

ppm+

Hypoglycaemia Treatment Record for Adults With Diabetes

USER GUIDE



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Contents

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

Page 3

Completing the eForm

Pages 4 - 8

Viewing, Editing and Withdrawing the completed eForm

Pages 9 - 12

Useful contacts

Page 13



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

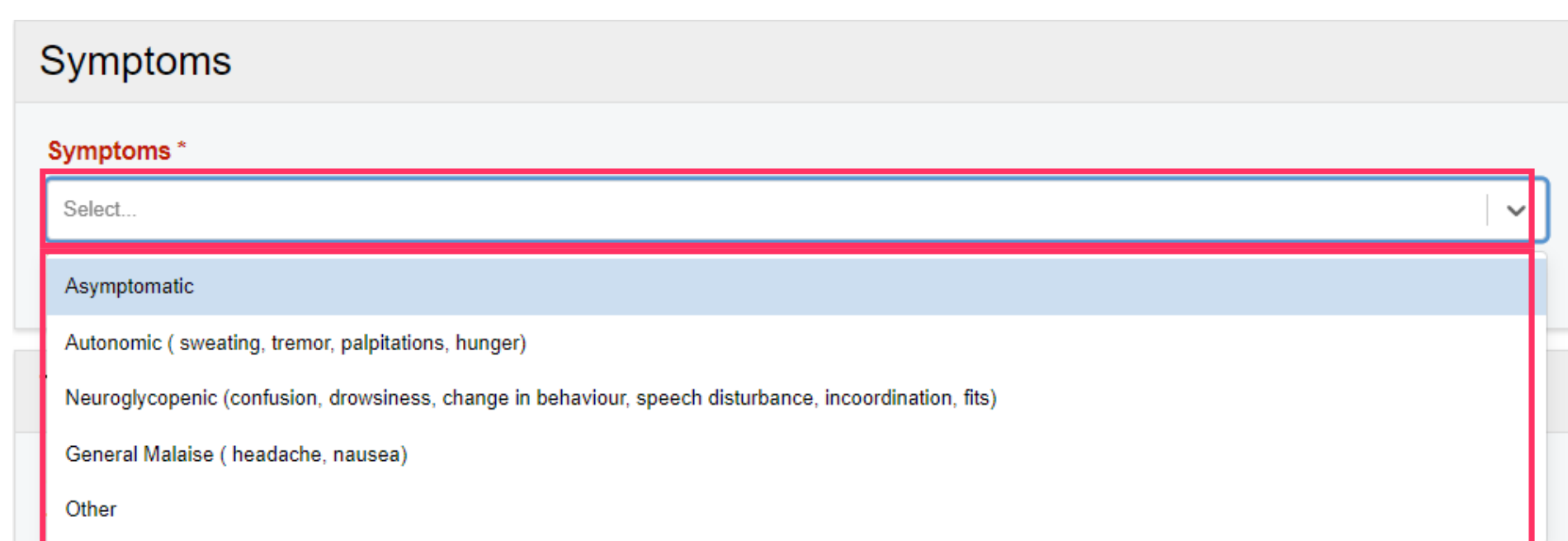
This eForm is to be used for the recording of Adult Patients with Diabetes, hypoglycaemic episodes in hospital. This eForm will capture Patient's symptoms, capillary blood glucose pre and post treatment and also the treatment administered during a Hypoglycaemic episode.

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

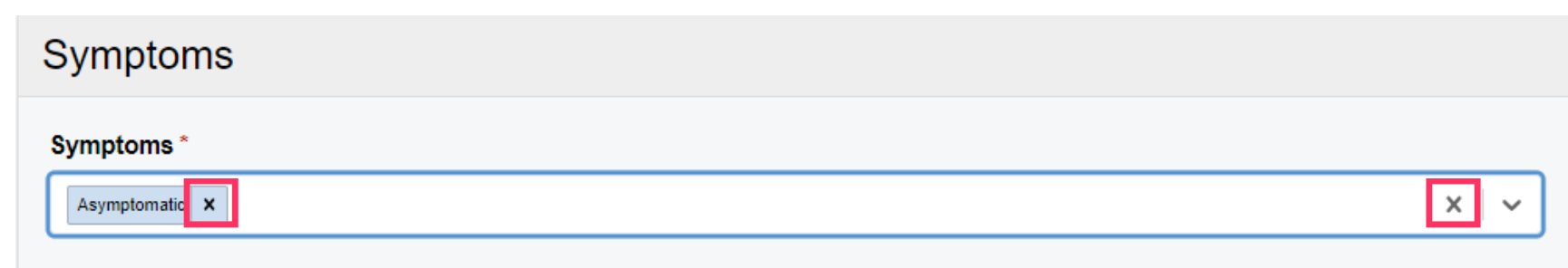
Use the drop down box and select from the **available options** to document the **symptom(s)** the patient was displaying prior to their **Hypoglycaemic episode**.



The screenshot shows a 'Symptoms' section with a dropdown menu. The menu is open, displaying the following options: 'Asymptomatic', 'Autonomic (sweating, tremor, palpitations, hunger)', 'Neuroglycopenic (confusion, drowsiness, change in behaviour, speech disturbance, incoordination, fits)', 'General Malaise (headache, nausea)', and 'Other'. The 'Asymptomatic' option is currently selected and highlighted in blue.

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**.



The screenshot shows the 'Symptoms' section with the dropdown menu closed. The selected symptom, 'Asymptomatic', is displayed in the dropdown box. There is a small 'X' icon next to 'Asymptomatic' and another 'X' icon at the end of the dropdown box, both highlighted with red boxes, indicating how to remove the symptom.

3

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

Symptoms

Symptoms *

Asymptomatic x General Malaise (headache, nausea) x

4

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

Symptoms

Symptoms *

Asymptomatic x General Malaise (headache, nausea) x Other x

Other symptoms

Other patient symptoms

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.

Treatment

Capillary blood glucose at the start of treatment (mmol/l) *

3

Treatment administered *

Select...

Date *

04/10/2024

04-Oct-2024

Time *

13:39

Details

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

6

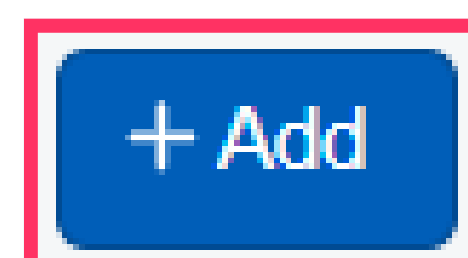
The date and time **prepopulate**. To change these, click on the **Date** or **Time** boxes and select the **correct date/time**.

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.

Was the hypoglycaemia guideline followed? *

No

Yes

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**.

Was the hypoglycaemia guideline followed? *

No

Yes

Please detail why the guidelines were not followed

Please explain 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.

Did the patient self-manage their hypoglycaemia symptoms? *

No

Yes

What steps have been taken to identify the reason for the hypoglycaemia?

The Patient was able to self-manage their symptoms.

What steps were taken to prevent recurrence?

Additional Details.



11

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



Please complete a datix if IM glucagon/IV glucose is given

12

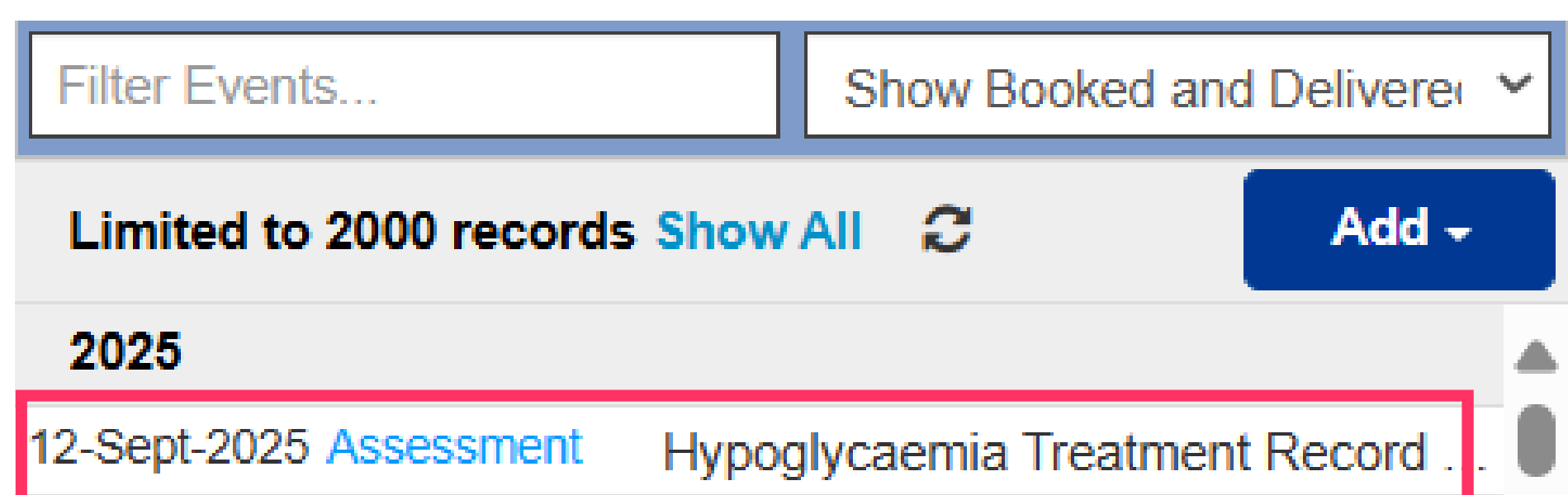
When you have completed the form, click the **Submit** button.



Submit

13

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



Filter Events... Show Booked and Delivered ▾

Limited to 2000 records [Show All](#) ↻ [Add ▾](#)

2025

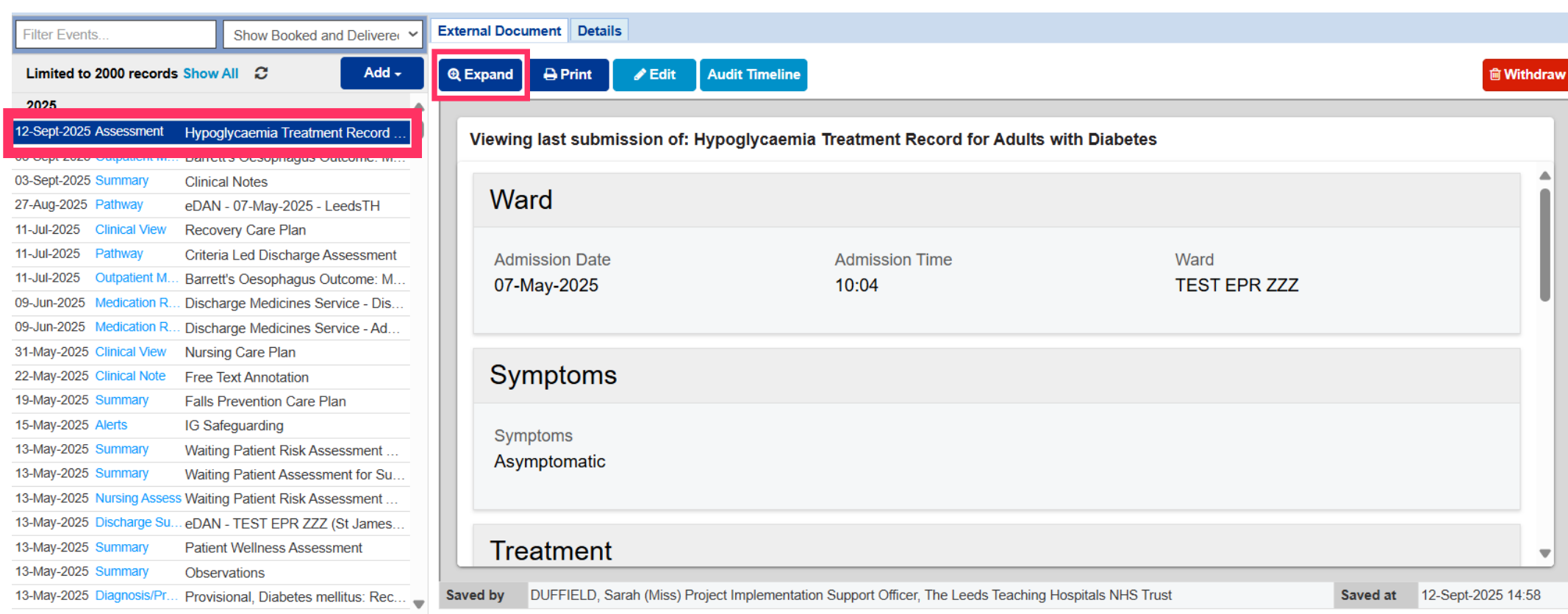
12-Sept-2025 [Assessment](#) Hypoglycaemia Treatment Record . .

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**.

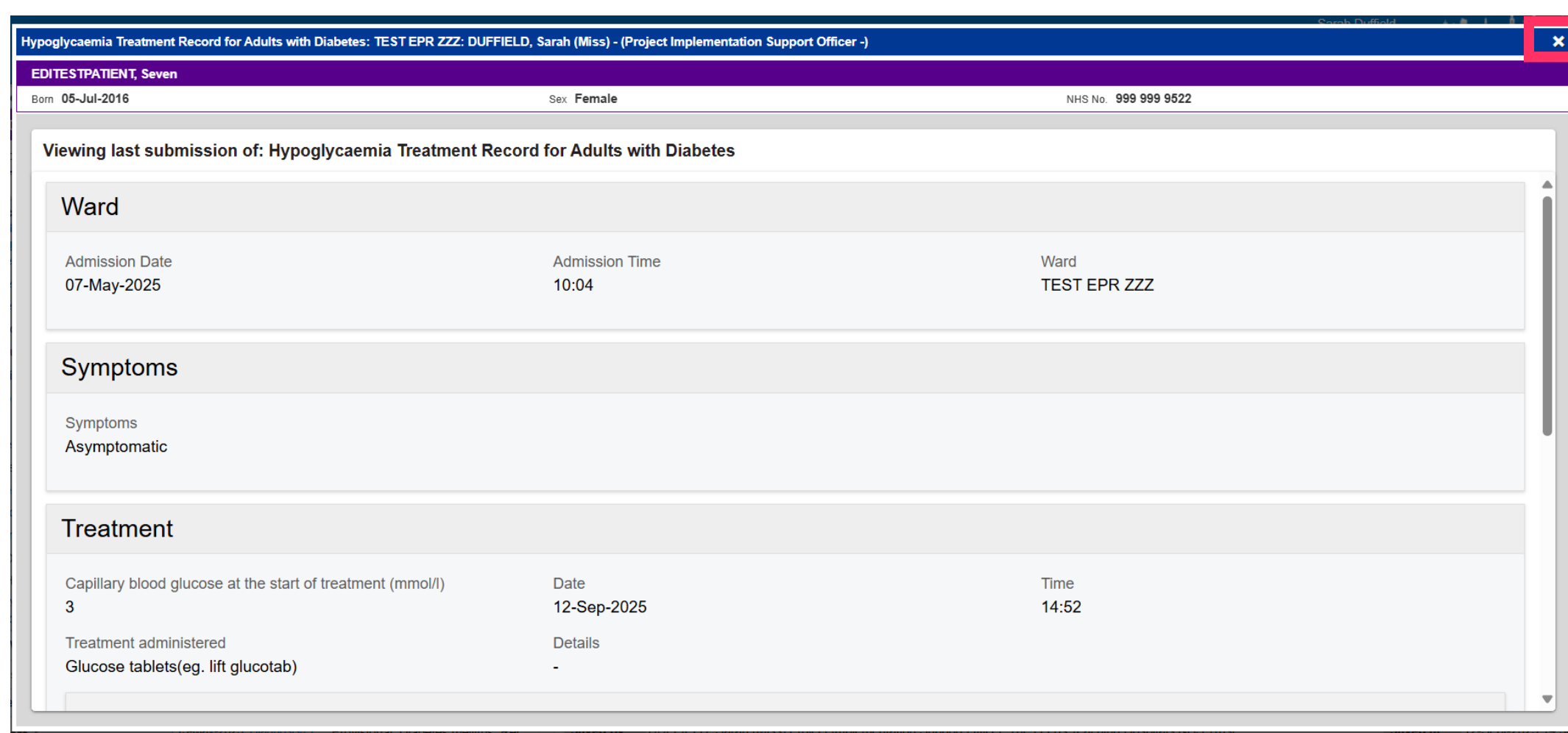
To **view** the completed eForm in more detail, you can click the **Expand** button.



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**.

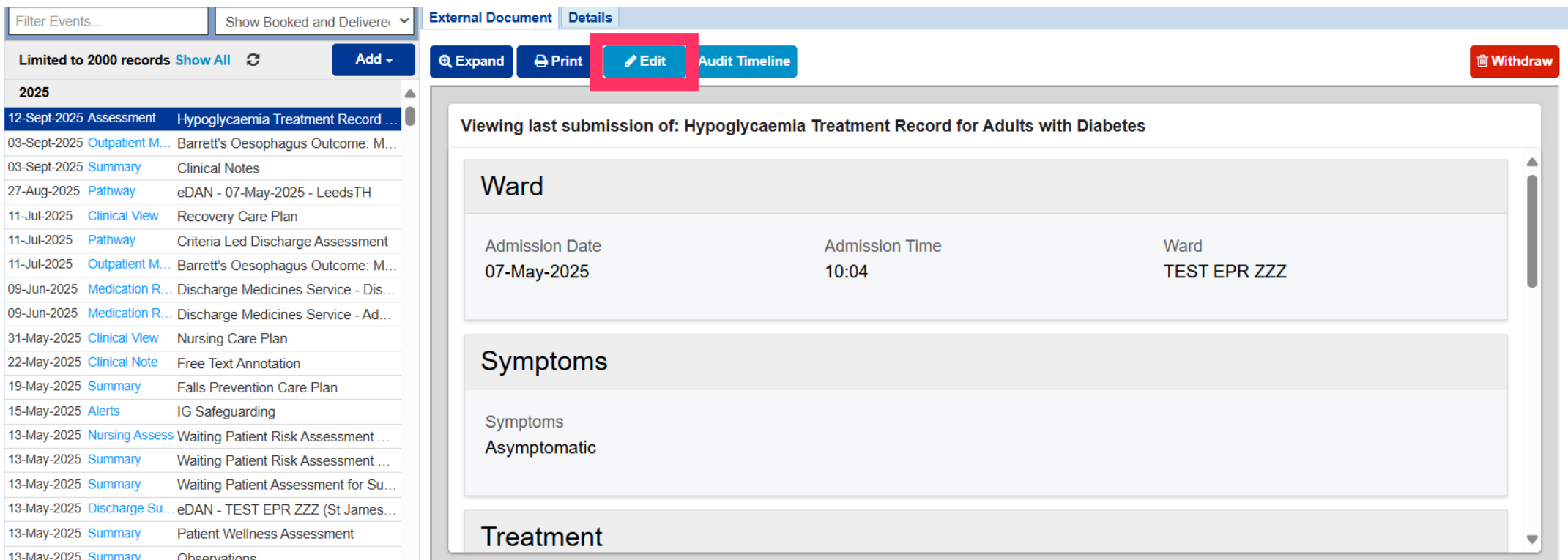
A screenshot of a web application interface. At the top, there is a navigation bar with several buttons: 'Summary', 'Add', 'Expand', 'Print', 'Edit', 'Audit Timeline' (highlighted with a red box), and 'Withdraw'. Below the navigation bar, there is a sidebar with a list of items, including '2025', '12-Sept-2025 Assessment', and 'Hypoglycaemia Treatment Record ...'. The main content area is divided into two sections: 'Symptoms' and 'Treatment'. The 'Symptoms' section contains a list of symptoms: 'Asymptomatic' and 'Other', and a text input field for 'Other symptoms'. The 'Treatment' section contains a table with three columns: 'Capillary blood glucose at the start of treatment (mmol/l)', 'Date', and 'Time'. The table has one row of data: '3', '07-Oct-2024', and '14:57'.

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.

A screenshot of the 'Audit Timeline' full-screen view. The title bar at the top reads 'Hypoglycaemia Treatment Record for Adults with Diabetes - Audit Timeline'. Below the title bar, there is a header section with patient information: 'EDITEPATIENT, Seven', 'Born 05-Jul-2016', 'Sex Female', and 'NHS No. 999 999 9922'. The main content area is titled 'Timeline' and shows a vertical timeline for '12 September 2025'. A single entry is visible at '14:52' with the title 'Hypoglycaemia Treatment Record for Adults with Diabetes (Created)'. The entry details include 'by DUFFIELD, Sarah (Miss) Project Implementation Support Officer, The Leeds Teaching Hospitals NHS Trust'. At the bottom of the entry, there is a 'View' button highlighted with a red box. A red 'X' button is visible in the top right corner of the full-screen view.

5

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



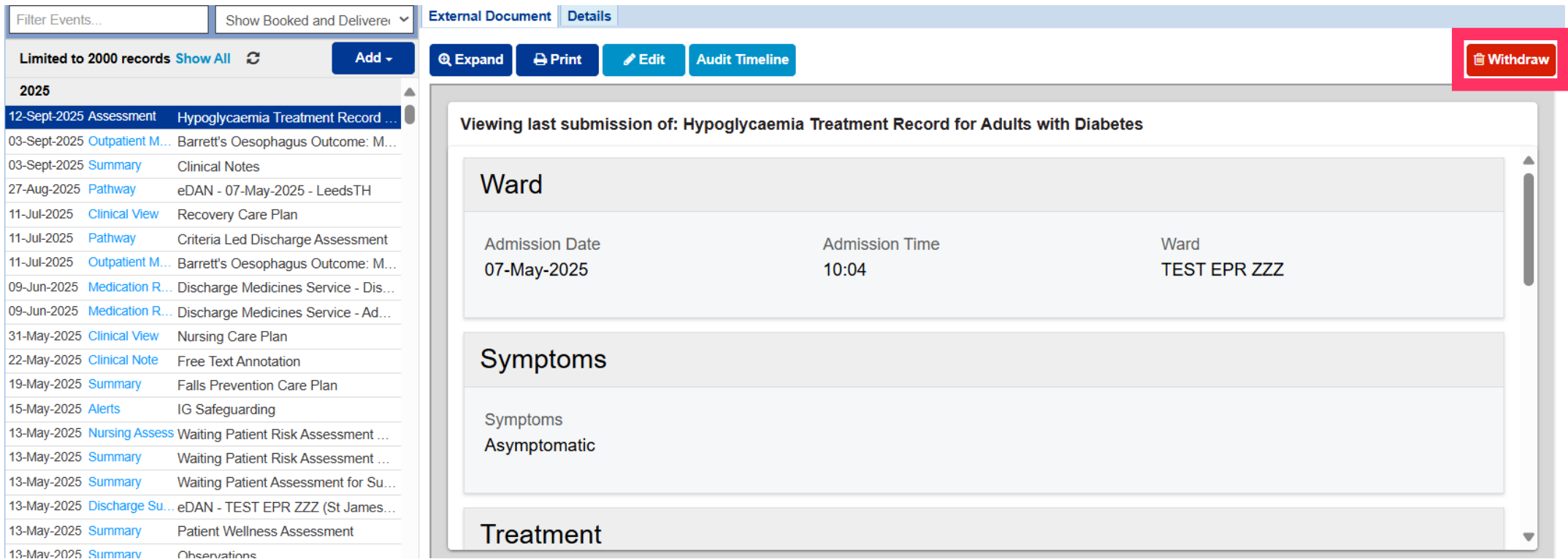
6

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**.

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.

Withdraw the form.

Cancel

Withdraw

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.



x26655



<https://lth-dwp.onbmc.com>



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

