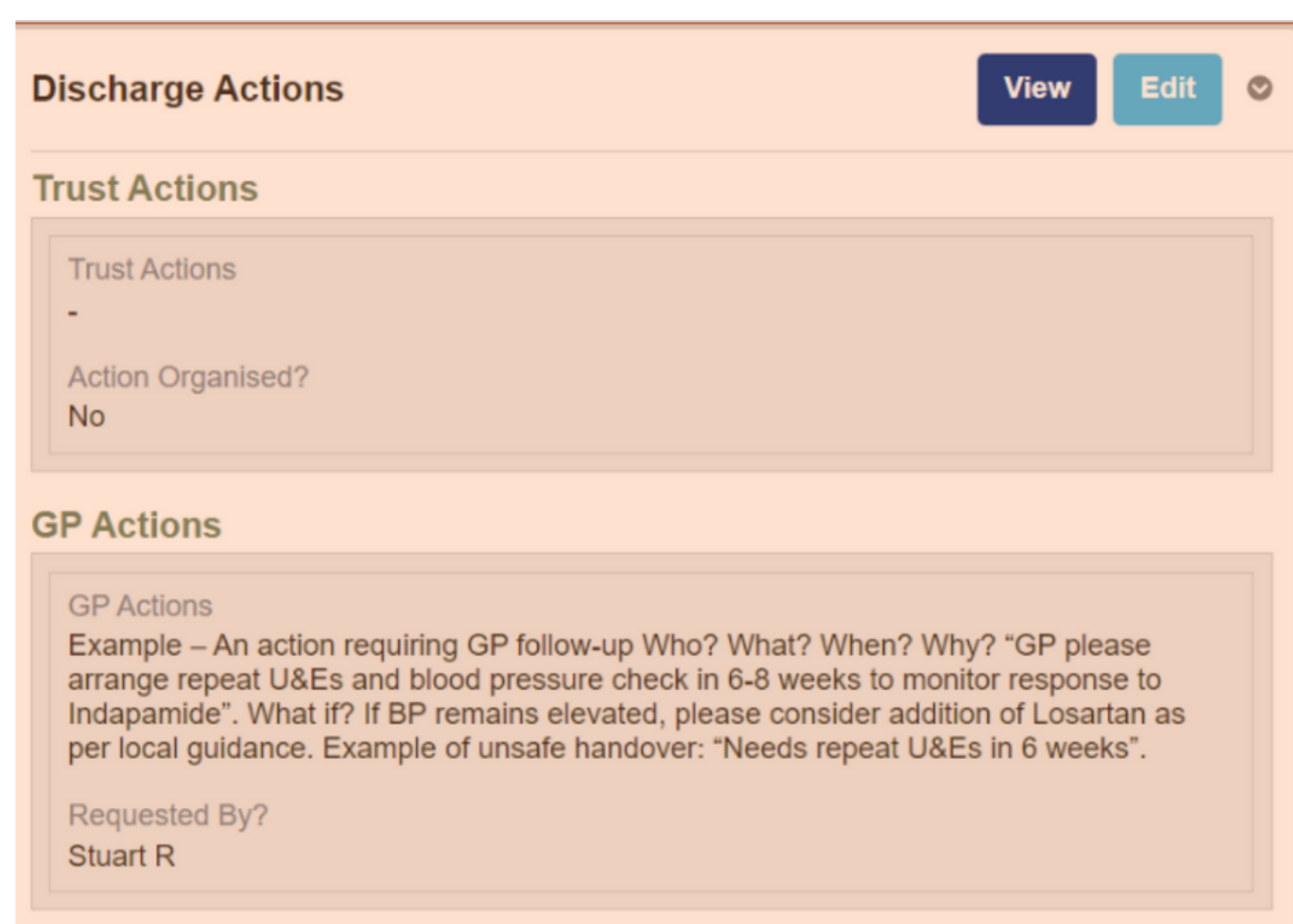
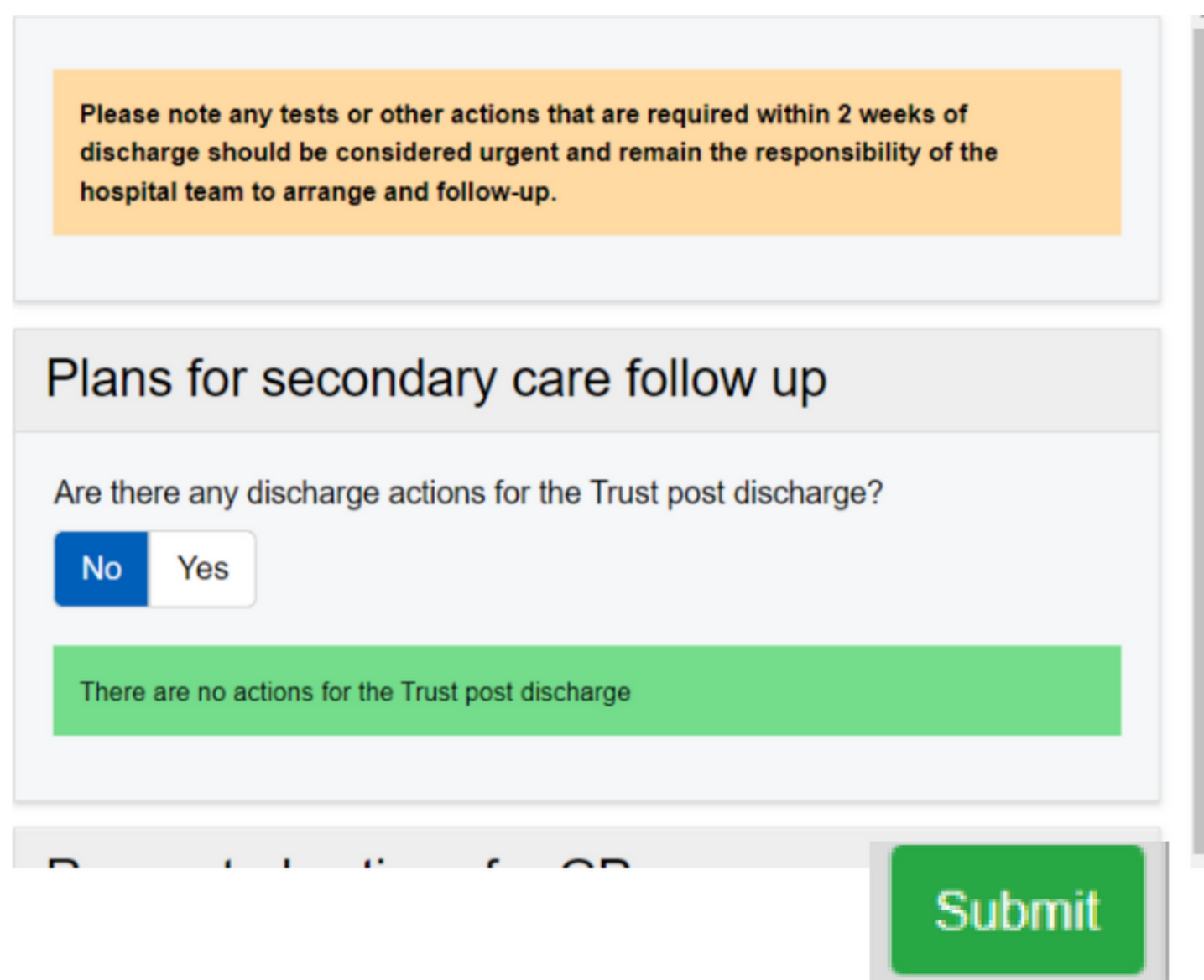
✉ leedsth-tr.ImplementationTeam@nhs.net or

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Select **Create** to record the **Discharge Actions** widget

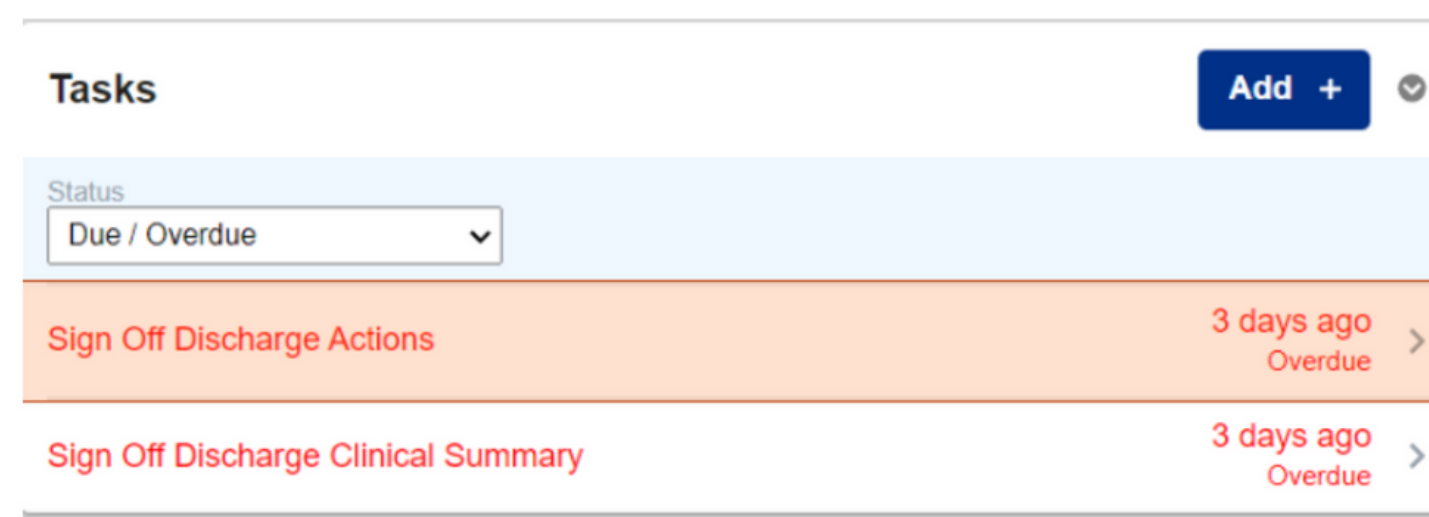


Complete all the information requested in the form and then select **Submit**.



The information is then populated in the **Discharge Action** widget.

Select **Sign Off Discharge Actions** to open the form and complete the **Task**.



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

Complete all the information required in the form while reviewing the **Discharge Actions** on the left and then select **Submit**.

The screenshot shows a web interface with two main panels. The left panel, titled 'Discharge Actions', has 'View' and 'Edit' buttons. It contains two sections: 'Trust Actions' with a table showing 'Trust Actions' as '-' and 'Action Organised?' as 'No'; and 'GP Actions' with an example text and a 'Requested By?' field. The right panel, titled 'Sign Off Discharge Actions', contains an orange instruction box, a 'Clinician Details' section with a 'Name' field containing 'ROBINSON, Stuart (Mr)', and a large green 'Submit' button.

If further **Discharge Actions** are added after the task has been completed, **the Sign Off task** will appear again.

The screenshot shows a 'Tasks' list with an 'Add +' button. A 'Status' dropdown menu is set to 'Due / Overdue'. The list contains two items, both marked as '3 days ago Overdue':

| Task Name | Status |
|-------------------------------------|--------------------|
| Sign Off Discharge Actions | 3 days ago Overdue |
| Sign Off Discharge Clinical Summary | 3 days ago Overdue |

Select **Create** to record the **Discharge Clinical Summary** widget.

The screenshot shows a widget titled 'Discharge Clinical Summary' with a 'Create' button. Below the title, it displays 'No Data'.

For further information please contact:

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

Complete all the information requested in the form and then select **Submit**.

Admission Details

Contact details for advice following discharge / how to re-present for medical attention

Reasons for admission/Presenting complaint

Diagnosis

Submit

Discharge Clinical Summary

View Edit

Contact details
0113

Reason for admission
Reasons for admission/Presenting complaint

Primary diagnosis
Primary diagnosis

Secondary diagnosis
Secondary diagnoses (where applicable)

Significant discussions
Significant discussions/events whilst inpatient. Include items such as DNCPR discussions.

Involvement
Involvement of wider healthcare team / additional specialties

Investigation results

The information is then populated in the **Discharge Clinical Summary** widget.

Select **Sign Off Discharge Clinical Summary** to open the form and complete the **Task**.

Status

Due / Overdue

Sign Off Discharge Clinical Summary

3 days ago
Overdue

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Complete all the information requested in the form while reviewing the **Discharge Clinical Summary** on the left and select **Submit**.

Summary | Timeline | Draft eDAN | Dispensing List | Refresh

Discharge Clinical Summary

View Edit

Contact details
Contact details for advice following discharge / how to re-present for medical attention

Reason for admission
Reasons for admission/Presenting complaint

Primary diagnosis
Primary diagnosis

Secondary diagnosis
Secondary diagnoses (where applicable)

Significant discussions
Significant discussions/events whilst inpatient Include items such as DNCPR discussions

Involvement
Involvement of wider healthcare team / additional specialties

Investigation results
Significant investigation results

Please review the discharge clinical summary before completing this task to sign off.
By clicking the 'Submit' button you are confirming that you are the named user and that you are responsible for the information being correct to the best of your knowledge.
Please enter your grade and contact information before submitting.

Clinician Details

Name
ROBINSON, Stuart (Mr)

Grade *
Clinical Systems Trainer

Submit

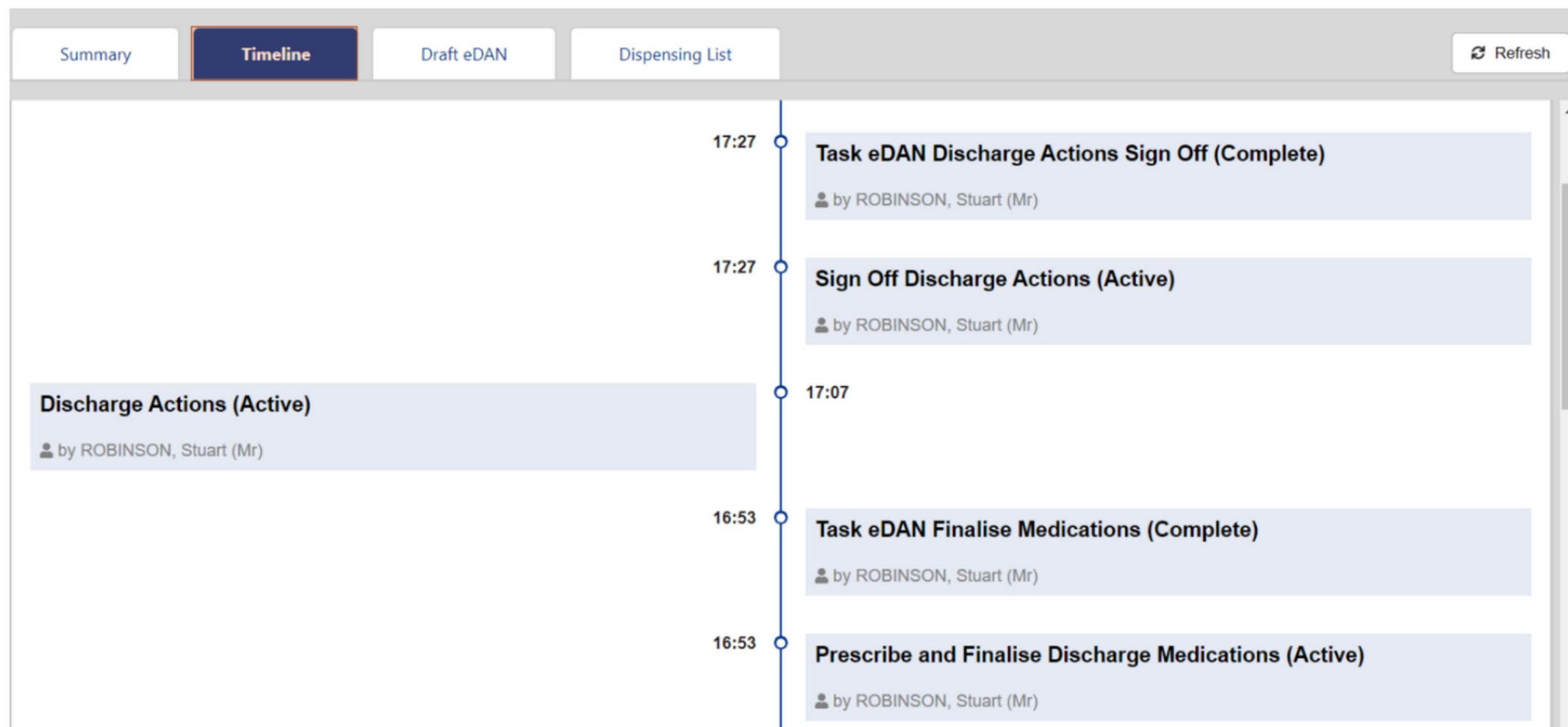
For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or

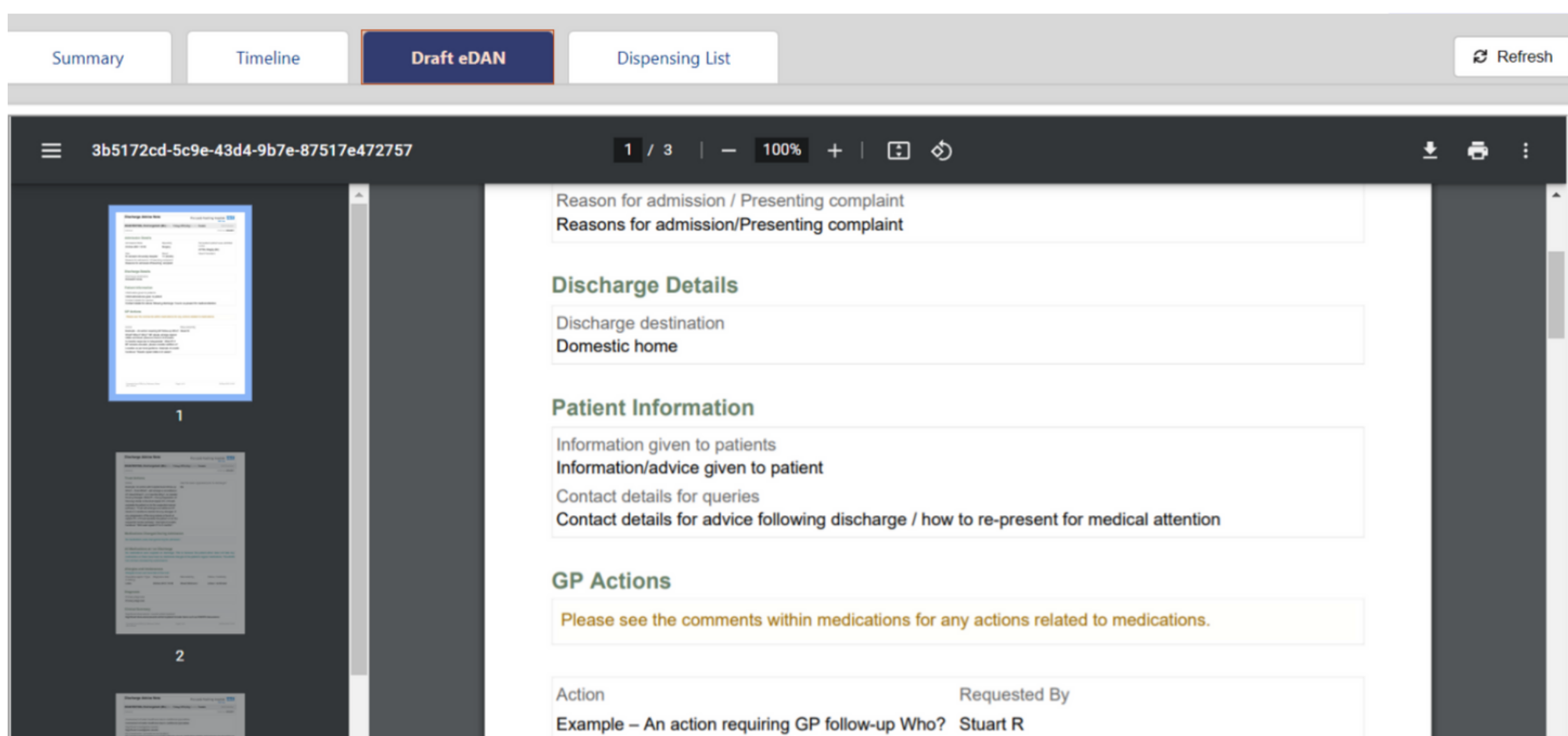
 0113 206 0599

Timeline, Draft eDANs, Add Manual Tasks

The **Timeline tab** will display all activity on the **eDAN** in chronological order and who has completed it.



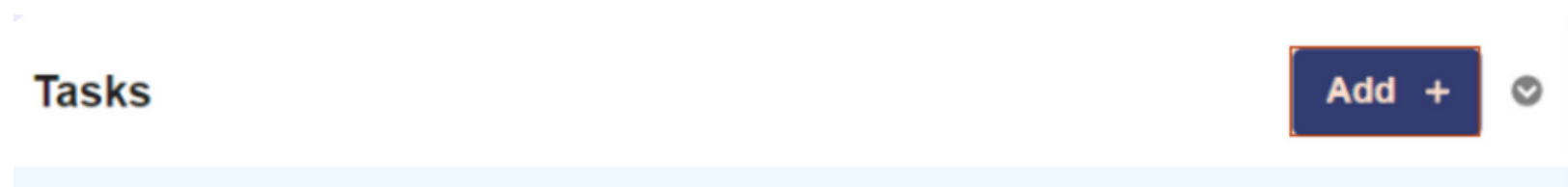
The **Draft eDAN tab** will display the current **eDAN** as it stands before it is sent to the **GP**.



For further information please contact:

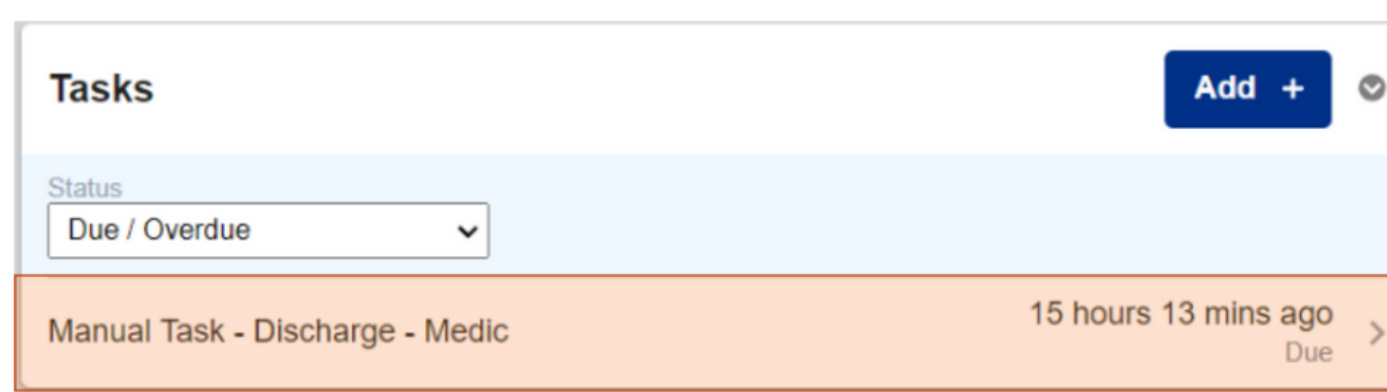
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If you would like to, for example, ask a medic why they have prescribed certain medication or enquire why pharmacy has omitted a medication, in the first instance speak to them directly. If you are unable to reach them, you can create a manual task.



Select Add+ in the Tasks widget to add a manual task.

Complete all the information requested in the form and then select **Submit**.

A screenshot of a 'Create task' form. The title is 'Create task'. It has several sections: 'Due Date *' with a date input field showing '26/12/2021' and a calendar icon; 'Context *' with a radio button selected for 'Discharge'; 'Profession the task is for *' with radio buttons for 'Medic', 'Nurse', and 'Pharmacist', where 'Medic' is selected; and 'Task details *' which is currently empty. A large green 'Submit' button is at the bottom right.

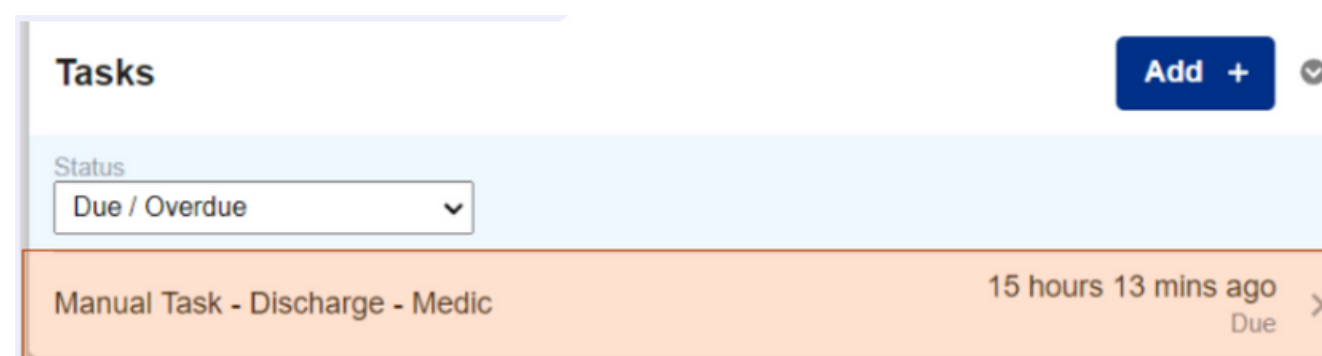
The **manual task** will then be added to the **Tasks widget**.

Notice how the Ward Check and Complete eDAN task has now 'disappeared' - all other tasks must be completed before this will show.

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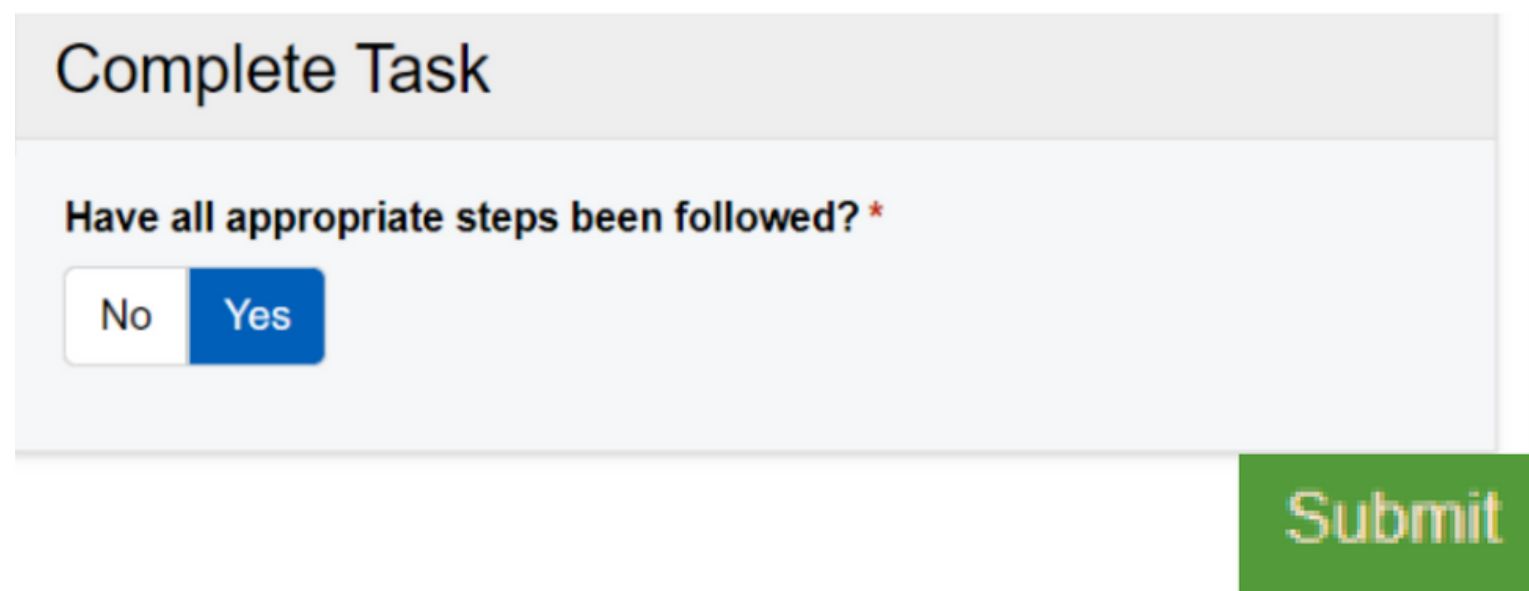
To complete the **manual task**, select it from the **Tasks** widget.



Tasks Add +

Status
Due / Overdue

Manual Task - Discharge - Medic 15 hours 13 mins ago
Due



Complete Task

Have all appropriate steps been followed? *

No Yes

Submit

Complete all the information requested in the form and then select **Submit**.

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Dispense Meds, Release Meds

If there are no medications on discharge, this will **bypass pharmacy** and there will be no medicines listed in the **dispensing List tab**.

The screenshot displays two main sections. The top section, titled "Medications Changed During Admission", contains a message: "No medications were changed during the admission". Below this is another section titled "All Medications at / on Discharge" with the message: "No medications were supplied on discharge. This is because the patient either does not take any medications or there have been no intentional changes to the patient's regular medications. The eDAN has not been reviewed by a pharmacist." At the bottom of this section, it says "Generated from PPM+ by: Robinson, Stuart (Mr) robinstst", "Page 1 of 2", and "05-Jan-2022 07:39".

The bottom section is titled "Dispensing List" and includes the NHS logo and "The Leeds Teaching Hospitals NHS Trust". It lists patient information: "EMEDS, Newadmission (Ms)", "Born 01-Aug-2000 (21y)", "Gender Female", and "NHS Number". There is also a field for "Address" and "PAS No. 9034171".

There is now a **Print Discharge Dispensing List Task** in **eDAN v2**, which will appear once the medicines have been **validated by a pharmacist**. The task is intended to help pharmacy track when the **Dispensing List has been printed**. This task should **ONLY** be completed **by the Pharmacy Team**. Please note, clicking on the **Dispensing List Tab** will complete and close the **Print Discharge Dispensing Task**.

The screenshot shows the "Tasks" section of the eDAN interface. At the top, there are tabs for "Summary", "Timeline", "Draft eDAN", and "Dispensing List". Below the tabs is a "Tasks" header with an "Add +" button. A dropdown menu for "Status" is set to "Due / Overdue". A task titled "Print Discharge Dispensing List" is highlighted with a red box and has a timestamp of "a few seconds ago" and a "Due" status.

For further information please contact:

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Please note, you should only click into the Dispensing List if you want to print it as this will automatically close the Print Dispensing List Task.

Viewing/printing the Dispensing List PDF will complete the "Print Discharge Dispensing List" Task.

To print the dispensing list, click continue.

If you are not planning on printing this list, but wish to view it for other reasons, click cancel. You can view via the Draft eDAN tab or eMeds.

Cancel **Continue**

The **Release Discharge Medications task** will appear if the **Discharge Reconciliation** has been completed via **Medchart/eMeds**. Once the medications have been dispensed and checked, the task should be completed.

Please note, this should ONLY be completed by pharmacy.

Tasks **Add +**

Status
Due / Overdue

Release Discharge Medications a few seconds ago Overdue

Once you happy with the information, remember to click on **Submit**.

Release Medication (eDAN)

Release Medications

Before releasing medication to ward
Please review the pharmacy information, medication and allergies.
By clicking the Submit button you are confirming that you are the named user and that you are responsible for the medications information being correct to the best of your knowledge.

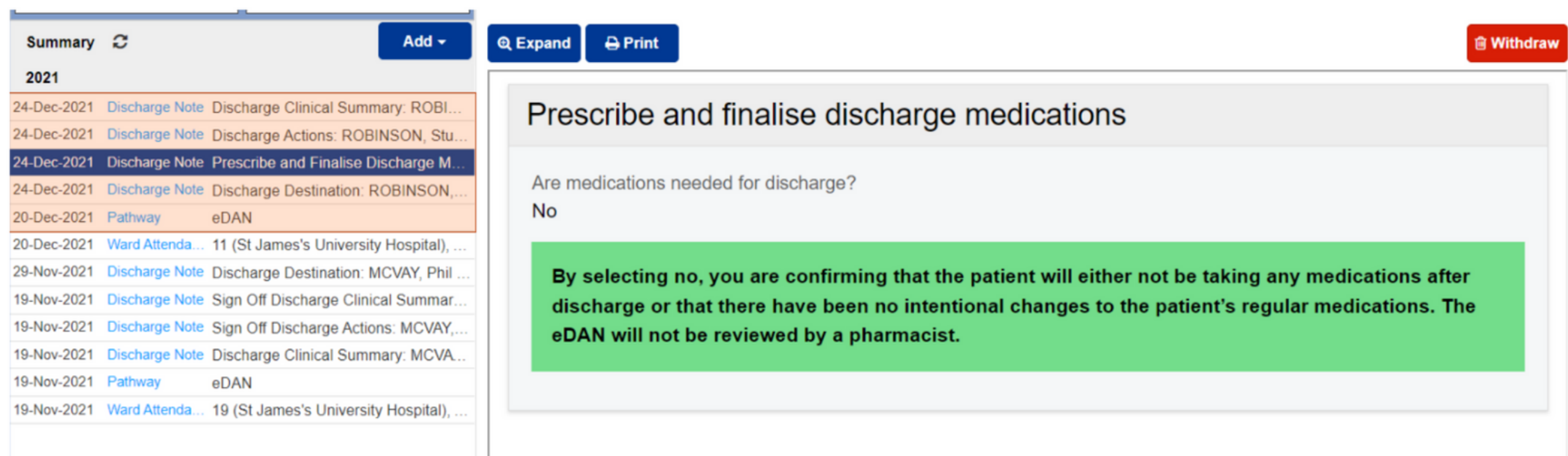
Submit

For further information please contact:

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SPV, Custom Lists, BCP and Safeguarding

The information entered in the **eDAN Dashboard** will also be populated in the **Single Patient View**.

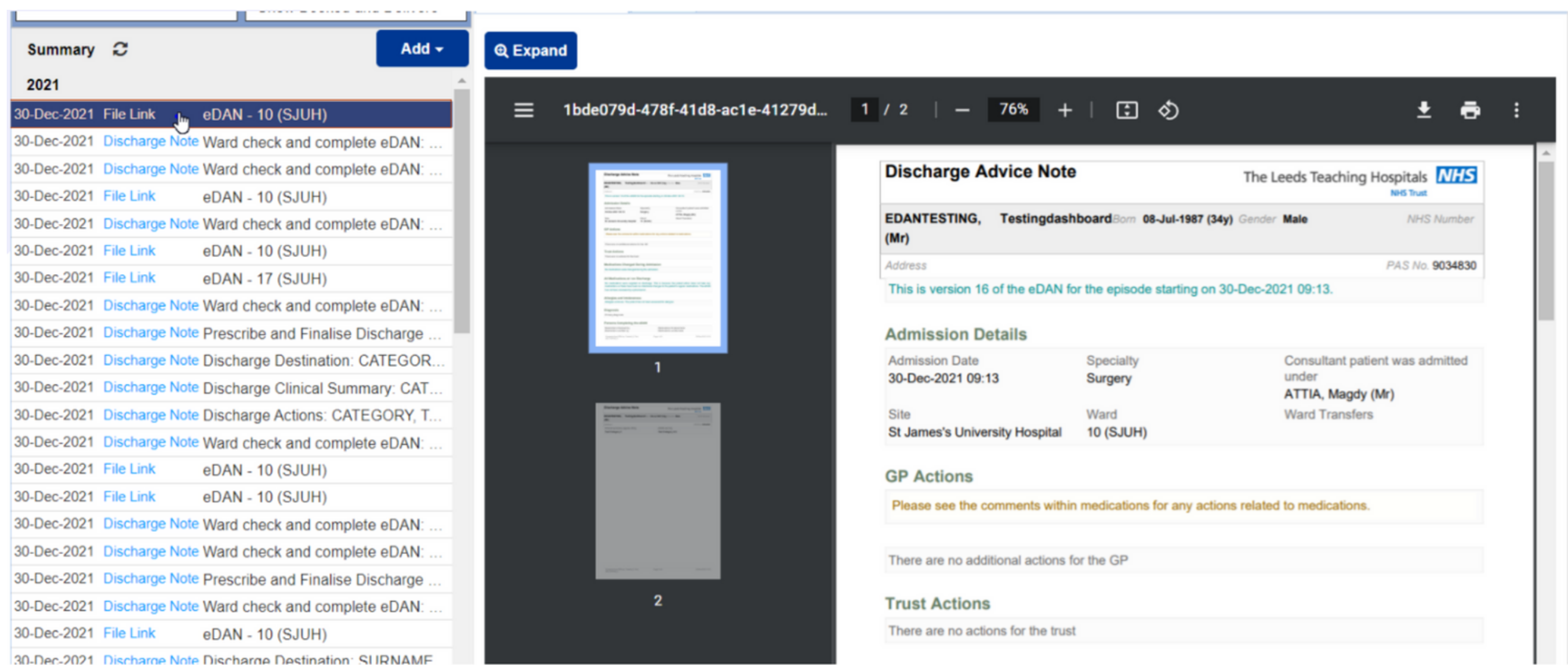


The screenshot shows the eDAN Dashboard interface. On the left, there is a 'Summary' panel with a list of entries for the year 2021. The entries include dates, document types (e.g., Discharge Note, Pathway), and titles. One entry, '20-Dec-2021 Pathway eDAN', is highlighted. On the right, a form titled 'Prescribe and finalise discharge medications' is displayed. It asks 'Are medications needed for discharge?' and has a 'No' button selected. A green callout box contains the text: 'By selecting no, you are confirming that the patient will either not be taking any medications after discharge or that there have been no intentional changes to the patient's regular medications. The eDAN will not be reviewed by a pharmacist.'

20-Dec-2021 Pathway eDAN

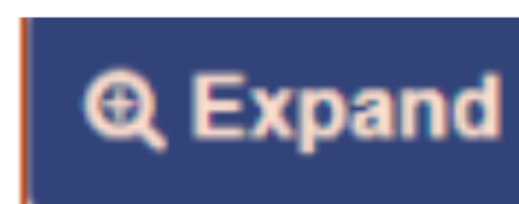
You can also access the **eDAN Dashboard** directly by selecting the **Pathway** entry.

The completed **eDAN** can be viewed by selecting the **File Link** entry.



The screenshot shows the eDAN Dashboard interface. On the left, the 'Summary' panel shows a list of entries for 2021. The entry '30-Dec-2021 File Link eDAN - 10 (SJUH)' is highlighted. On the right, a detailed view of the eDAN is shown. It includes patient information (EDANTESTING, Testingdashboard, 08-Jul-1987 (34y), Male), admission details (30-Dec-2021 09:13, Surgery, Consultant patient was admitted under ATTIA, Magdy (Mr)), and GP actions. The GP actions section states: 'Please see the comments within medications for any actions related to medications. There are no additional actions for the GP.' The Trust actions section states: 'There are no actions for the trust.'

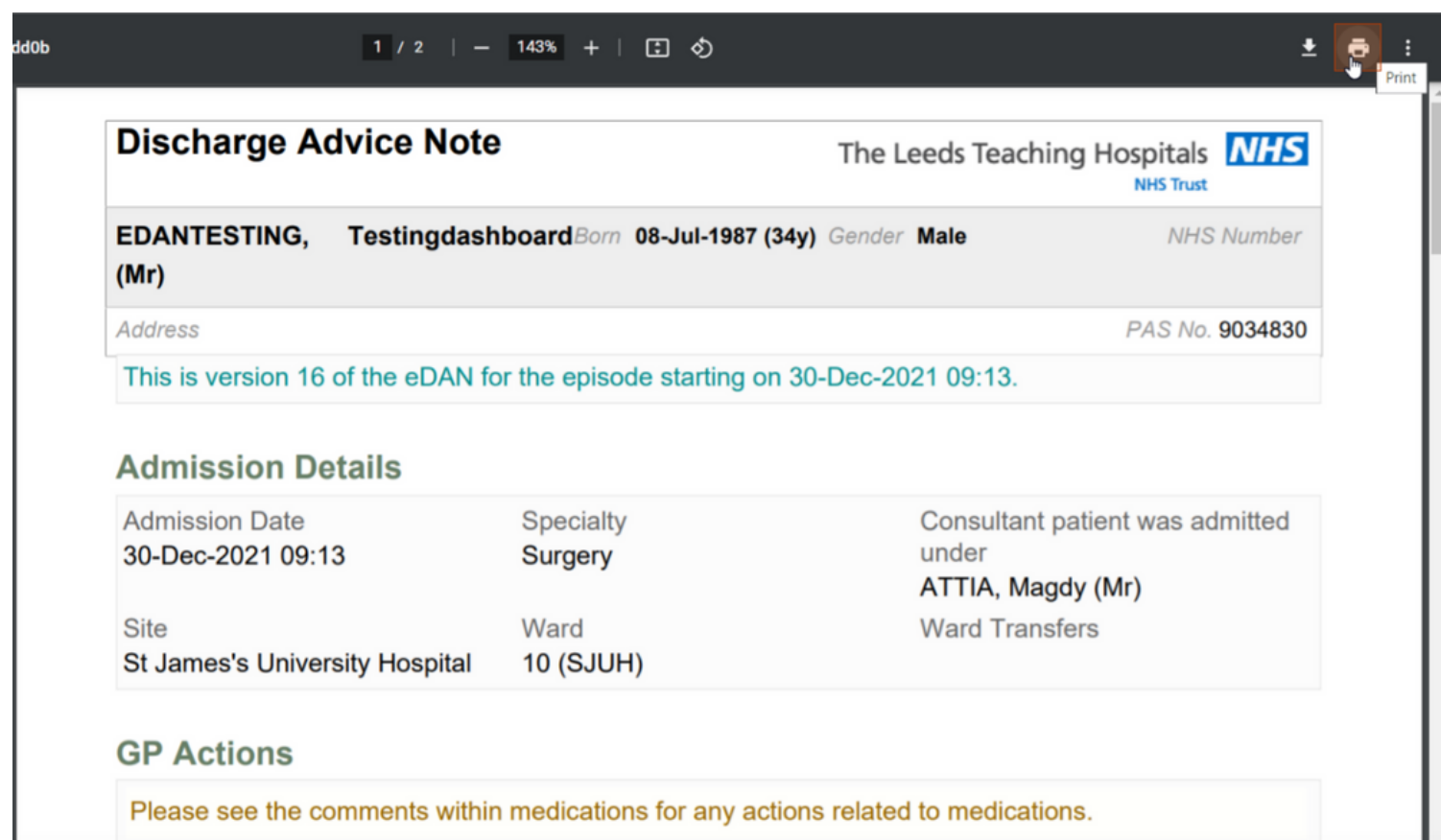
Click on expand to make the entry larger



For further information please contact:

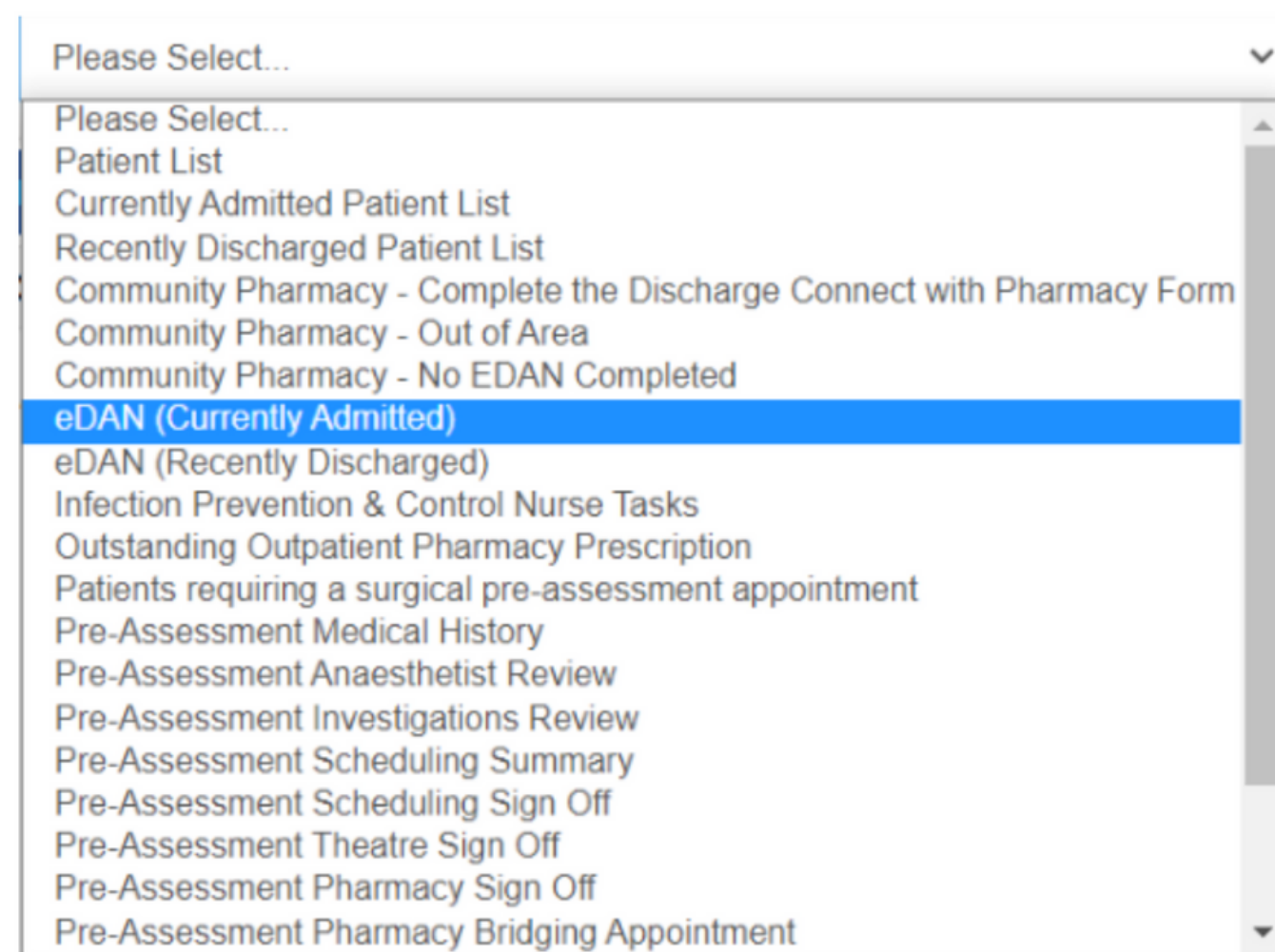
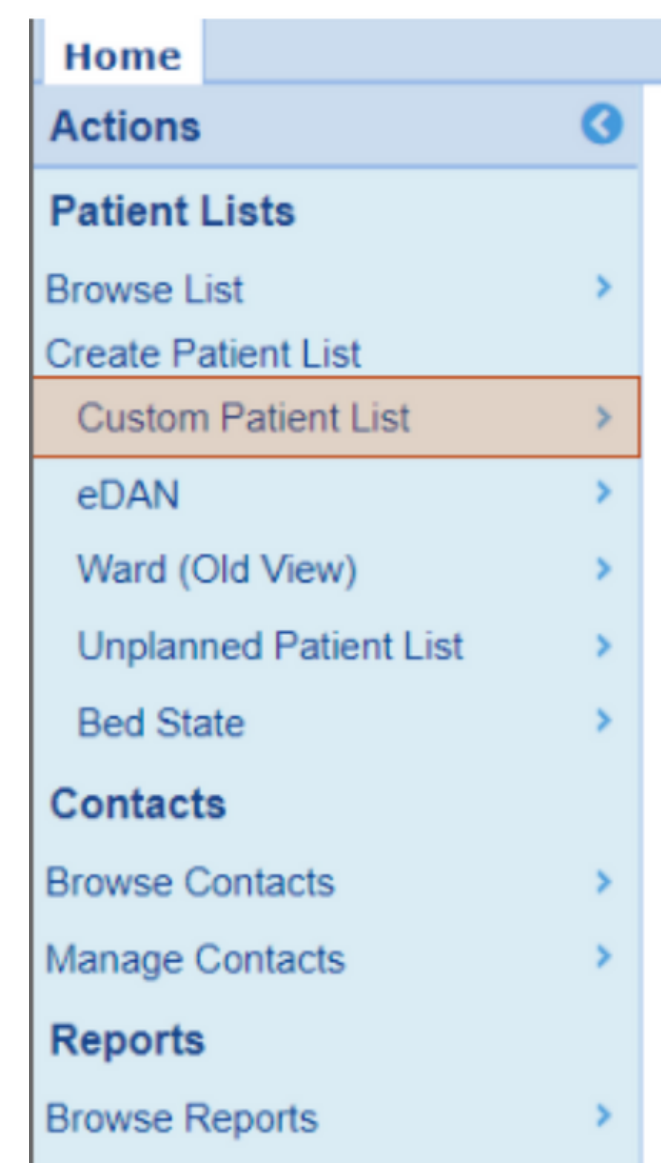
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You also can print from this expanded view.

You can create **Custom Patient Lists** for eDANs using the **Custom Patient Lists** functionality on the PPM+ homepage.



Select the **eDAN** Category you would like , either **Currently Admitted** or **Recently Discharged**.

For further information please contact:

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

Select the **Filter Types** you would like to use to create your **Custom Patient List**.

Please Select...

Please Select...

Task By Name

Type of User

Current Ward

Current Consultant

Current Consultant Specialty

| Choose Filter Type | Filter Criteria |
|--|--|
| <input type="text" value="Task By Name"/> | Current Ward |
| Select Task By Name | <input type="checkbox"/> 10 (SJUH) |
| Sign Off Discharge Clinical Summary ✓ | <input type="checkbox"/> 11 (SJUH) |
| Sign Off Discharge Actions ✓ | Type of User |
| Prescribe and Finalise Discharge Medications + | <input type="checkbox"/> Medic |
| Validate Discharge Medications / Bypass Pharmacy + | Task By Name |
| Release Discharge Medications + | <input type="checkbox"/> Sign Off Discharge Clinical Summary |
| Discharge Destination + | <input type="checkbox"/> Sign Off Discharge Actions |
| Ward Check and Complete eDAN + | |
| Manual Task + | |

Name

Medical eDAN Tasks on J10 and J11

Save

Remember to give your **Custom Patient List** a Name and then select **Save**.

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or

 0113 206 0599

Your **eDAN Custom Patient List** will then be displayed.

| Medical eDAN Tasks on J10 and J11 | | | | | | | | | | | | | | | |
|-----------------------------------|-----------|---------------------------|------------|-----|-----------------|------------|-----------|----------|--|-----|------------------------------|-------------------|----------|---------------|--|
| Action | Ward | Patient | NHS Number | Age | Tasks | Consultant | Specialty | eDAN v2 | Criteria Led Discharge | R2R | R2R / Awaiting for Discharge | EDD | Planning | | |
| | 10 (SJUH) | DASHBOARD Edantestingshow | | 79y | 8 (8 overdue) | | MSA | Surgery | Medic, Nurse, Pharmacist | | | No delay expected | | On Ward (FTL) | |
| | 11 (SJUH) | DASHBOARDTESTING Edan | | 54y | 10 (10 overdue) | | LH | Surgery | | | | | On Ward | | |
| | 11 (SJUH) | EDAN Emeds | | 17y | 11 (11 overdue) | | LH | Surgery | | | | | On Ward | | |
| | 10 (SJUH) | EDAN Emedstest | | 41y | 9 (9 overdue) | | HMSL | Surgery | | | | | On Ward | | |
| | 11 (SJUH) | EDAN Suspend | | 37y | 10 (10 overdue) | | MSA | Surgery | Medic, Nurse, Pharmacist | | | | On Ward | | |
| | 11 (SJUH) | EDAN Testaki | | 67y | 12 (12 overdue) | | JPAL | Surgery | Medic, Nurse, Pharmacist | | | | On Ward | | |
| | 11 (SJUH) | EDAN Testingemeds | | 69y | 13 (12 overdue) | | MSA | Surgery | medic, doctor, nurse, pharmacist,... | | | | On Ward | | |
| | 11 (SJUH) | EDAN Wardregre | | 66y | 11 (11 overdue) | | LH | Surgery | medic, doctor, pharmacist, discharge-coordinator | | | | On Ward | | |
| | 10 (SJUH) | EDANDASHBOARD Consultant | | 79y | 9 (9 overdue) | | JPAL | Surgery | medic, doctor, nurse, pharmacist,... | | | | On Ward | | |
| | 10 (SJUH) | EDANTEST Adgroup Ipwa | | 31y | 7 (7 overdue) | | A | Medicine | Medic, Nurse, Pharmacist | | | | On Ward | | |
| | 10 (SJUH) | EDANTEST Adgroup Ipwafive | | 43y | 9 (9 overdue) | | MSA | Surgery | Medic, Nurse | | | | On Ward | | |
| | 10 (SJUH) | EDANTEST Adgroup Ipwafour | | 53y | 9 (9 overdue) | | MSA | Surgery | Medic, Nurse, Pharmacist | | | | On Ward | | |

Remember, if you are creating a **Recently Discharged Custom Patient List**, the Trust Guidance is that all eDANs are **completed within 24 hours of Discharge**.

| Choose Filter Type | Filter Criteria |
|--|---|
| <input type="text" value="Recent Discharges From The Hospital"/> | <input type="checkbox"/> Recent Discharges From The Hospital |
| Select Recent Discharges From The Hospital | <input type="checkbox"/> Patients discharged from hospital within 48 hours (2 days) |
| <input type="checkbox"/> Patients discharged from hospital within 24 hours (1 day) | |
| <input checked="" type="checkbox"/> Patients discharged from hospital within 48 hours (2 days) | |
| <input type="checkbox"/> Patients discharged from hospital within 72 hours (3 days) | |
| <input type="checkbox"/> Patients discharged from hospital within 96 hours (4 days) | |

If it is more than 96 hours since discharge and the eDAN has not been completed, then it is automatically sent to the GP as it currently stands and will state: "The eDAN was autocompleted by the system and was not signed off by clinical staff. The eDAN contains the information recorded within the patients admission however, there may be information missing.

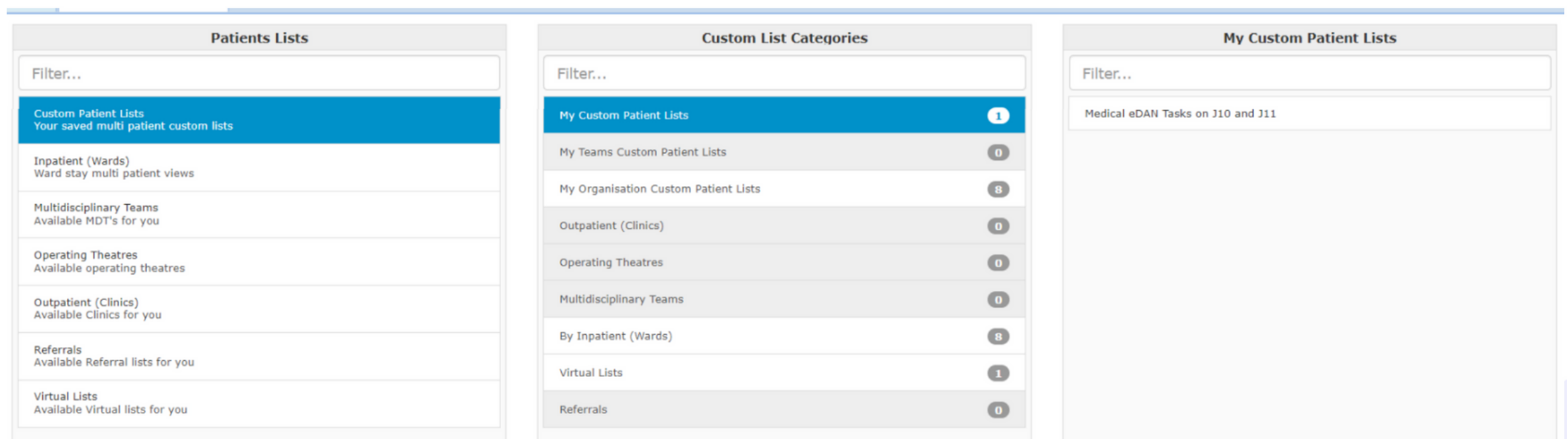
For further information please contact:

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Remember, you can access your **Custom Patient Lists** from **My Recent Lists** on the PPM+ homepage or from **Browse List**.



Browse list method to view **Custom Patient List**.



Business Continuity Plan (BCP)

In case of a PPM+ outage, please follow the Business Continuity Plan. If the patient has a paper eDAN, please add a Clinical Note on PPM+ (when PPM+ is back online) saying the patient has a paper version of the eDAN. [Click here](#) for more information

For further information please contact:

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

Safeguarding

Please check if there are any safeguarding concerns raised during the patient's admission (search "safe" in the filter on PPM+, check Children's and Adult Social Care tabs and check the Alerts (e.g. MARAC)).

If so, please share this essential information appropriately within the eDAN as necessary being mindful of the patient's confidentiality and risk to the patient (e.g. if the parents, NOK, carers, relatives are likely to see the eDAN and are alleged to be causing the harm).

If unable to share the sensitive information directly in the eDAN, please consider alternative options of sharing this information with other community services and agencies (e.g. email/telephone/safeguarding leads/Social workers).

Please check discharge address is correct (e.g. temporary foster placements, intermediate care beds).

Remember, if your patient is pregnant, please ensure to check the K2 digital maternity notes via maternity services. Please contact the Children's and Adult Safeguarding teams. Children's team: (0113 39) 23937 Adults: (0113 20) 66964 for advice as required

For further information please contact:

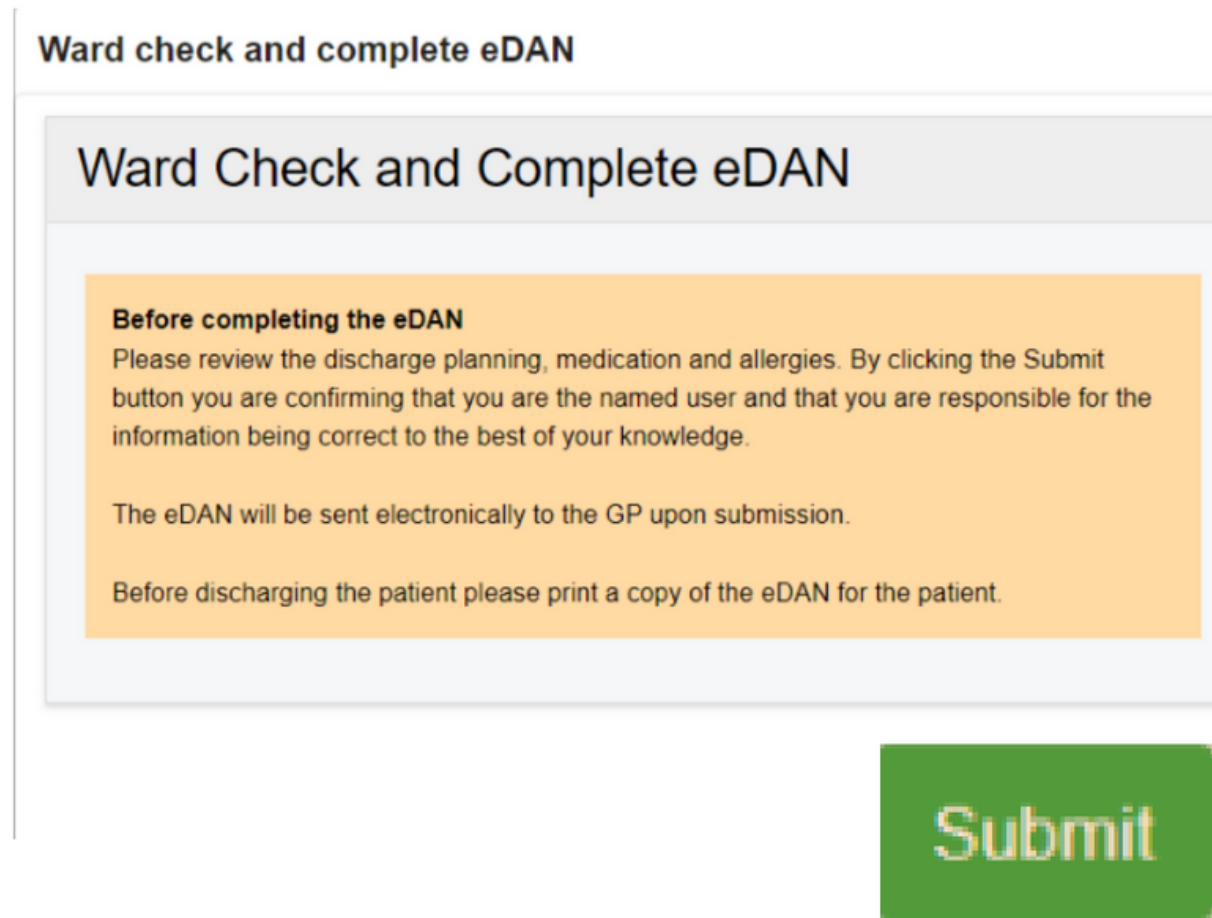
 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

Complete eDAN

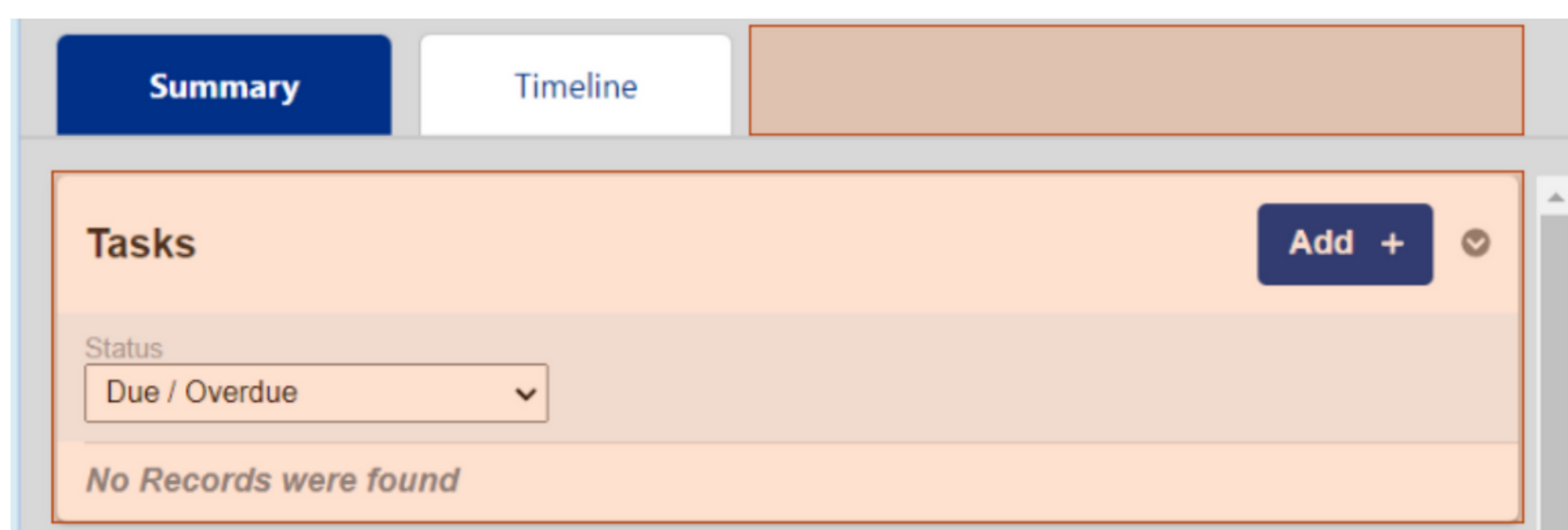


Select **Ward Check and Complete eDAN** to open the form and complete the **Task**.

Complete all the information requested in the form and then select **Submit**.



Notice how all the Tasks are complete and the **Draft eDAN** and **Dispensing List** tabs have been removed - the **eDAN** has now been sent to the **GP**.



For further information please contact:

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

Completed/sent eDANs will display on the **Ward View/eWhiteboard** with a **green tick**.

| Action | Ward | Bed | Patient | Age | eDAN | eDAN v2 |
|--------|-----------|-----|---------------------------|-----|-----------|---|
| ▼ | 10 (SJUH) | | MERGETETING Testemeds | 83y | ? | medic, doctor |
| ▼ | 10 (SJUH) | | TESTING Newwardattender | 47y | ? | medic, doctor, pharmacist, discharge-coordinator |
| ▼ | 10 (SJUH) | | TESTINGDASHBOARD Tasks | 37y | Clinician | |
| ▼ | 10 (SJUH) | | TESTINGMEDCHART Patch | 36y | ? | medic, doctor, pharmacist, discharge-coordinator |
| ▼ | 10 (SJUH) | | TESTINGMEDCHART Wardatten | 73y | Clinician | medic, doctor, pharmacist, discharge-coordinator |
| ▼ | 10 (SJUH) | | TESTINGPREAMI Version | 96y | ? | |
| ▼ | 10 (SJUH) | | TESTNSATASKS Jt | 34y | ? | medic, doctor, nurse, pharmacist,... |
| ▼ | 10 (SJUH) | | TESTTEAM Postcode | 21y | ? | medic, doctor, nurse, pharmacist,... |
| ▼ | 10 (SJUH) | | TRAININGEDAN Edantest | 79y | ? | ✓ |
| ▼ | 10 (SJUH) | | WARDATTENDER Testingedan | 46y | ? | Complete me..., ..., pharmacist, discharge-coordinator |

How to Print a completed eDAN v2

In response to feedback from users, it is now possible to print eDAN v2 from within the **eDAN dashboard**. A new **Print eDAN** tab will appear upon submitting the **'Ward check and complete eDAN task**.

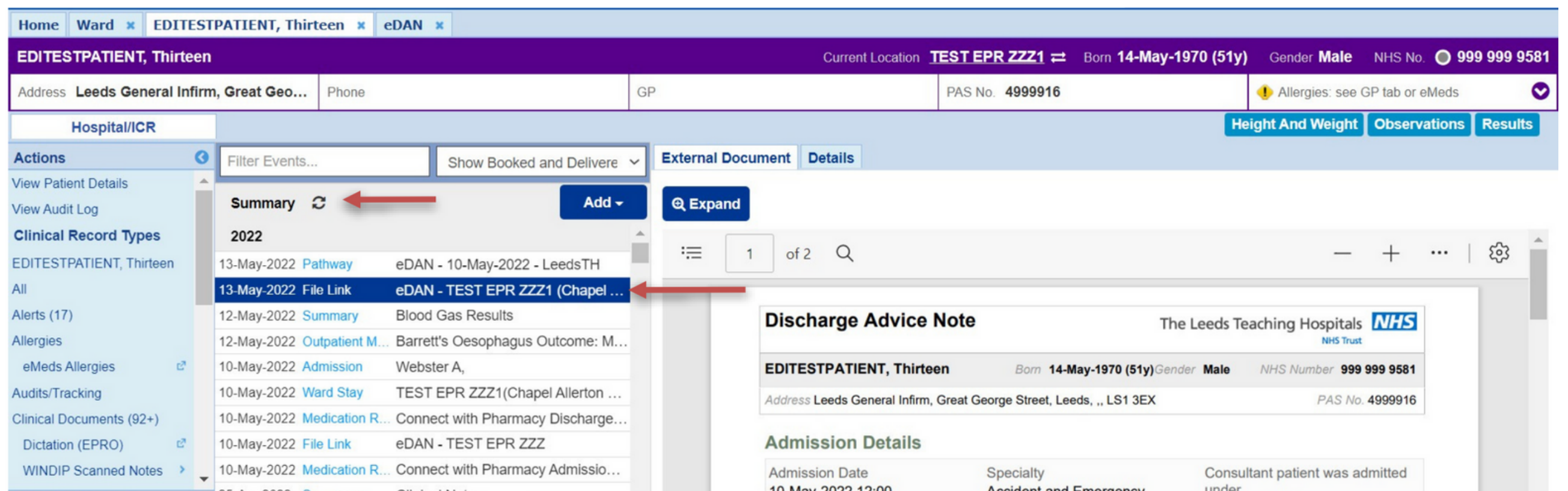
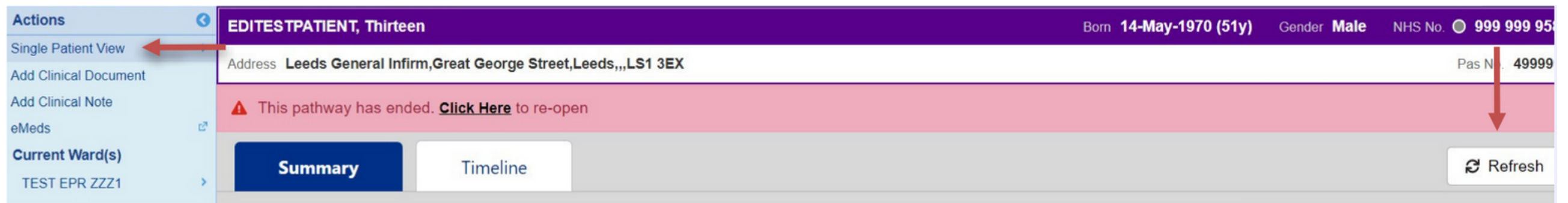
The screenshot shows the PPM+ interface for patient BOBBYWOBIN, Rickytick (Mr). The 'eDAN' tab is active, and the 'Print eDAN' button is highlighted with a red arrow and the number '2'. A modal dialog box titled 'Ward check and complete eDAN' is open, containing instructions to review discharge planning, medication, and allergies before clicking 'Submit'. The 'Submit' button is highlighted with a red arrow and the number '1'.

Please note that re-opening the pathway will create an additional version of the eDAN and should only be used when an update to the completed eDAN is necessary.

For further information please contact:

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

Once the **eDAN has been completed**, it is also possible to print the eDAN from the **Single Patient View**. See below for guidance. If you can't see the completed eDAN pdf to print, click on **Refresh**.



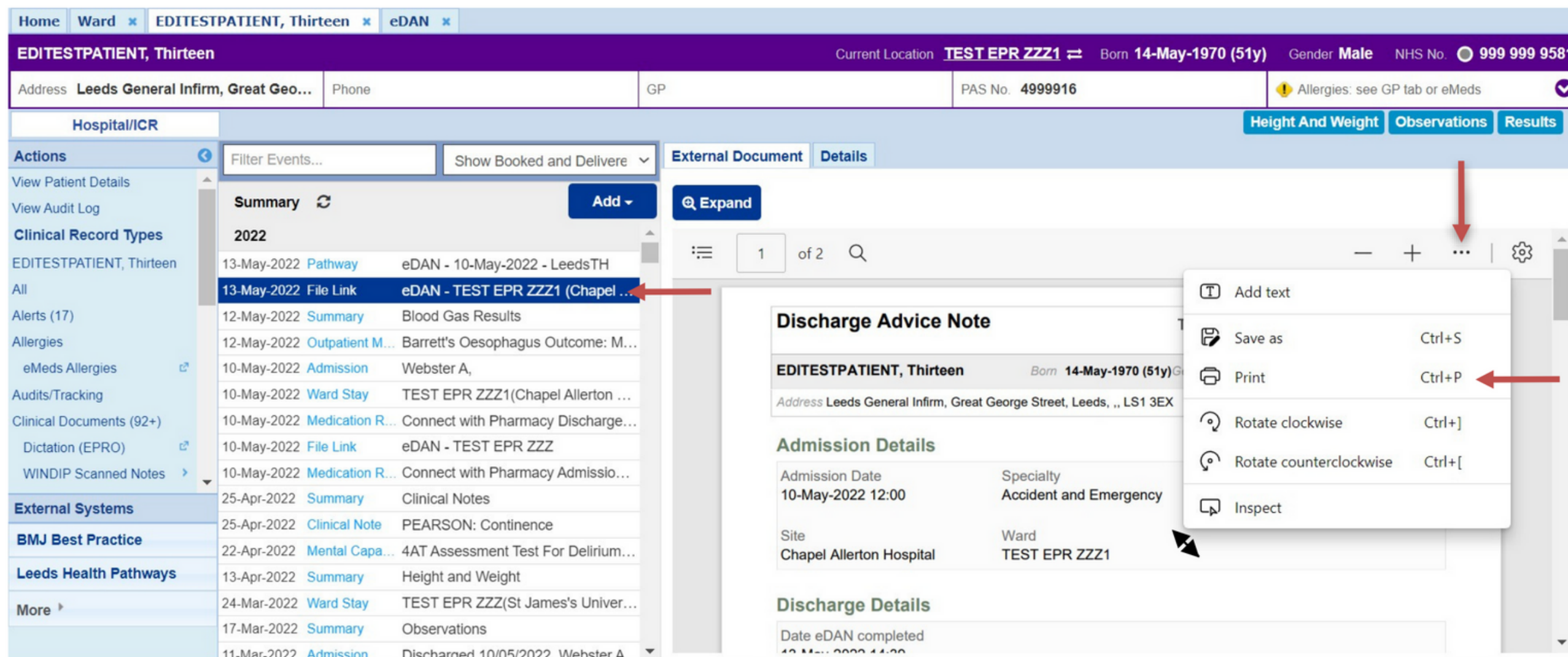
For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or

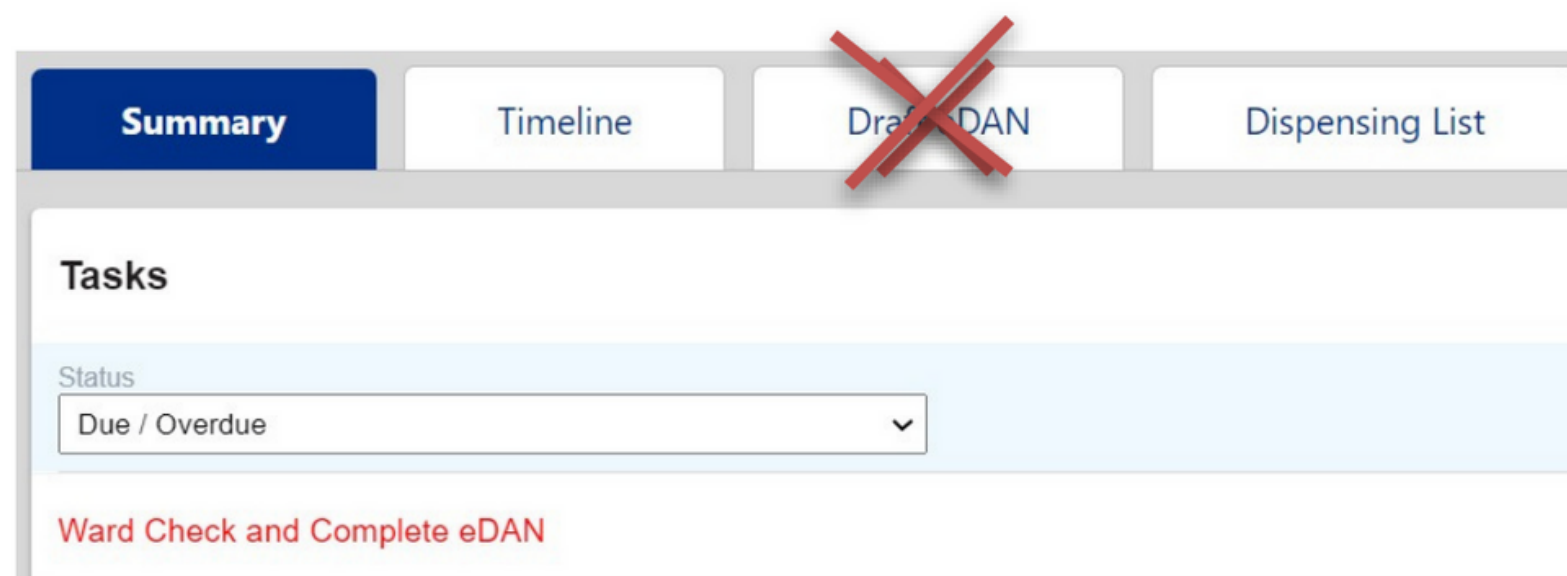
☎ 0113 206 0599

Click on the pdf version with the **File Link** title and it will open in the right-hand pane as a printable document. **To print this either right click anywhere within the pdf viewer or use the ellipsis (three dots) at the top of the pane.**

Please note: clicking the **Pathway eDAN** above the **File link** will take you back to the **eDAN dashboard**. Here you will have an option to re-open the eDAN, this should not be used for printing



Please do not give the patient a Draft Version of the eDAN from within the Dashboard.



Please note eDANv2 will now be sent electronically to the patient's GP anywhere in England. It is therefore no-longer necessary to print a copy to post or email to out of area GP surgeries unless they are elsewhere in the UK.

For further information please contact:

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

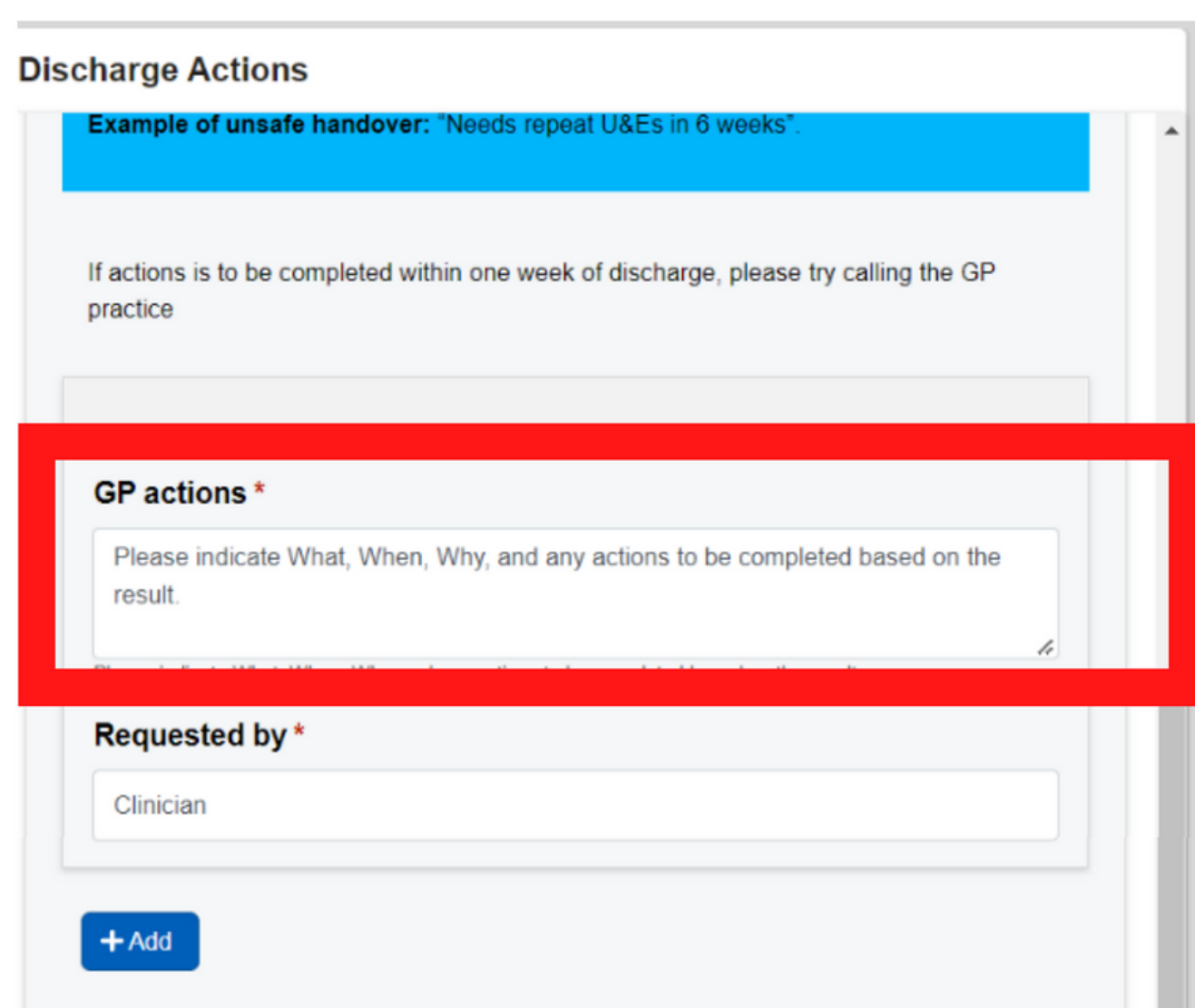
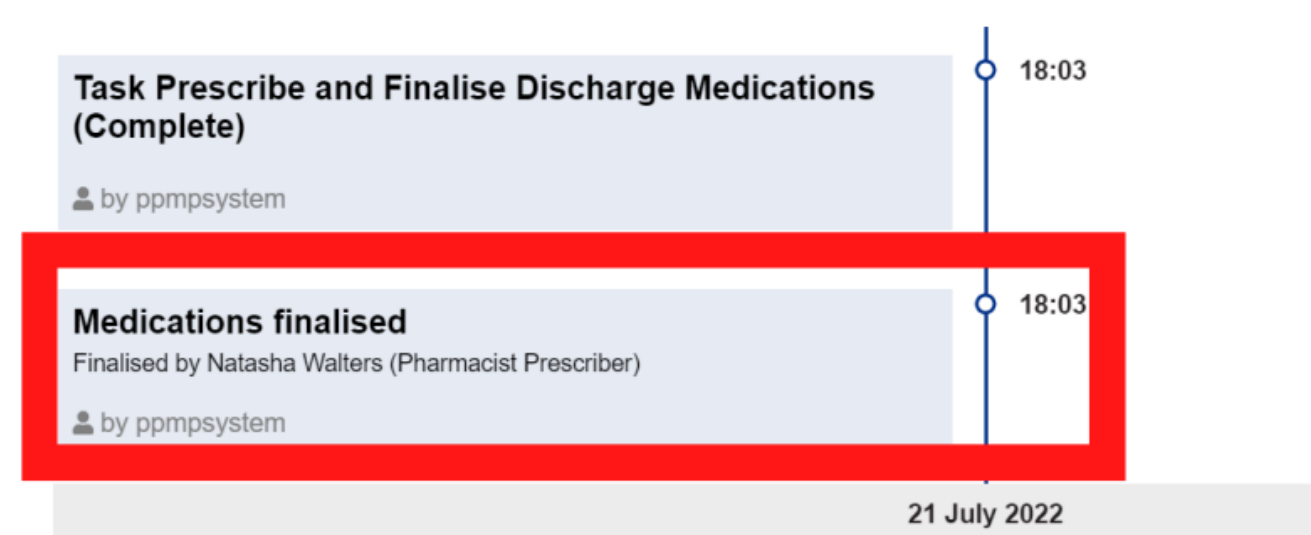
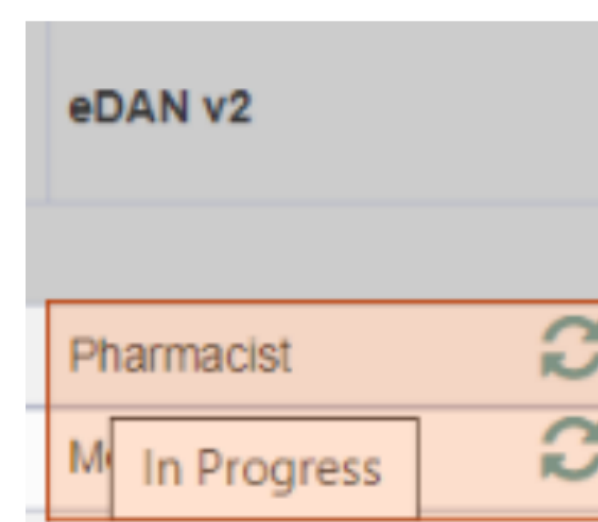
Tips & Best Practice

We've collated the following lessons learned to promote patient safety and improve patient flow and data quality.

This supports the provision of effective communication and continuity of care between the Trust and GPs and Community teams, promoting awareness of specific information. For example, GP Required Actions and Medication Changes.

When you hover over **Pharmacist** it will show whether this is *in progress*.

Being In Progress does not provide confirmation that TTO's have been validated, please review the Timeline or Widget to check.

A screenshot of a 'Discharge Actions' form. It contains a blue header with the text 'Example of unsafe handover: Needs repeat U&Es in 6 weeks'. Below this is a text area with the instruction 'If actions is to be completed within one week of discharge, please try calling the GP practice'. A red box highlights the 'GP actions *' field, which contains the text 'Please indicate What, When, Why, and any actions to be completed based on the result.'. Below this is a 'Requested by *' field with 'Clinician' entered. A '+ Add' button is at the bottom.

Significant results should be documented along with **any required follow up instructions** in the **GP actions** block.

For further information please contact:

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

Information should be recorded in the relevant block. Clinical Summary and Diagnosis blocks must always be completed.

The screenshot shows a form titled "Discharge Clinical Summary". It has two main sections: "Diagnosis" and "Clinical Summary".

- Diagnosis:** Contains two text input fields. The first is labeled "Primary diagnosis" and contains the text "Primary diagnosis must always be completed.". The second is labeled "Secondary diagnoses (where applicable)" and contains the text "Secondary diagnoses (where applicable)".
- Clinical Summary:** Contains one text input field labeled "Significant discussions/events whilst inpatient" with the text "Clinical summary must always be completed. Include items such as DNCPR discussions."

Tasks should not be completed until the relevant action has been finished.

The screenshot shows a patient's discharge summary page. At the top, there are tabs for "Summary", "Timeline", "Draft eDAN", and "Dispensing List". A "Refresh" button is in the top right.

On the left, there is a task list with items like "Discharge Destination", "Discharge Actions", "Discharge Clinical Summary", and "Discharge Medications", each marked as "Overdue".

On the right, there is a "Discharge Destination" form with two sections:

- Discharge Destination:** A section titled "What is the next plan for the patient?*" with radio button options: "External Transfer", "Discharge" (selected), and "Discharge Destination".
- Discharge Destination:** A section titled "Expected discharge destination*" with radio button options: "Care home", "Community / intermediate bed designated for COVID-19 +ve patients", "Domestic home" (selected), "Hospice", and "Hotel".

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



leadsth-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.leadsth.nhs.uk/>

For further information please contact:



leadsth-tr.ImplementationTeam@nhs.net or



0113 206 0599