

Contents Back-Up Kits for PPM+

Document Name	Purpose	Quantity	Order Number
PPM+ Back-up Care Record	To document any care provided by the nursing, medical or AHP teams. This includes any risk assessments, care planning or observations.	Number of beds in ward/area (e.g. 30) plus 10.	iProc no. LTH2797
NEWS2/PAWS guidance sheet	Guidance document should be used to calculate the Patients NEWS2/PAWS.	Number of beds in ward/area (e.g. 30) plus 10.	iProc no. LTH2837
Radiology Request Cards	To request radiology investigation(s) if ICE is unavailable.	Number of beds in ward/area (e.g. 30) plus 10.	Radiology Request Cards can be found on the Trust intranet under departments>Radiology>Radiology IT>Exam Request Card https://intranet.leedsth.nhs.uk/wp-content/uploads/2022/12/Examination-Request-Card.pdf
Prescription and Admin Record - Adult Only	Paper prescription booklet to be used if eMeds is unavailable.	Number of beds in ward/area (e.g. 30) plus 10.	iProc no. LTH0193
Discharge Advice Note	In the event an eDan is required & PPM+ is not available, please use the paper discharge note.	Number of beds in ward/area (e.g. 30) plus 10.	iProc no. LTH0003
Process to follow before & after business continuity process	BCP Laptop guide	1	BCP Laptop Guide can be found here: Home (A-Z) – eMeds -Support& information – eMeds training & guides or Click Here
Process for the use of discharge note	Discharge advice note guide	1	The Discharge Advice Note (on paper) guide and the Prescription Chart guide well as further support in the event PPM+/PAS is unavailable can be found here: Home- Departments-Digital IT (DIT) Current DIT Projects – PAS programme- Planned PAS Downtime or Click Here
How to use the prescription & administration record medicine chart for Adults & Paediatrics	Prescription chart guide		

For further information please contact:

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