

ppm+

Paediatric Pre-  
assessment Nurse  
Screening  
Questionnaire  
eForm

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

# Contents

<b><u>How to add the Paediatric Pre-assessment Nurse Screening Questionnaire eForm</u></b>	<b><u>Page 3</u></b>
<b><u>Completing the Paediatric Pre-assessment Nurse Screening Questionnaire eForm</u></b>	<b><u>Page 4</u></b>
<b><u>How to View and Withdraw a completed Paediatric Pre-assessment Nurse Screening Questionnaire eForm in PPM+</u></b>	<b><u>Page 5</u></b>
<b><u>Useful Contacts</u></b>	<b><u>Page 7</u></b>



# How to add the Paediatric Pre-assessment Nurse Screening Questionnaire eForm

1

The **eForm** is called **Paediatric Pre-assessment Nursing Screening Questionnaire**. 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 also complete the eForm via the **PPM+ Mobile app**. To find out how to add an eForm/Clinical Document via the PPM+ Mobile app, please follow the PPM+ Mobile guide by [Clicking Here](#).



# Completing the Paediatric Pre-assessment Nurse Screening Questionnaire eForm

1

Upon opening the **eForm**, there will be different sections, to be completed once the form is completed select submit.

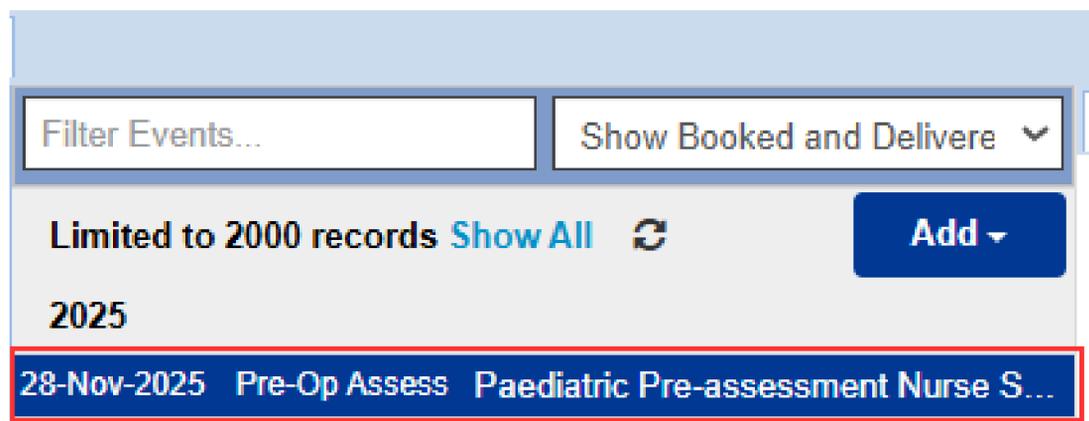
The screenshot shows the 'Paediatric Pre-assessment Nurse Screening Questionnaire' interface. At the top, it displays 'EMEDS, Testtwo' and patient details: 'Born 09-Apr-2021', 'Sex', and 'NHS No.'. A vertical sidebar on the left contains a list of medical categories, each with a green checkmark: Endocrine, Nutrition and metabolic disorders, Other Medical History, Chronic Pain, Palliative Care, Medications and Allergies, Central venous access, Bleomycin, Vaccinations, Infections, Social, Post operative care (daycase), and Actions/Advice given. The main content area contains several sections: a text box with a link to a 'Checklist for your child's surgery leaflet', a text box for 'Please check fasting instructions understood as per checklist leaflet', a 'Clothing' section with two numbered instructions: '1. P.Js/ loose fitting clothes' and '2. Bring a full change of clothes', a text box for 'Please document any surgery specific advice given', a question 'Parents informed that it is hospital policy that all girls over the age of 12 will have a pregnancy test done?' with 'No' and 'Yes' radio buttons, and a final text box for 'Any further information or actions'. At the bottom, there are 'Discard' and 'Submit' buttons.



# How to View and Withdraw a completed Paediatric Pre-assessment Nurse Screening Questionnaire eForm in PPM+

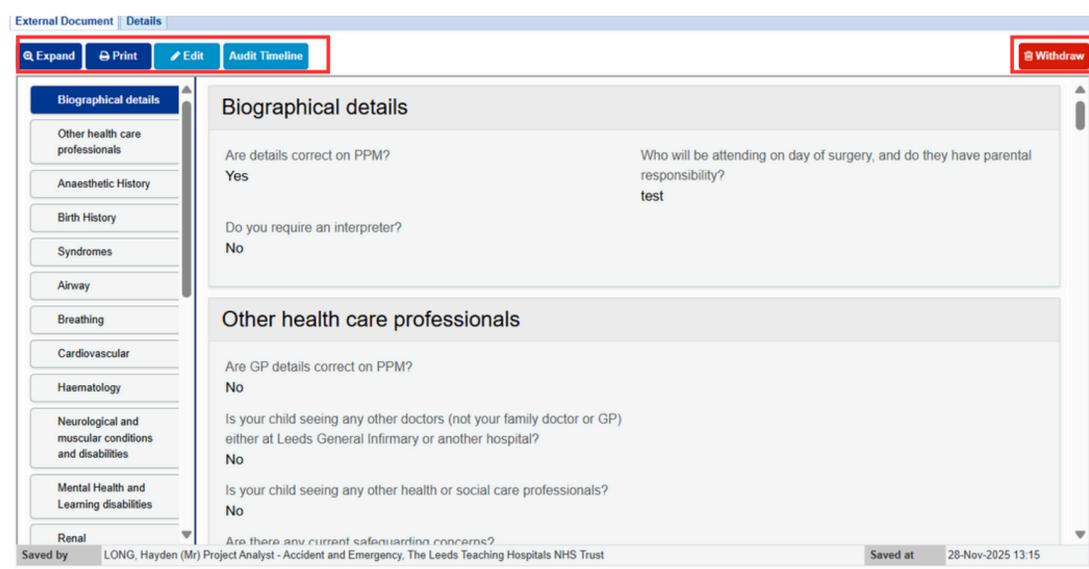
1

Once submitted, the **eForm** can be located on the patient's **Single Patient View**.



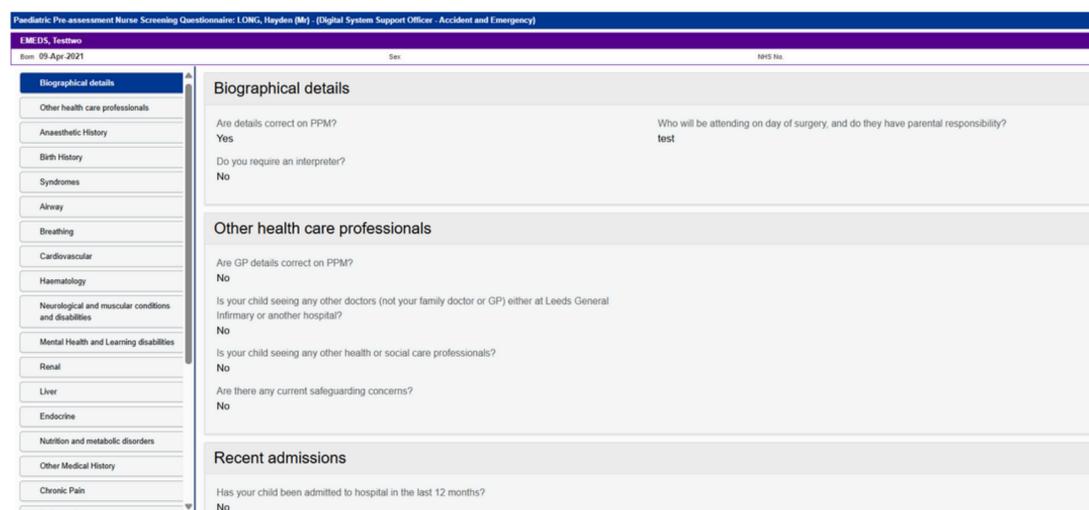
2

From here, it is possible to **Edit** and **Withdraw** the **eForm** as well as view the **Audit Timeline, Print** and **Expand** the view of the eForm.



3

Selecting **Expand** will provide a full view of the submitted **eForm** rather than a compact view



4

**Edit** will allow the user to Edit the **eForm** and **Select Submit** once the changes have been made.

5

**Print** will allow the user to print the **eForm** as a document version.

6

The **Audit Timeline** allows the user to view who has created and edited the eForm as well as when.

7

If an eForm has been completed incorrectly. for example if it has been added to the record of the wrong patient, the option to **Withdraw** allows the user to **Withdraw** the eForm from the patient's record.



# Useful Contacts

## Implementation Team

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

 [leedsth-tr.ImplementationTeam@nhs.net](mailto: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.

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

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