The Leeds Teaching Hospitals NHS Trust

ppm+

Hypoglycaemia Treatment Record for Adults With Diabetes

USER GUIDE

#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

Contents

How to add a Hypoglycaemia Treatment Record for Adults With Diabetes eForm

1. The eForm is called **Hypoglycaemia Treatment Record for Adults With Diabetes.** To find out how to add an eForm/Clinical Document via the desktop version of PPM+, please follow the Clinical Document guide by **Clicking Here**.

2. You can complete this eForm using the PPM+ mobile app too. To find out how to add an eForm/Clinical Document via the PPM mobile app, please follow the PPM+ mobile app guide by **Clicking Here**.

Completing the eForm

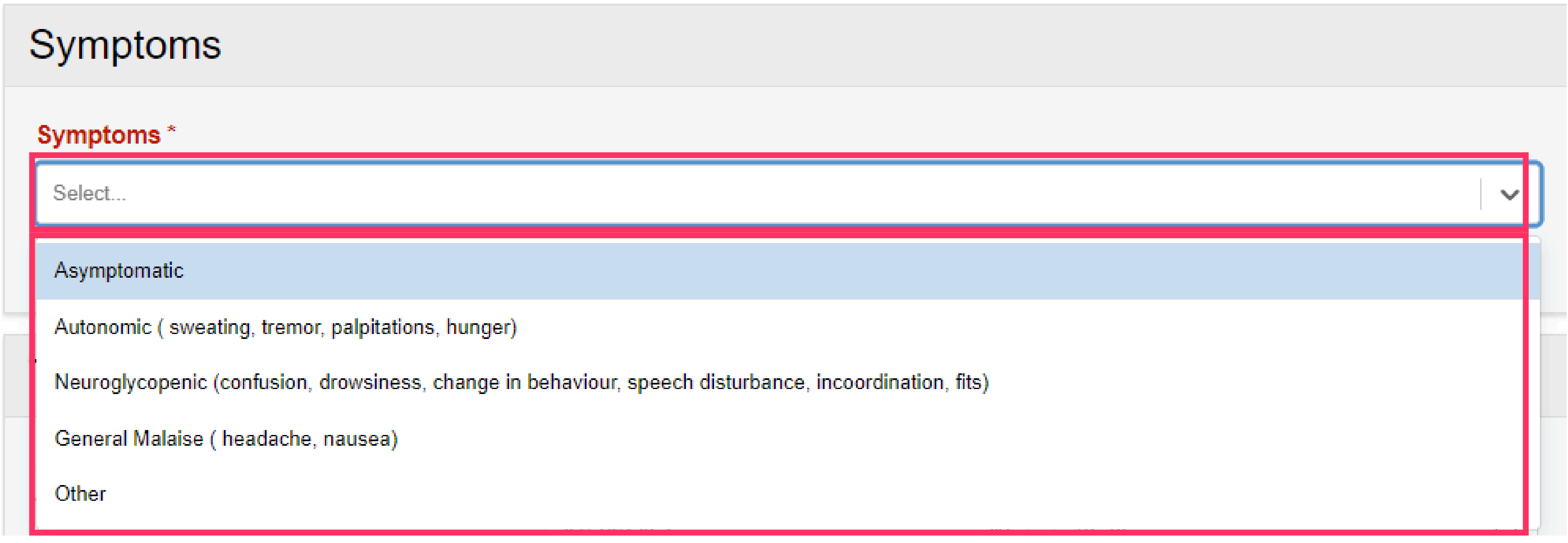
This eForm is to be used for the recording of Adult Patients with Diabetes, hypoglycaemic episodes in hospital. This eForm will capture Patient's symptoms, capillary blood glucose pre and post treatment and also the treatment administered during a Hypoglycaemic episode.

By completing this eForm it will help to improve patient safety, reduce future hypoglycaemia recurrence and facilitate continuity of care.

This eForm is vital for reporting purposes and to make sure the Trust is meeting national standards for the correct management of hypoglycaemic episodes of Adult patients with Diabetes.

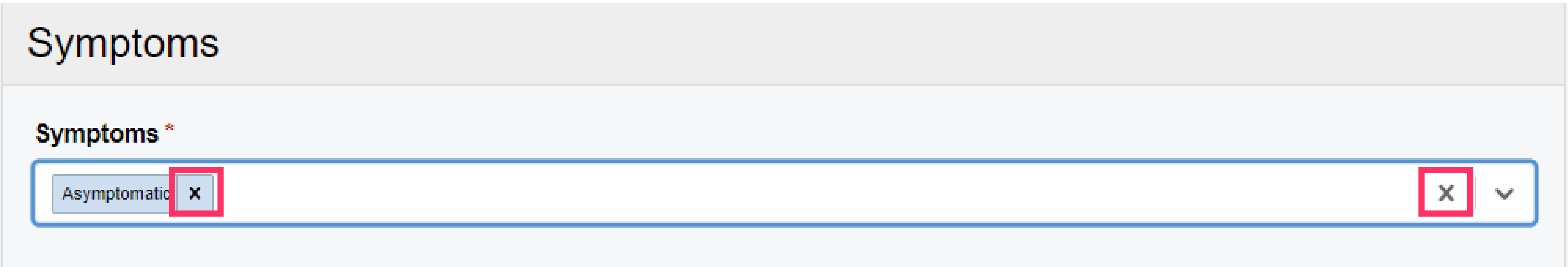
1

Use the drop down box and select from the **available options** to document the **symptom(s)** the patient was displaying prior to their **Hypoglycaemic episode**.



2

The **symptom(s)** you have selected appears in the **drop down box**. You can remove the **symptom(s)** by clicking either on the **X** next to the symptom itself or click on **X** in the **drop down box** to remove all symptoms recorded in the **drop down box**.



3

You can **add additional symptoms** by clicking on the drop down arrow in the **symptoms drop box**.

4

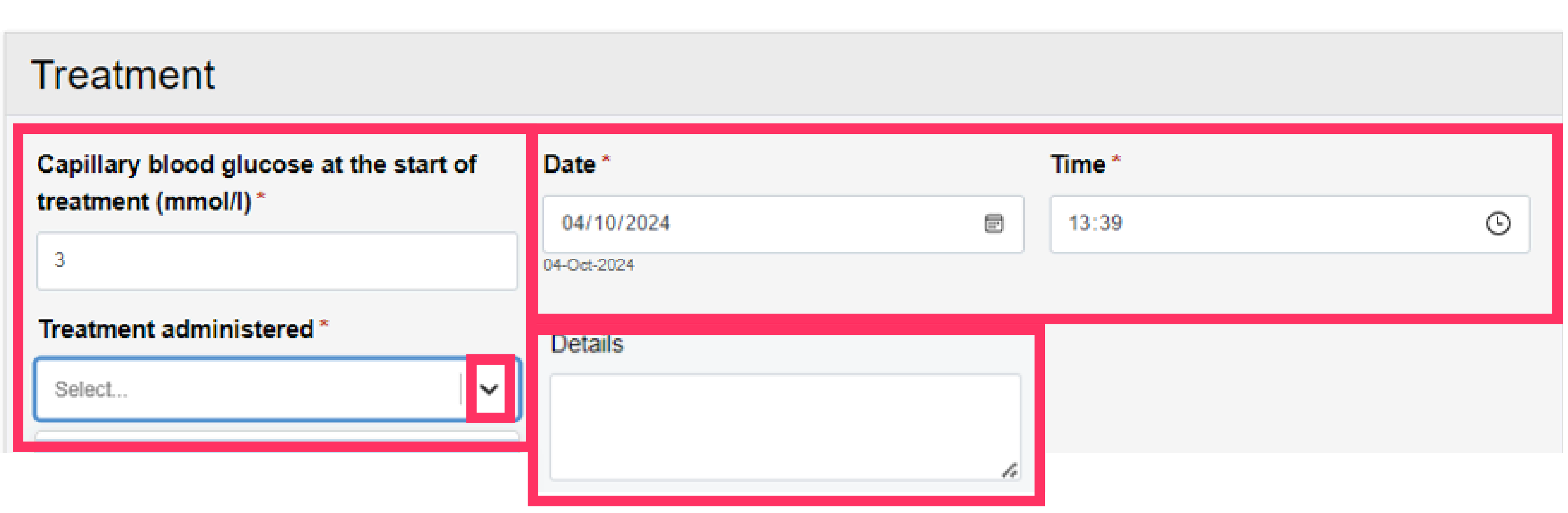
Selecting **Other** will bring up a box to enter the details of **Other Symptoms** the patient may be experiencing.

5

Enter the **Capillary blood glucose at the start of treatment (mmol/l)** and then select the **Treatment administered.** As shown in **Step 3** above, it is possible to add additional **treatments administered** using the same method by clicking on the **drop down arrow** in the **symptoms drop box**.

The date and time **prepopulate.** To change these, click on the **Date** or **Time** boxes and select the correct date/time.

Enter any additional details in the **Details** box provided.

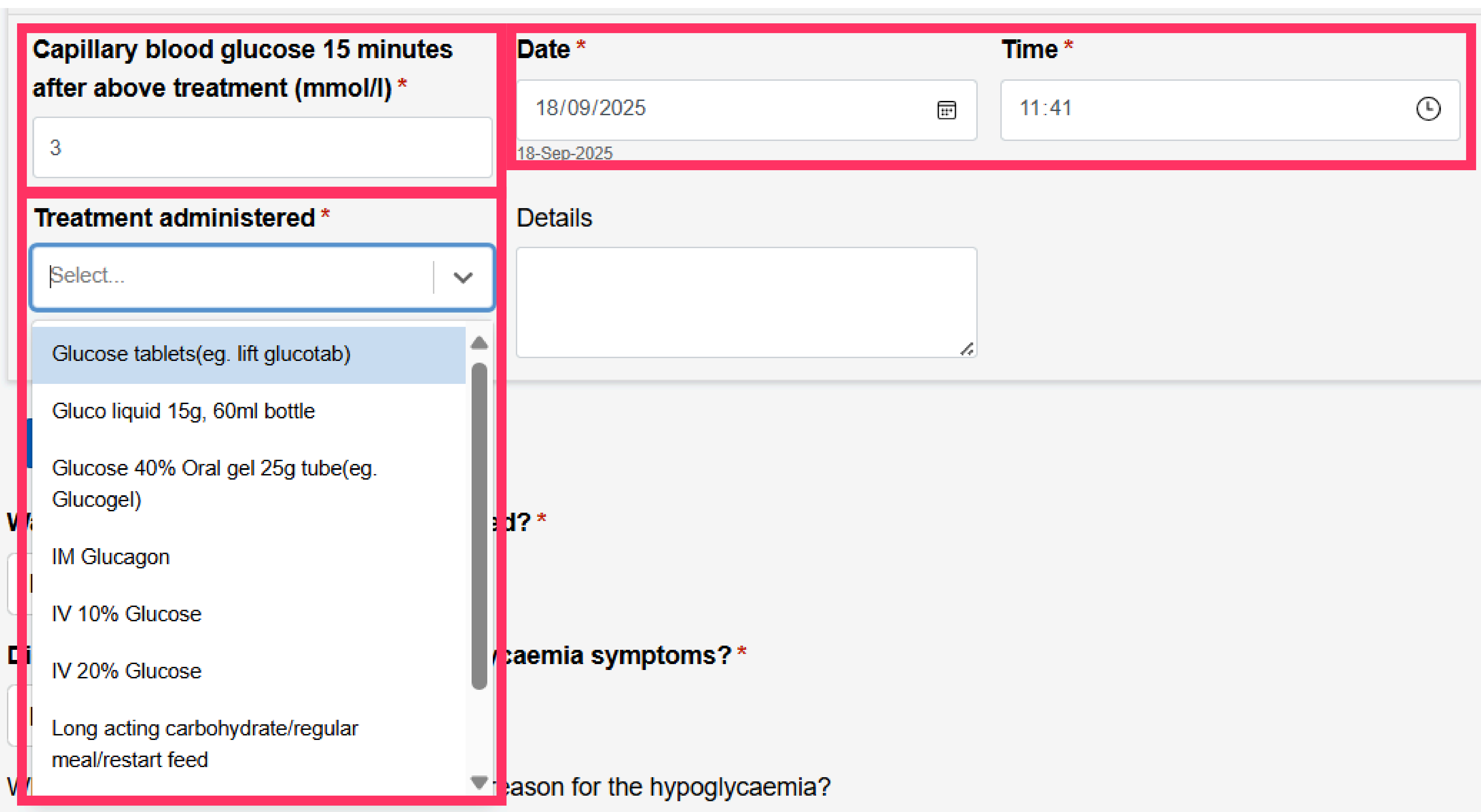


Enter the **Capillary blood glucose 15 minutes after treatment (mmol/l)**, along with the **date** and **time** and which **Treatment** was **administered.**

6

The date and time **prepopulate.** To change these, click on the **Date** or **Time** boxes and select the **correct date/time**.

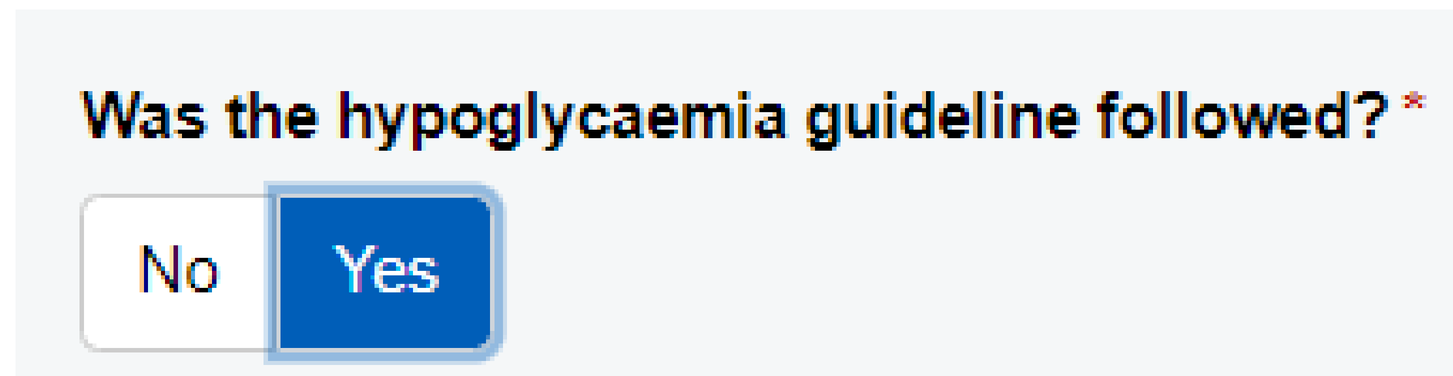
Enter any **additional details** in the box, as required.



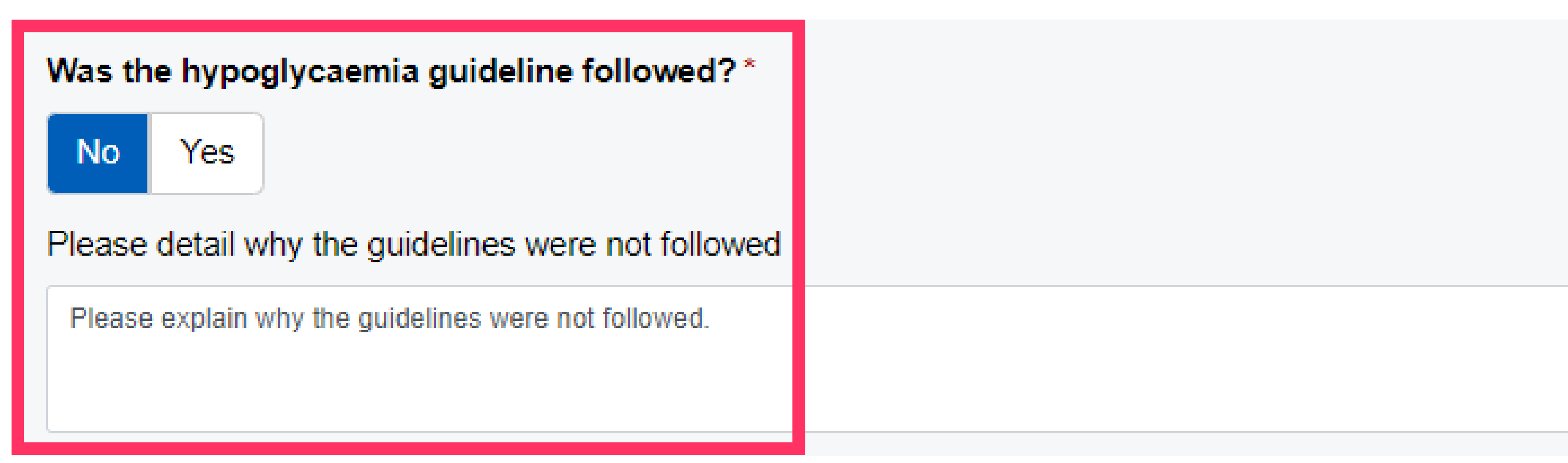
7

Click on the **+Add** button to enter **additional Capillary blood glucose 15 minutes after above treatment (mmol/l),** following the steps as above.
Once treatment has finished being administered, then **no further sub forms are required.**

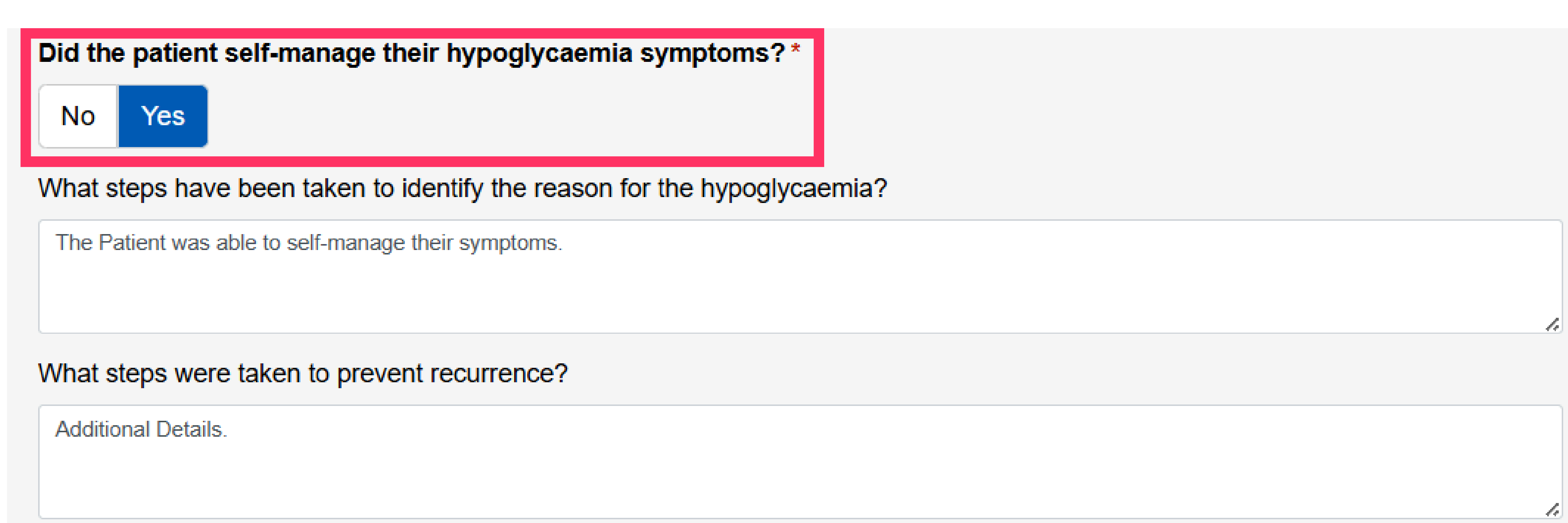
8 Select whether the **hypoglycaemia guideline** was followed.



9 If you select **No** to the question **Was the hypoglycaemia guideline followed?,** a box will appear to provide details explaining **why the guidelines were not followed.**



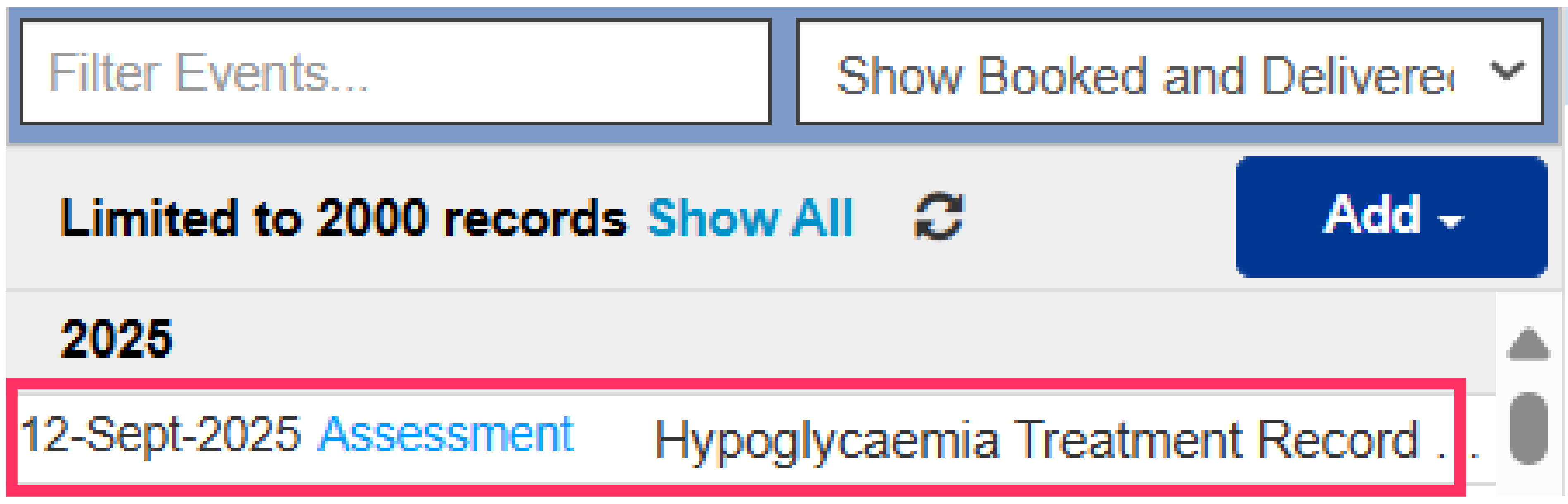
10 **Did the patient self-manage their Hypoglycaemia Symptoms?** Answer **Yes** or **No** and enter further details within the text boxes provided.



11 If you have administered **IM glucagon/IV glucose**, a box will appear at the bottom of the form to to remind you to complete a **Datix.**

12 When you have completed the form, click the **Submit** button.

13 The completed form will then be within the **Events** section on the **Patient's Single Patient View**.

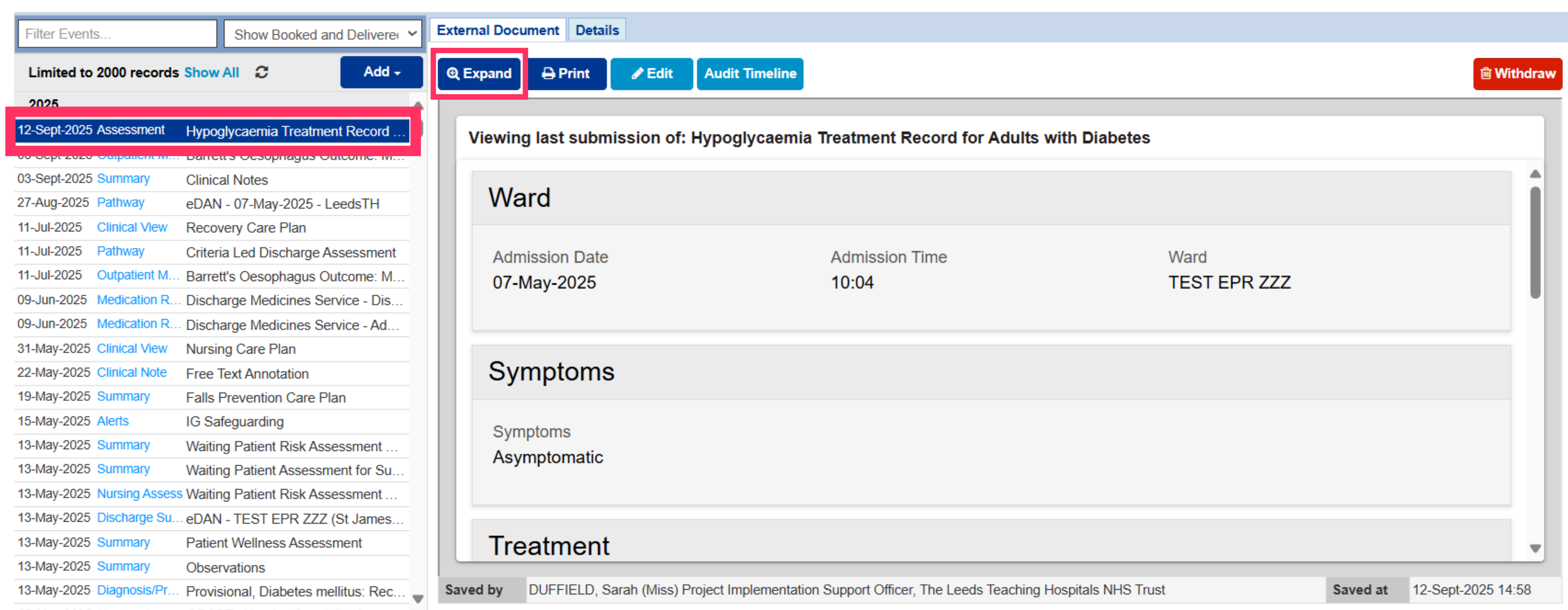


Viewing, Editing and Withdrawing the completed eForm

1

To **view** the eForm, click on the document name within the **Events section** of the **Patient's Single Patient View**.

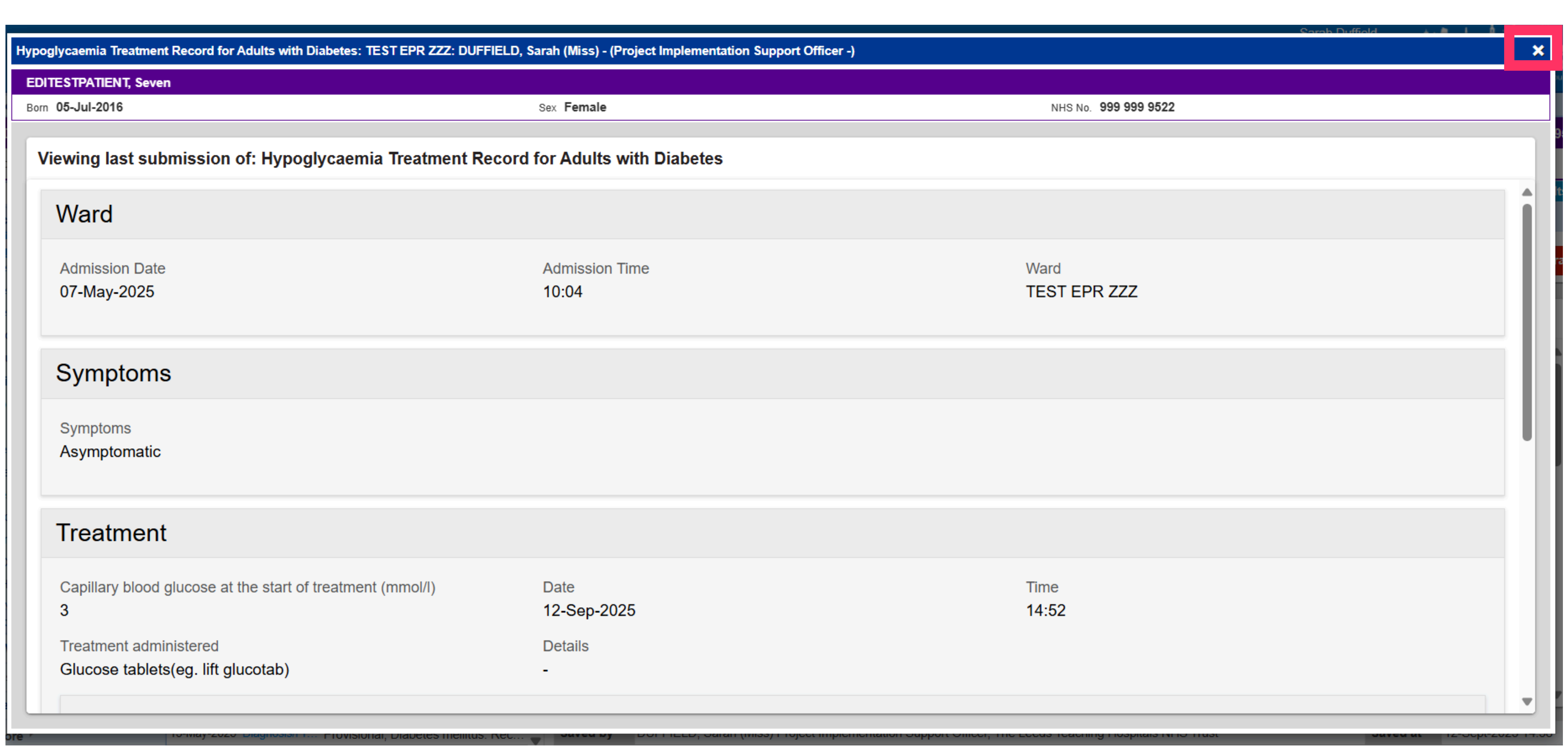
To **view** the completed eForm in more detail, you can click the **Expand** button.



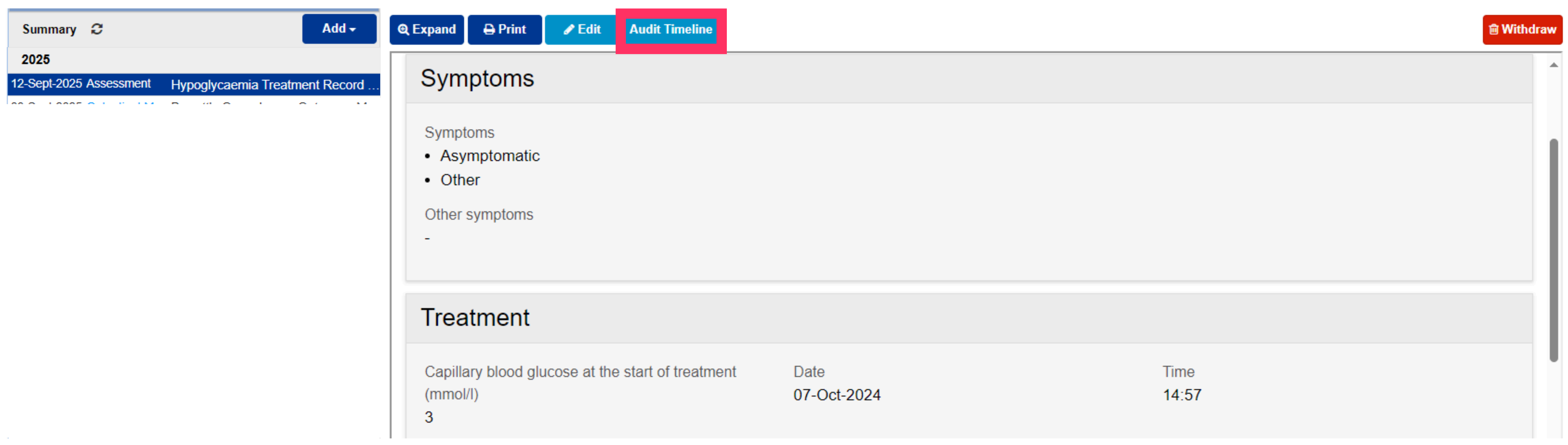
2

The **eForm** will then open in full screen mode.

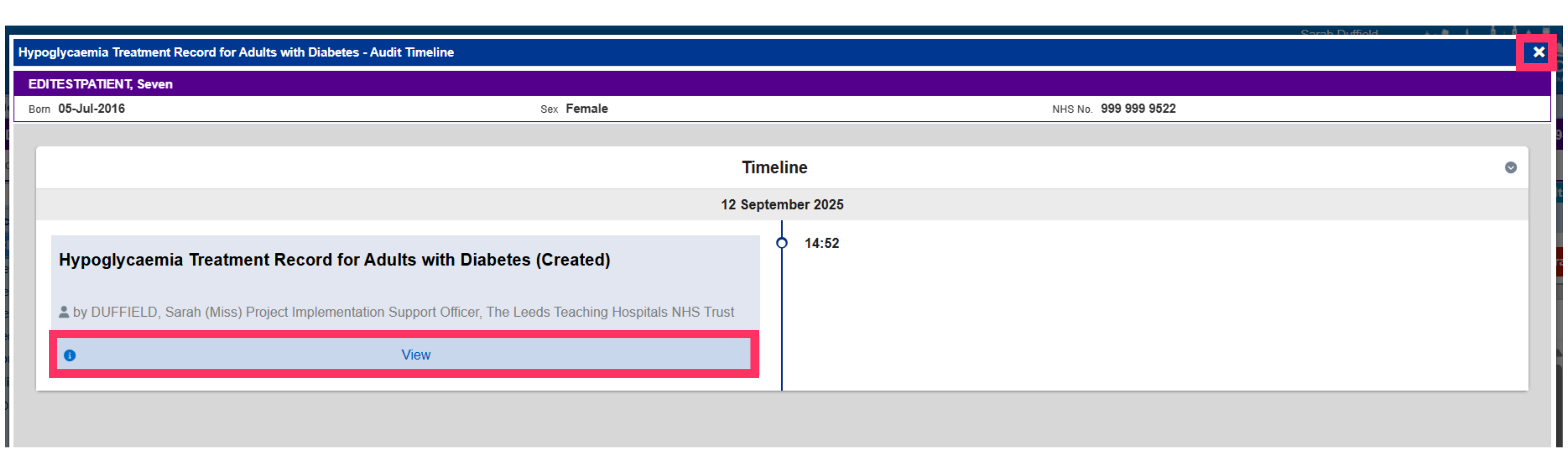
To close the full screen mode, click on the **X** in the top right corner.



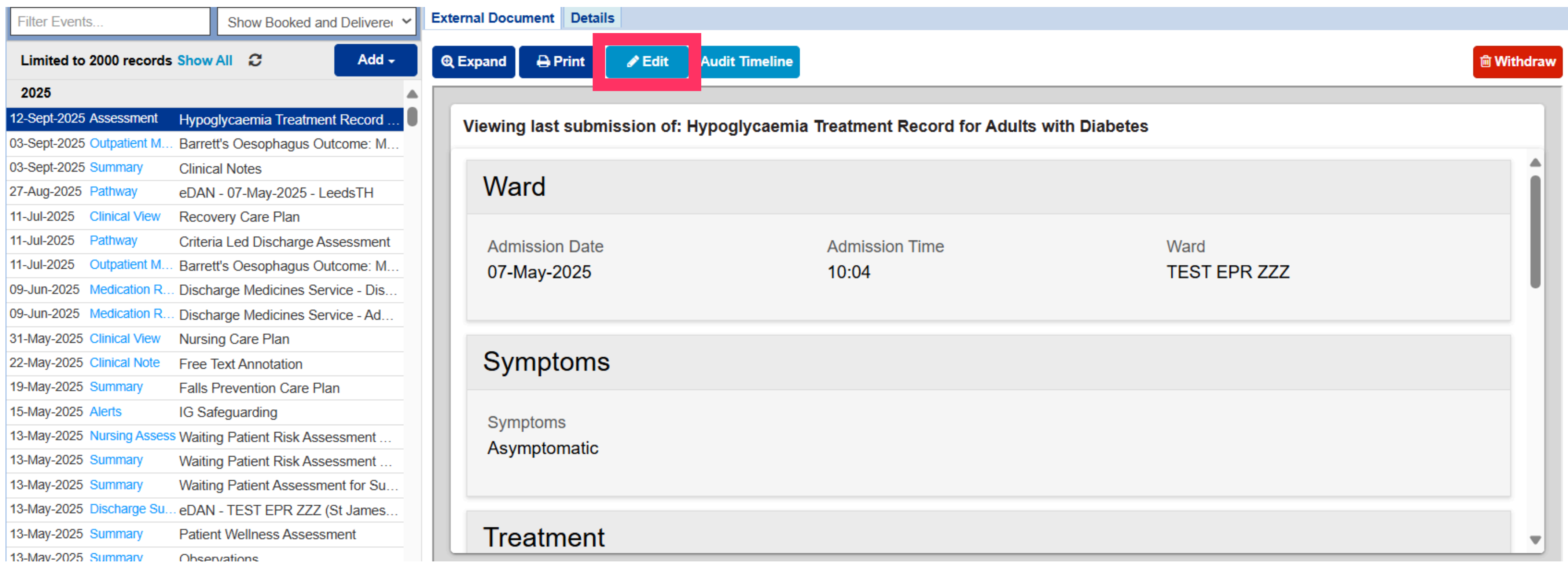
3 To view the audit timeline for the eForm, click on **Audit Timeline.**



4 The **Audit Timeline** will open in full screen. Click on the **View** section for an entry to find out more information. To close the audit timeline, click on the **X** in the top right corner.

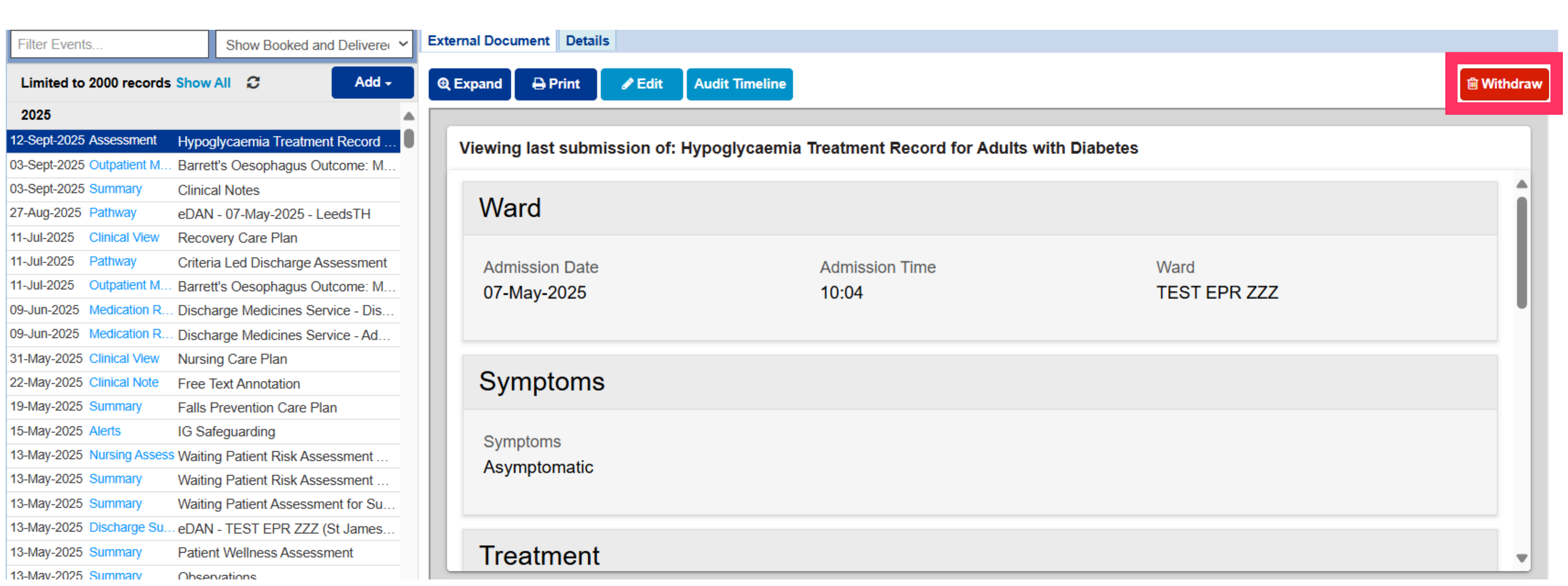


5 Click on the **Edit button** to make any required changes to the **eForm**.



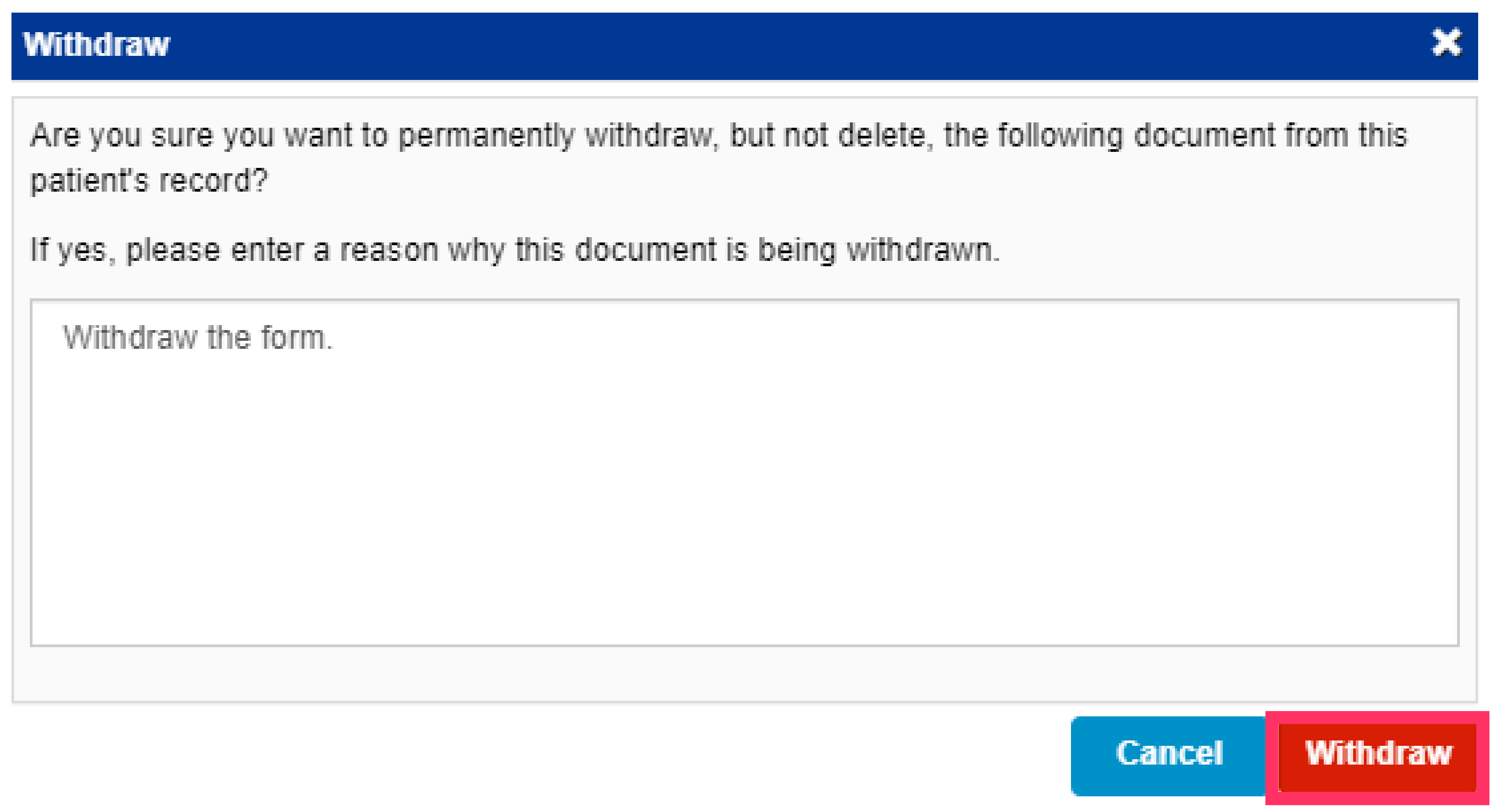
6 The **eForm** will open again. When you have finished making the changes, click on **Submit**.

7 To **withdraw** the eForm, click on the **Withdraw** button.



8

A box will pop up and you need to **enter a reason** that the eForm is being **withdrawn.** Once entered, click on the **Withdraw button**.



Useful contacts

Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.

leedsth-tr.ImplementationTeam@nhs.net

IT Service Desk

Please contact the **IT 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

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