



The Leeds
Teaching Hospitals
NHS Trust

ppm+

Infection Service Note

USER GUIDE



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For further information please contact:

✉ leadsth-tr.ImplementationTeam@nhs.net

Completing the Infection Service Note eForm

- 1 You can add a **Clinical Document** via the **Patient's Single Patient View**, click on the **Add** button and select **Clinical Document**.

The screenshot shows the 'Community' tab of a patient's single patient view. On the left is a sidebar with 'Clinical Dashboards' and 'Clinical Record Types'. The main area shows a list of events for 2026. An 'Add' button is highlighted with a red box. A dropdown menu is open from the 'Add' button, with 'Clinical Document' highlighted by a red box.

- 2 You can also add a **Clinical Document** from the **Multi Patient View** for your **Clinical Area**. Click on the **blue square arrow/drop down** for your Patient and then select **Add Clinical Document**.

TEST EPR ZZZ	SAMTEST Four	27y	136d 23h 18m	5 (5 overdue)	RTT	Cardiology	137d
TEST EPR ZZZ	SAMTEST One	27y	136d 23h 50m	5 (5 overdue)	A	Medicine	137d
TEST EPR ZZZ	SAMTEST Three	27y	136d 23h 20m	5 (5 overdue)	RTT	Cardiology	137d
TEST EPR ZZZ	SAMTEST Two	27y	136d 23h 49m	5 (5 overdue)	A	Medicine	137d

The screenshot shows a dropdown menu for a patient in the Multi Patient View. The menu items are: Single Patient View, eMeds, Add Clinical Note, Dictation (EPRO), Add Clinical Document (highlighted with a red box), Handover, Manage Custom List, Transfer, and Ward Round.

- 3 Enter **Infection Service Note** in the search field and select the **eForm**. You can also save this to your favourites by clicking on the **star icon**.

The screenshot shows the 'Add Document' interface. The search field contains 'Infection Services Note'. Below the search field, there are filters for 'Show All' and 'Sort By Favourites'. The 'Add New Document' section shows a list of documents, with 'Infection Services Note' highlighted and a star icon next to it. The document type is 'Clinical Note'.

For further information please contact:

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When you select **Infection Services Note** a **Clinical Note eForm** will open. It will automatically populate the **Author** section with your name. **This can not be changed.**

Infection Services Note

⚠ Please be aware, switching away from this form will cause any unsaved data to be lost.

Clinical Note

Author: ALI, Adil (Mr)

Date of activity*: 15/06/2026

Time of activity*: 12:37

Profession*: Admin

Specialty*: Medical Microbiology and Virology

Type of note*: Advice note

Subject Line*: Infection Services Note

5

The **Speciality section** will be pre-populated with your **Speciality** from your **PPM+ Contact**. Please make sure **PPM+ Contact** has been set up and is up to date. Please see the **Contacts page** on the **PPM+ Help Site** for further information by [Clicking Here](#).

Infection Services Note

⚠ Please be aware, switching away from this form will cause any unsaved data to be lost.

Clinical Note

Author: ALI, Adil (Mr)

Date of activity*: 15/06/2026

Time of activity*: 12:37

Profession*: Admin

Specialty*: Medical Microbiology and Virology

Type of note*: Advice note

Subject Line*: Infection Services Note

6

If you need to update the **Speciality** in the proposed **Clinical Note**, click on the **X** icon in the section and then click on the **drop down arrow** and select your **Speciality** from the available options.

Specialty*

Clinical Genetics

Specialty*

Select...

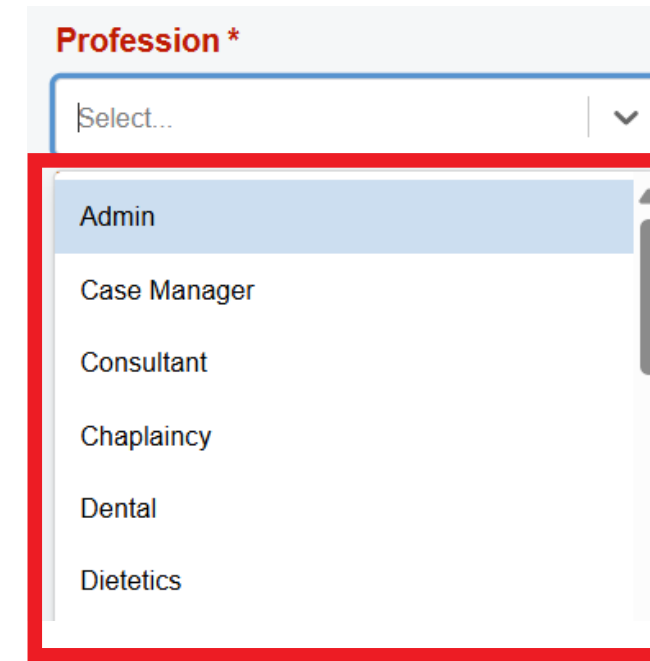
- All
- Accident and Emergency
- Acute Internal Medicine
- Addiction Services
- Adult Cystic Fibrosis
- Allergy
- Allied Health Professional
- Anaesthetics

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7

Select your **Profession** from the drop down arrow.



8

It will automatically populate the **Type of Note** section with your name with **Advice Note**.

Infection Services Note

⚠ Please be aware, switching away from this form will cause any unsaved data to be lost.

Clinical Note

Author: ALI, Adil (Mr) | Date of activity *: 15/06/2026 | Time of activity *: 12:37

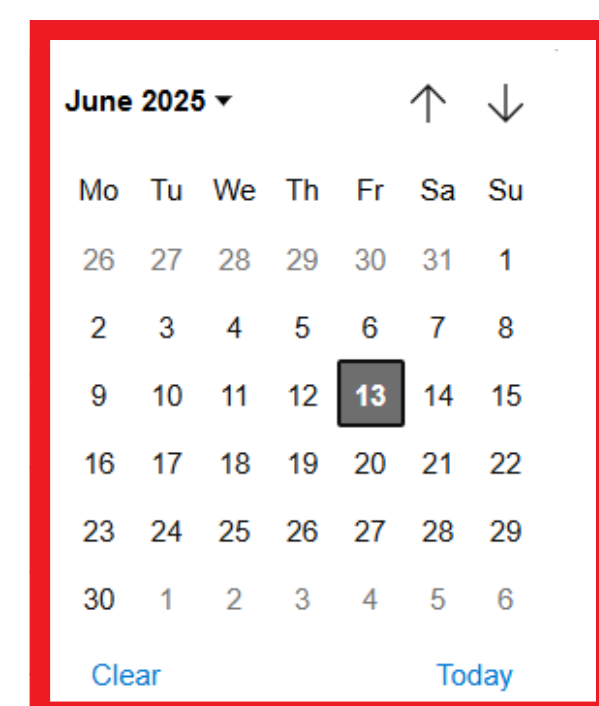
Profession *: Admin | Specialty *: Medical Microbiology and Virology | **Type of note *: Advice note**

Subject Line *: Infection Services Note

9

The **Date and Time of activity** will automatically populate with the **current Date and Time**. It is possible to back date the **Date and/or Time** by clicking on the **icon** within the **corresponding field** and select from the **relevant pop up menu**. Please see the example below:

Date of activity *: 13/06/2025 | Time of activity *: 14:42



For further information please contact:

✉ leadsth-tr.ImplementationTeam@nhs.net

10

The **Subject Line** will automatically populate the relevant **Advice Note** you selected.

Infection Services Note

⚠ Please be aware, switching away from this form will cause any unsaved data to be lost.

Clinical Note

Author: ALI, Adil (Mr)

Date of activity*: 15/06/2026 (15-Jun-2026)

Time of activity*: 12:37 (Format HH:mm)

Profession*: Admin

Specialty*: Medical Microbiology and Virology

Type of note*: Advice note

Subject Line*: Infection Services Note (23 / 200)

11

Enter the text for your **Clinical Note** in the **Notes** section. Use the **Tools** available to help structure the content of your **Clinical Note**.

Notes *

B I U [List icons]

12

It is also possible to **attach an image** to an **Clinical Note**.

Attach an Image

Would you like to attach an image? *

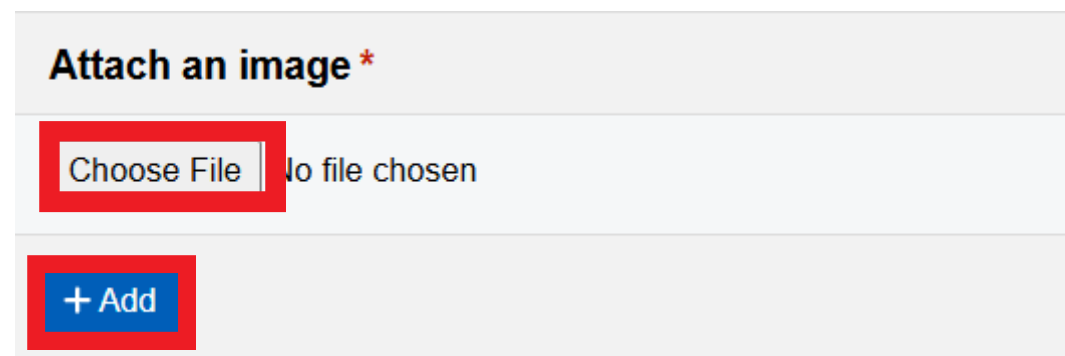
No Yes

For further information please contact:

✉ leadsth-tr.ImplementationTeam@nhs.net

13

Click on **Choose File** and **attach an image** via your computers saved files. You can add **up to four images** in total by clicking on the **+Add button**. Once you have submitted the **Clinical Note**, please **delete** the **image** or **images** from your **device** and any **other potential saved locations**.



For Clinical Notes, it is strongly recommended to attach images using the PPM+ Mobile app. This method is preferred as it reduces the risk of information governance issues, particularly around image confidentiality. Images taken through the mobile app are captured in real-time and are not stored on the iPad. [Click Here](#) for further information.

14

Click on the **Submit button**, when you have finished.



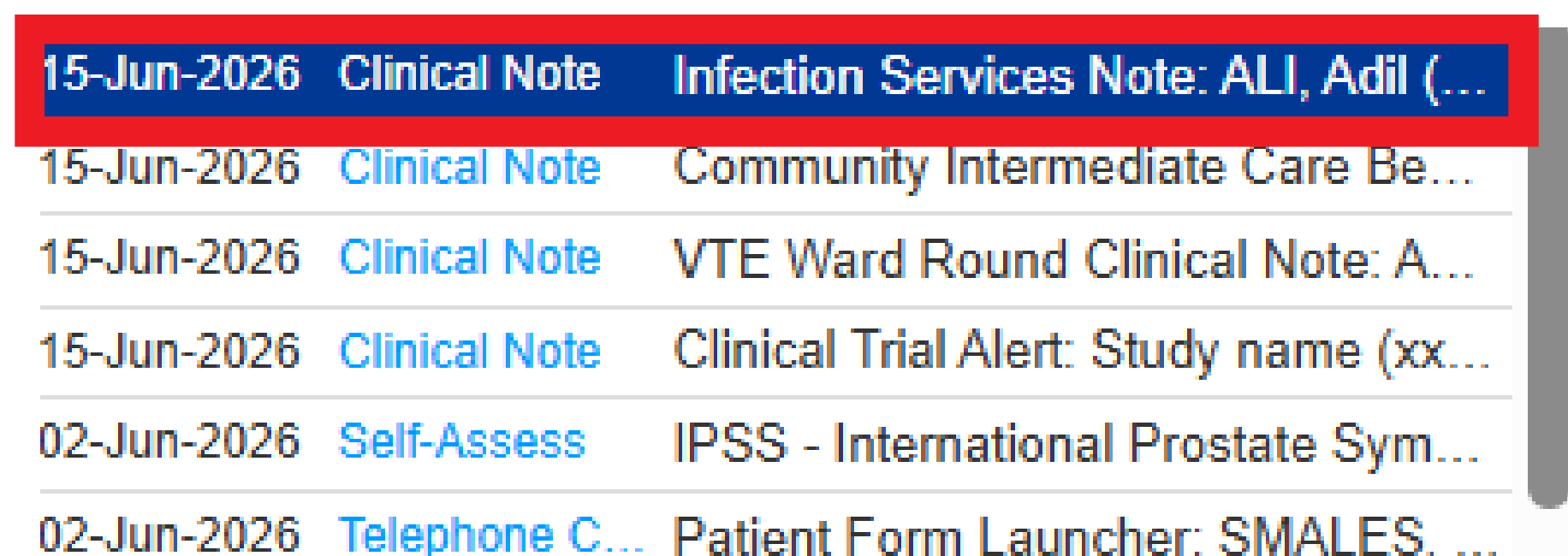
For further information please contact:

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Viewing, Editing and Withdrawing a Advice Note

1

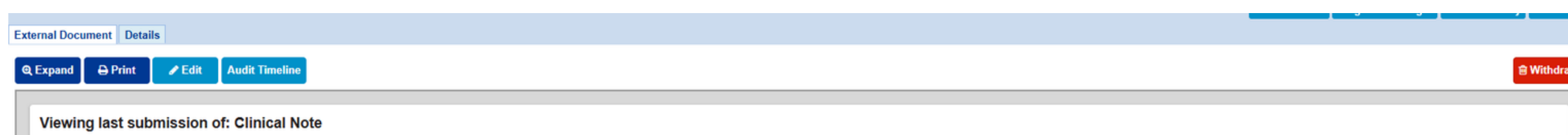
The completed **Advice Note** will appear as an individual entry in the **Patient's Single Patient View**. Simply click on it to open the document in the right hand pane



15-Jun-2026	Clinical Note	Infection Services Note: ALI, Adil (...)
15-Jun-2026	Clinical Note	Community Intermediate Care Be...
15-Jun-2026	Clinical Note	VTE Ward Round Clinical Note: A...
15-Jun-2026	Clinical Note	Clinical Trial Alert: Study name (xx...
02-Jun-2026	Self-Assess	IPSS - International Prostate Sym...
02-Jun-2026	Telephone C...	Patient Form Launcher: SMALES, ...

2

In the right hand pane, you have the options to **Edit**, view the **Audit Timeline** and also **Withdraw** the **Advice Note**.



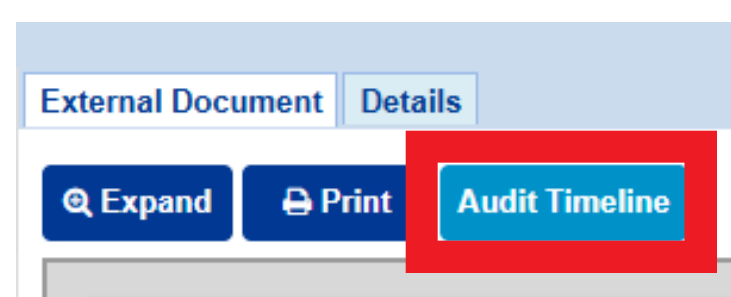
3

If you click on **Edit Document**, the **Advice Note** will reopen for you to **Edit** as required. When you have finished, make sure you click on **Submit**.



4

Clicking **Audit Timeline** will show when the **Advice Note** was **created**, **edited** and potentially **withdrawn**.

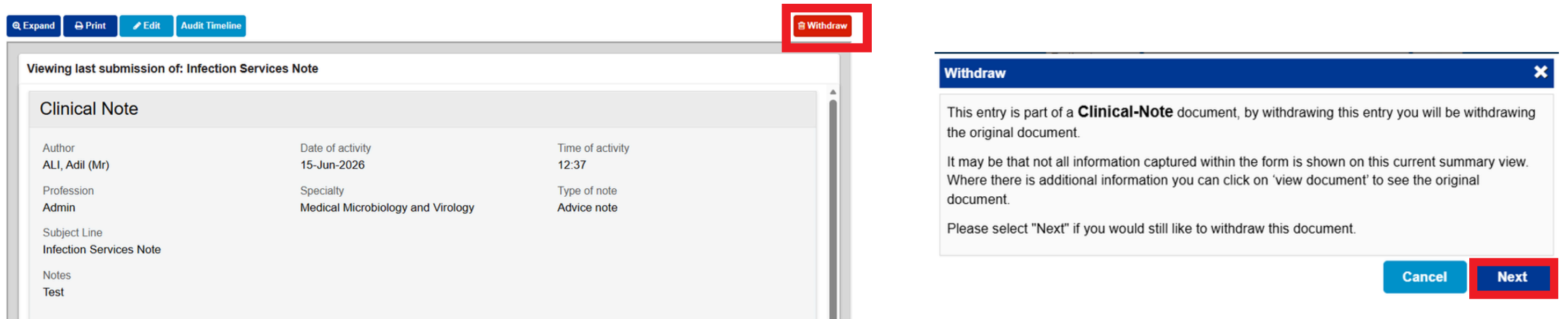


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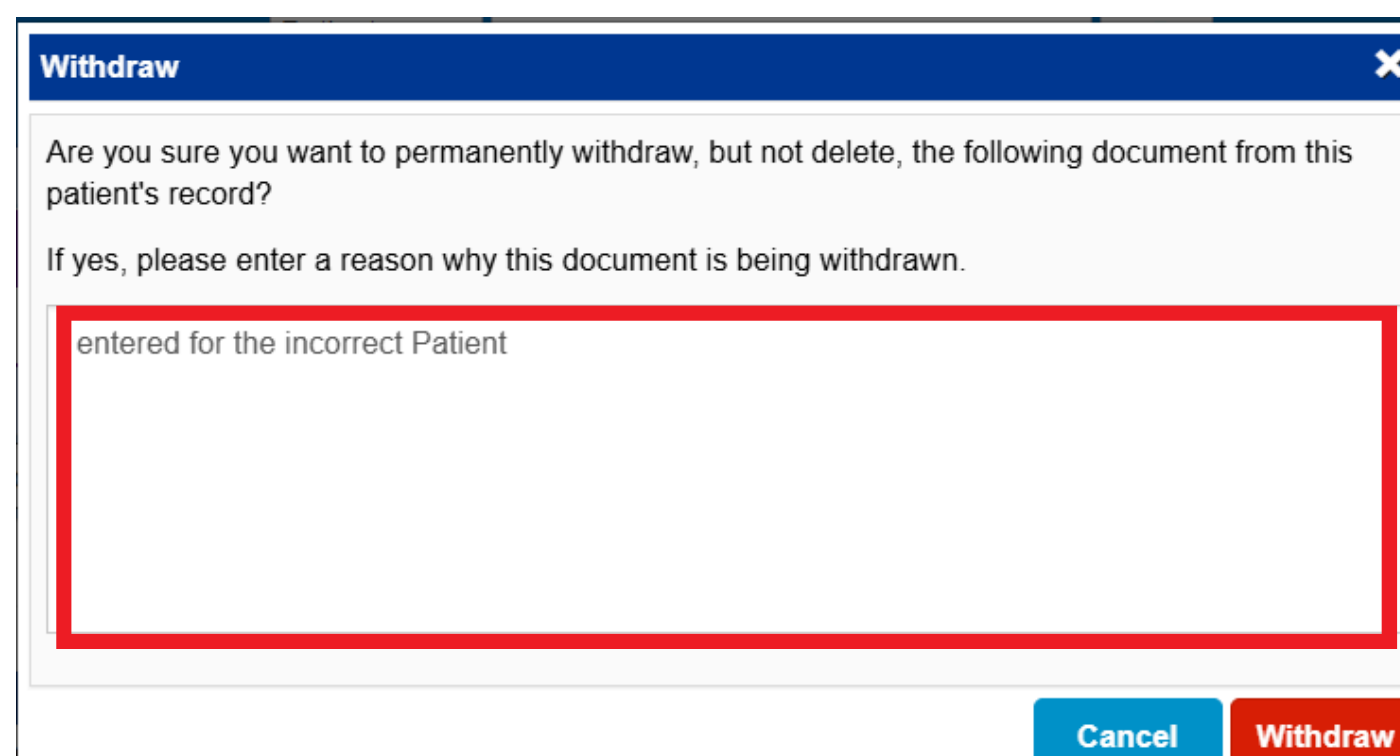
8

Click on **Withdraw Document** to **Withdraw** the **Advice Note** (You can also withdraw the document by clicking on the **Withdraw button**). Read the information in the **Withdraw window** and if happy, click on **Next**.



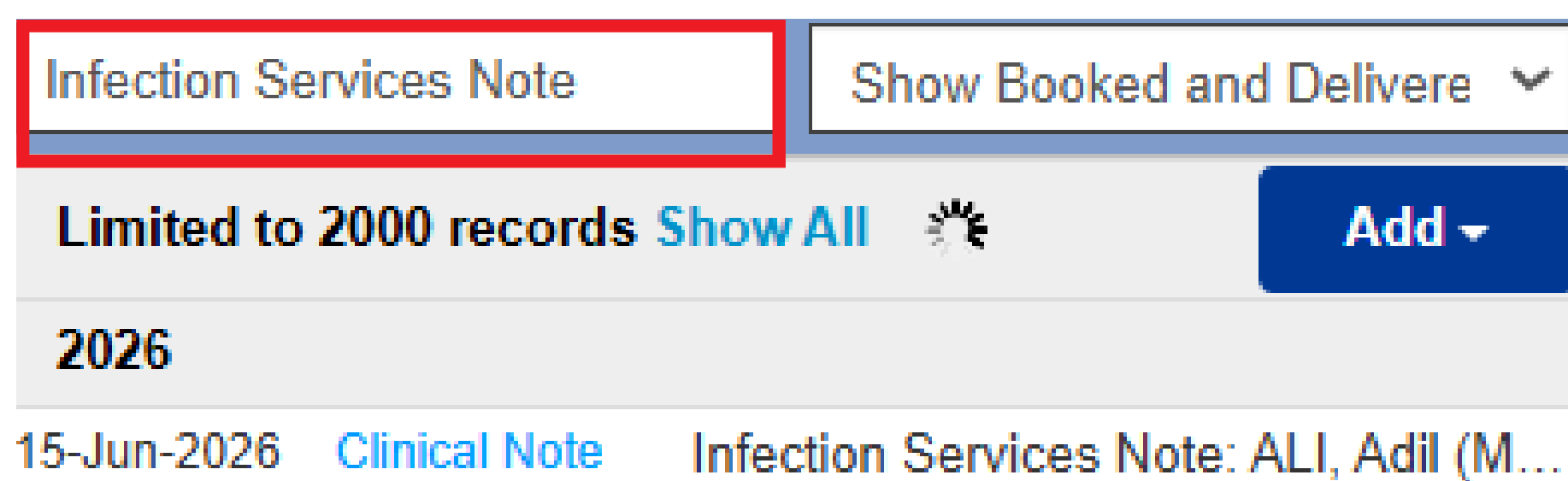
9

Supply a reason for **withdrawing** the **Advice Note** and then click on the **Withdraw button**.



10

Use the **Event filter** to search for a **Advice Note** for the patient via the **Subject line** or the **Author** of the **Clinical Note**. This example is showing filtering by **Subject line**.

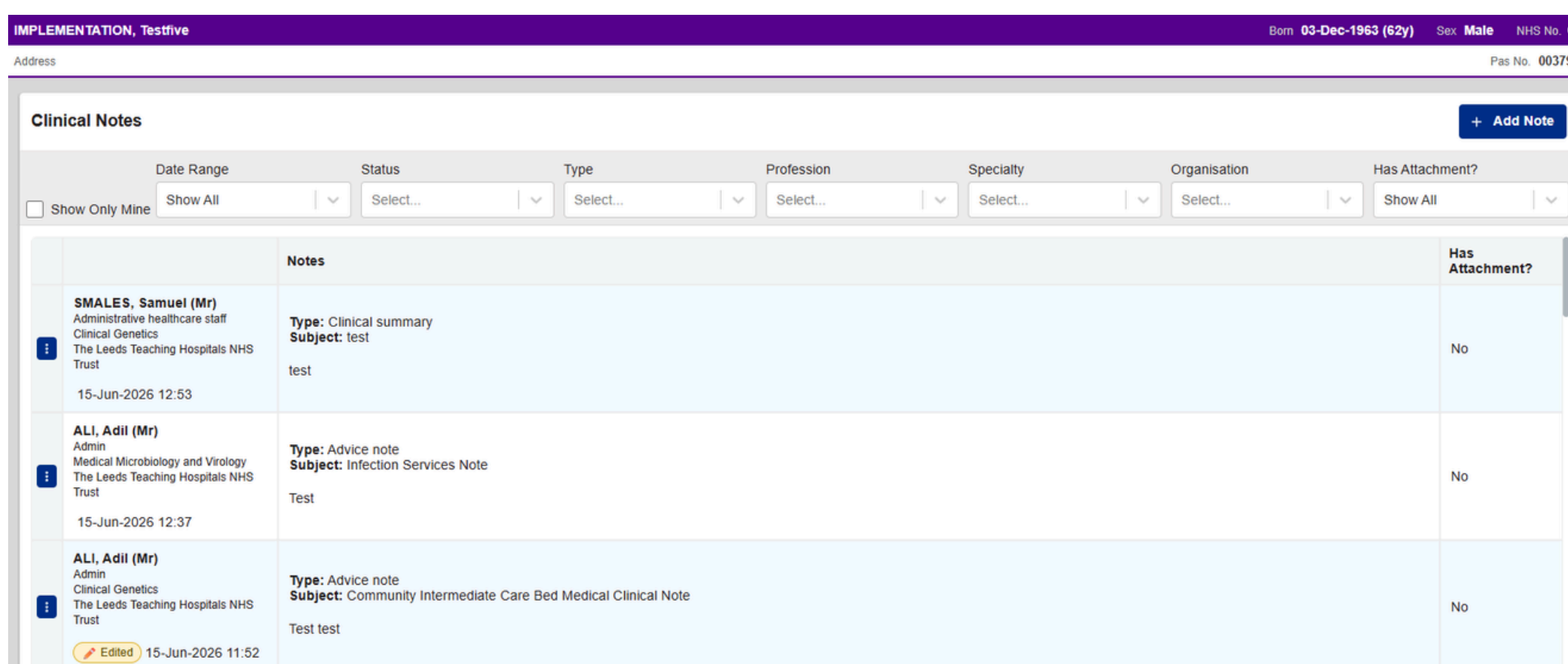
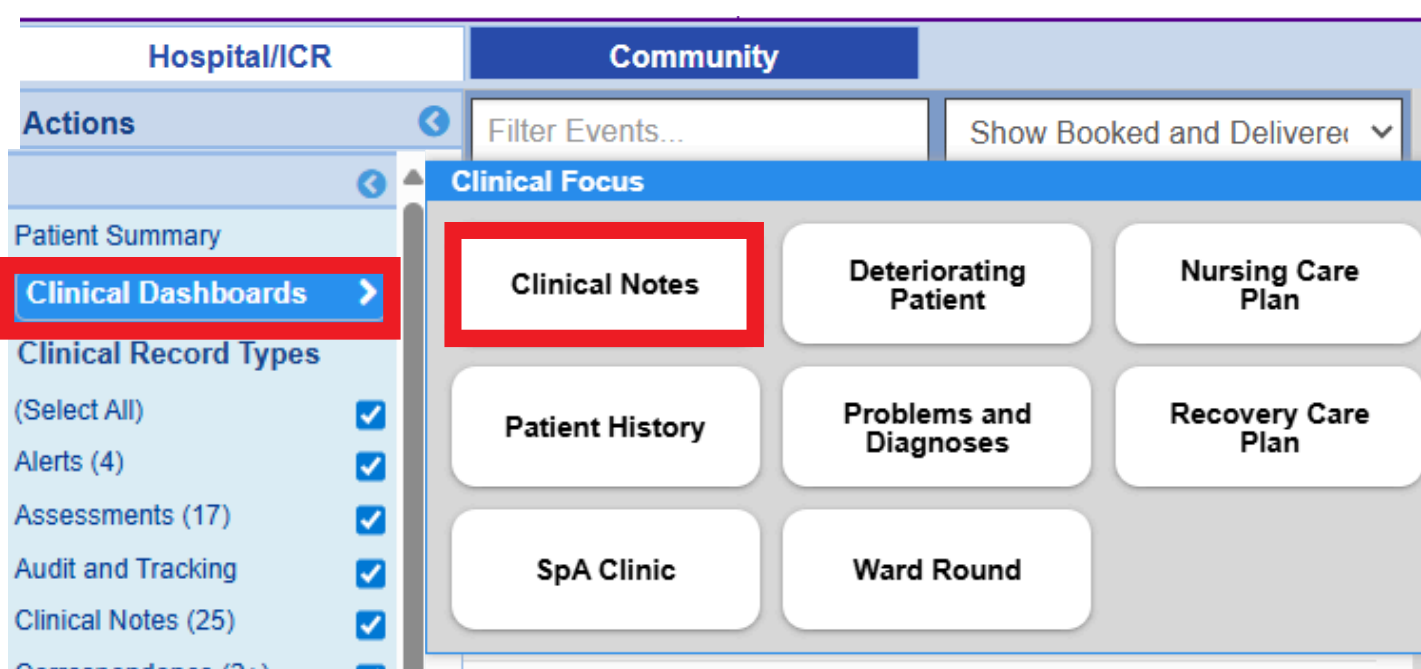


For further information please contact:

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Clinical Notes Dashboard (Overview)

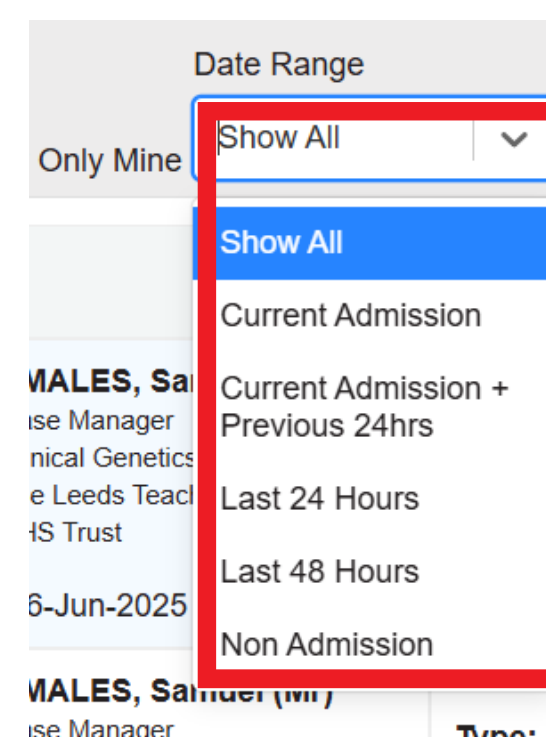
- 1 To navigate to the **Clinical Notes Dashboard**, click on **Clinical Dashboards** in the **Patient's Single Patient View** and then click on **Clinical Notes**.



- 2 You can filter **Clinical Note Dashboard** to only show your created **Clinical Notes** for the Patient by clicking the **Show Only Mine** box.



- 3 You can also filter the **Clinical Note Dashboard** by **Current Admission**, **Current Admission +24 hours**, **Last 24 hours**, **Last 48 hours**, **Non Admission** or **Show All**.

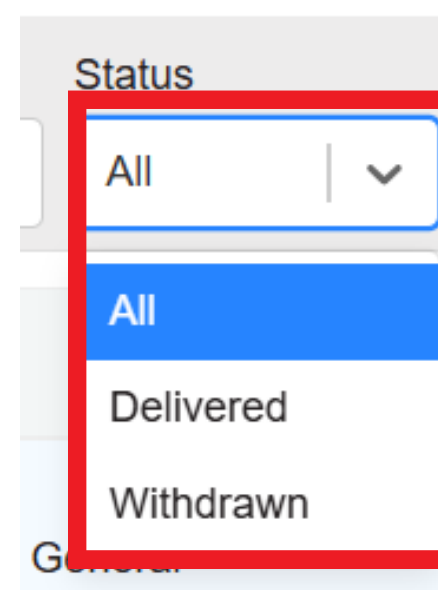


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4

You can also filter the **Clinical Note Dashboard** view by **Delivered, Withdrawn** or **All** (**Withdrawn Clinical Notes** will have a line through them).



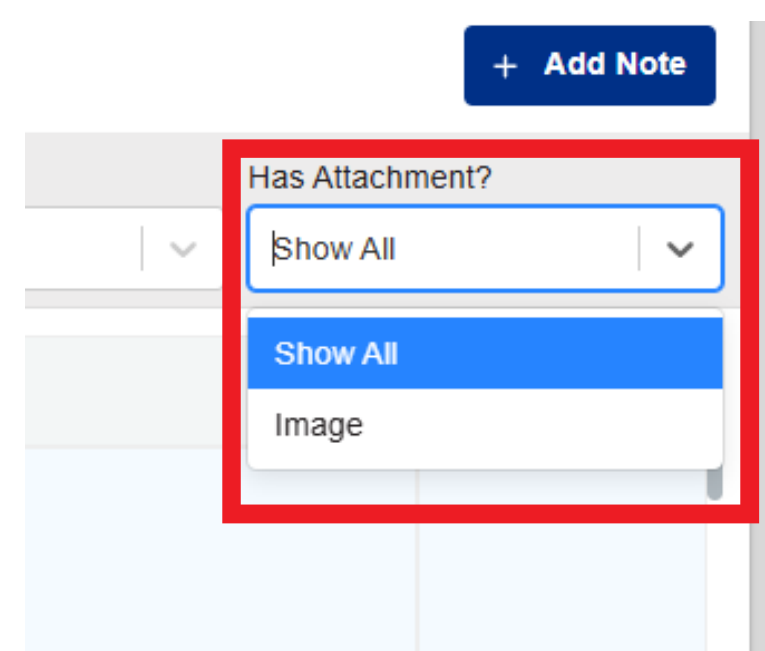
5

You can narrow down the **Clinical Note Summary Table** by **Profession, Speciality, Type** and **Organisation** by using the corresponding **filter dropdown** much like the **Clinical Note Summary Table** in the **Patient's Single Patient View**.



6

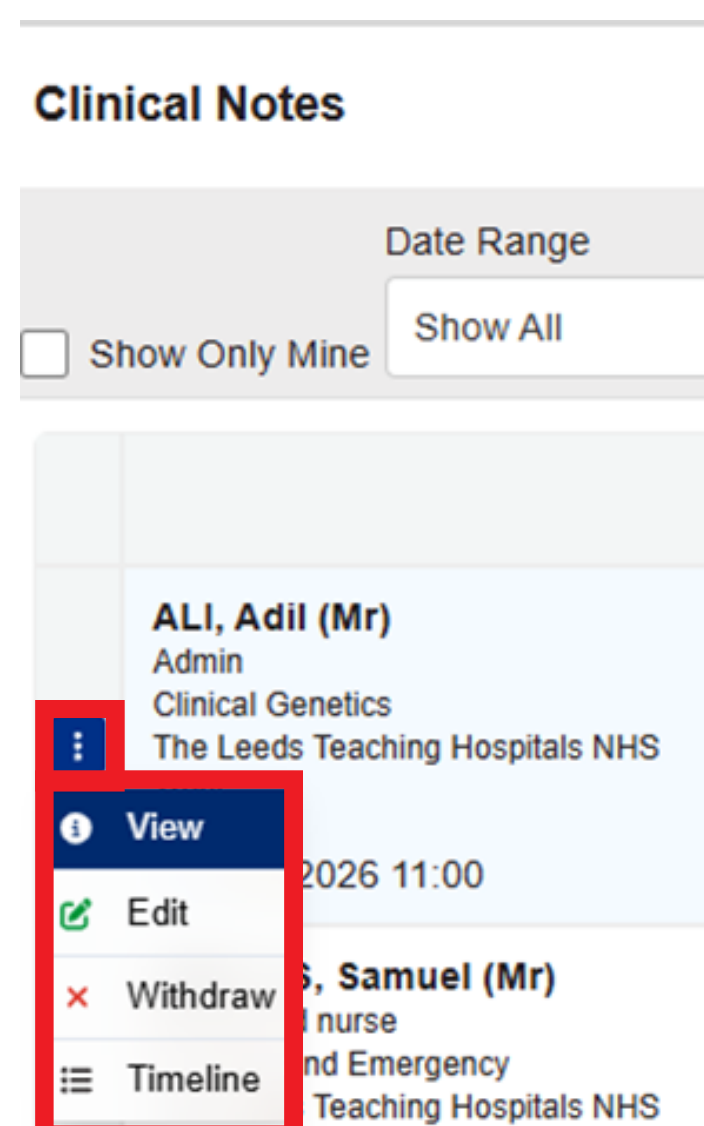
You can also filter the **Clinical Notes Dashboard** to show **Clinical Notes** with or without attachments .



You can filter down the **Clinical Notes Dashboard** for the **Patient** by applying as many filters as required. It is possible to have multiple of the same filters.

7

When you have located the **Clinical Note** of interest, click on the **blue square** for a **Clinical Note entry** to **Edit, View, Withdraw** and view the **Timeline** for a **Clinical Note** the **Clinical Note**.



For further information please contact:
✉ leadsth-tr.ImplementationTeam@nhs.net

8

If you click on **View**, you will be able to view the **Clinical Note** in a larger format.

< Back Viewing: Infection Services Note

Clinical Note		
Author ALI, Adil (Mr)	Date of activity 15-Jun-2026	Time of activity 12:37
Profession Admin	Specialty Medical Microbiology and Virology	Type of note Advice note
Subject Line Infection Services Note		
Notes Test		

Attach an Image

Would you like to attach an image?
No

9

If you click on **Edit**, the **Clinical Note** will reopen for you to **Edit** as required. When you have finished, make sure you click on **Submit**.



10

When the **Clinical Note** has been edited, it will be visible in the **Dashboard** by the **Pencil icon** near the entry. When you position your cursor over the **Pencil icon** in the **Clinical Note** entry, you can see when the **Clinical Note** was last edited.



11

Click on **Withdraw Document** to **Withdraw** the **Clinical Note**. Supply a **reason** for **withdrawing** the **Clinical Note** and then click on the **Withdraw** button.

Withdraw

Are you sure you want to permanently withdraw, but not delete, the following form from the patient's record?
If yes, please enter a reason why this form is being withdrawn

entered for the incorrect Patient

Cancel Withdraw

12

If you click on **Timeline** for a **Clinical Note**, you can view when the **Clinical Note** was **created**, **edited** and potentially **withdrawn**. Click on **View** for particular to view in greater detail.

< Back ALI, Adil (Mr) (Admin) - (Advice note) - Infection Services Note - 15-Jun-2026 12:37

15 June 2026

Infection Services Note (Created)

by ALI, Adil (Mr) Project Implementation & Training Officer - Clinical Genetics, The Leeds Teaching Hospitals NHS Trust

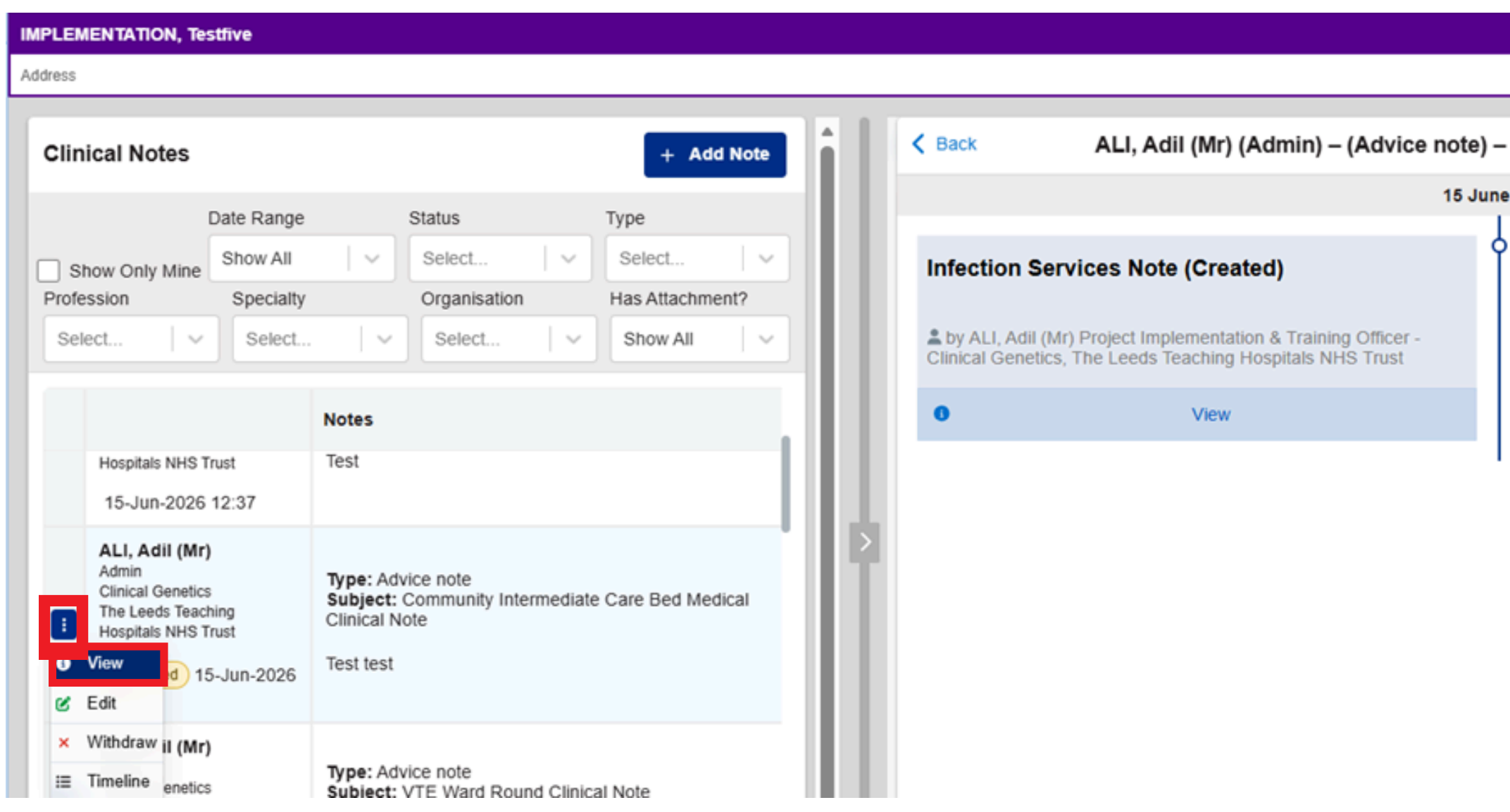
View

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13

If you are viewing a **Clinical Note** and wish to **view additional Clinical Notes** at the same time, on the **left hand side** of the screen you'll see a list of available **Clinical Notes**. Find the additional **Clinical Note** you want to view. Click the **blue square icon** next to it and then click on **View**.



14

Once multiple **Clinical Notes** are open, you can easily cycle between them using the note **switching tool**. Continue selecting and **viewing additional Clinical Notes**. They will be added to your **cycle list**, allowing you to switch between all **Clinical Notes** of interest seamlessly. Repeat this process if you want to view another **Clinical Note** at the same time.



15

You can scroll seamlessly through **Clinical Notes** for a **Patient** within the **Clinical Note Dashboard**. Therefore, you can view all **Clinical Notes** in one view.

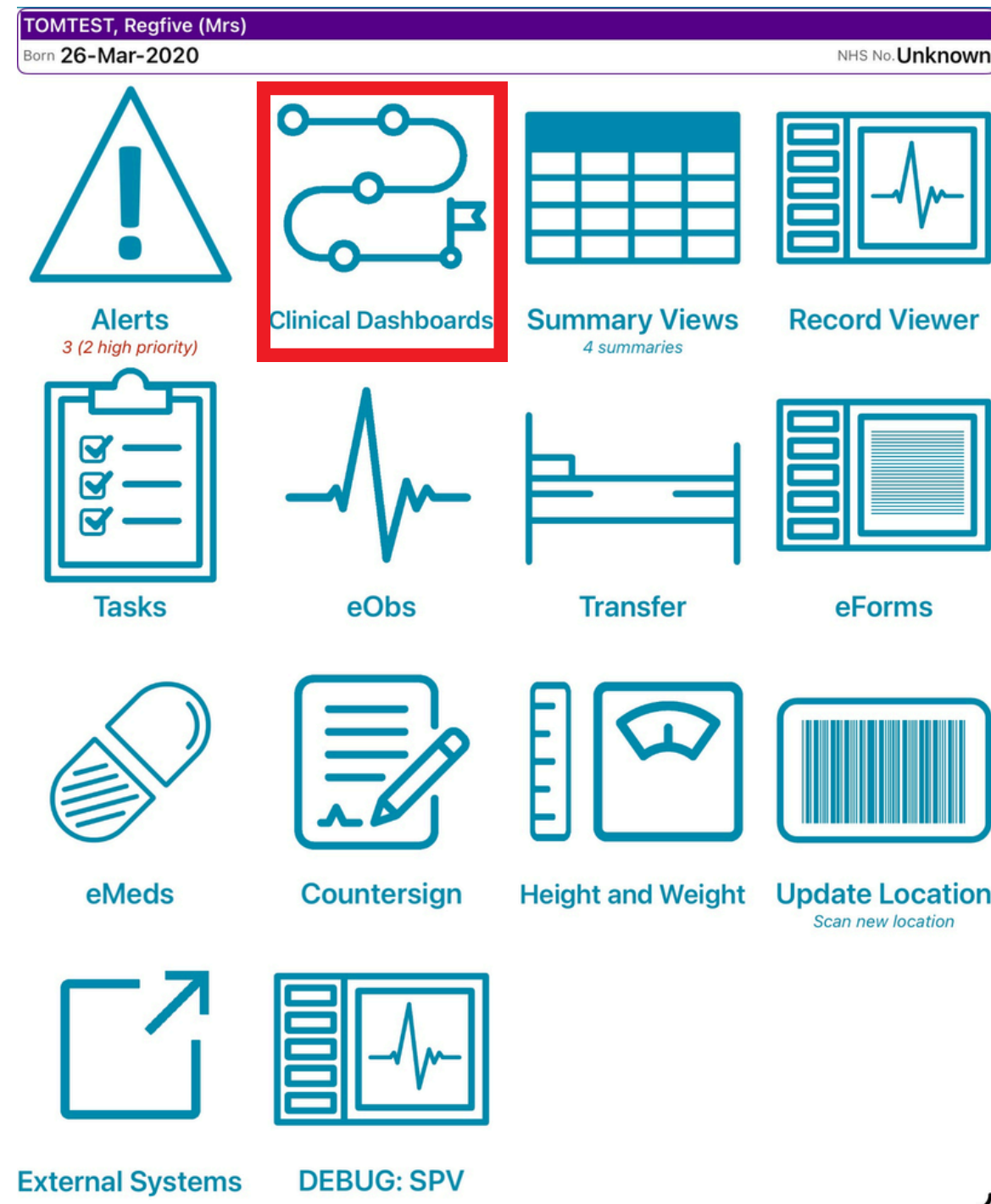


Please Note: Users should not complete Clinical Notes from the Clinical Note Dashboard or use them in place of an Advice Note. Each Advice Note must be submitted using its dedicated eForm.

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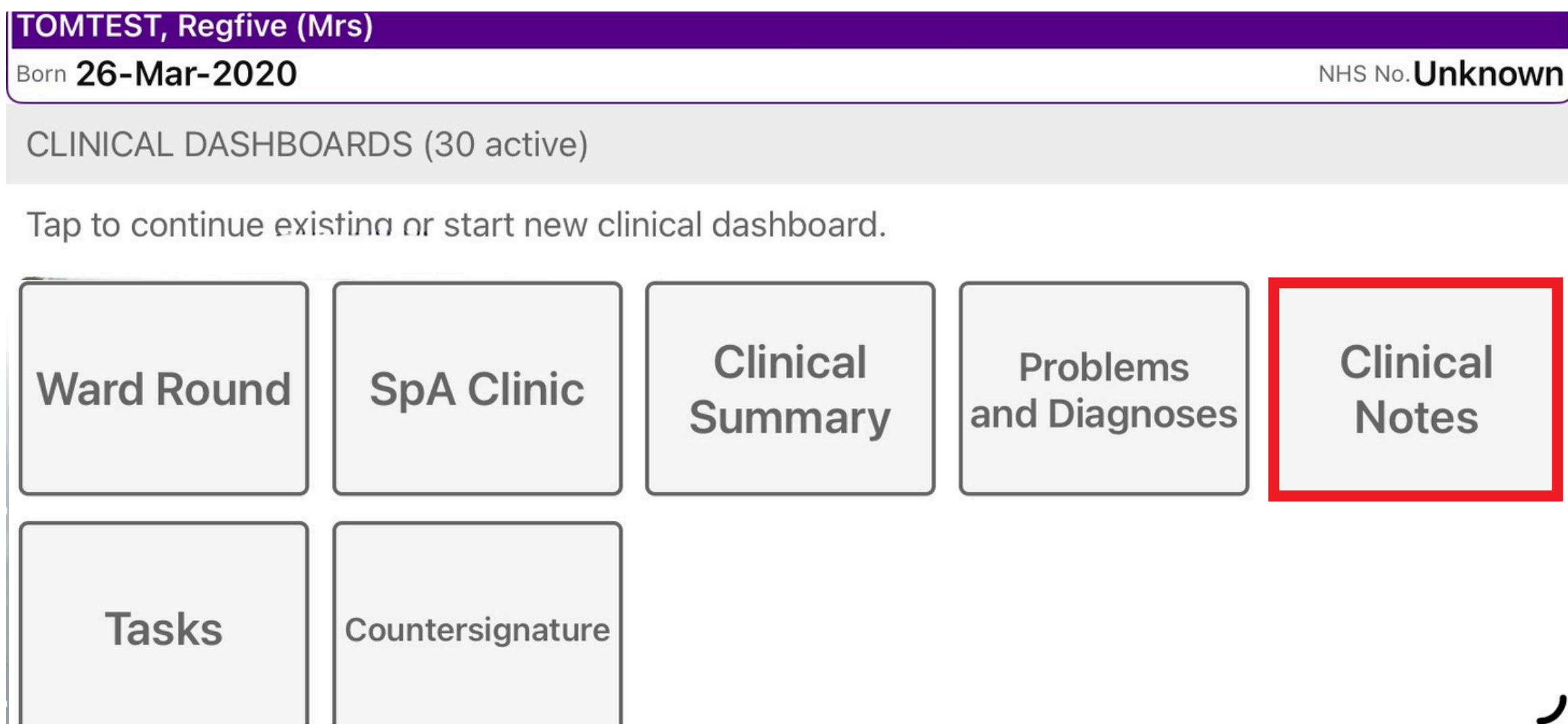
16

The Clinical Notes Dashboard is also available on the PPM+ Mobile app. Navigate to the Patient's Action screen.



17

Then click on **Clinical Dashboards** and then click on **Clinical Notes**. The functionality is the same as shown above. For further information about how to use the PPM+ Mobile app - [Click Here](#).



For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

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/>