



The Leeds
Teaching Hospitals
NHS Trust

ppm+

Patient Wellness Assessment

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

Contents

How to access the Patient Wellness Assessment observation?

Page 3

How to complete the Patient Wellness Assessment observation if the patient is able to self advocate?

Pages 4-5

How to complete the Patient Wellness observation if the patient is unable to self advocate ?

Pages 6-8

Viewing, Editing and Withdrawing a completed Patient Wellness Assessment

Pages 9-11

Viewing a Patient Wellness Clinical Note

Page 12

Useful contacts

Page 13



How to access the Patient Wellness Assessment observation?

1

Go the **Ward view** on PPM+ by selecting the ward your patient is in.

Ward View: TEST EPR ZZZ1 St James's University Hospital, Ward Code: ZZZ1

Patient Name...

Ungroup

Select Columns

Whiteboard View ▾

Action	Ward	Bed	Patient	Age	Time Since Arrival	Consultant	Specialty	LOS	Criteria Led Discharge	R2R / Awaiting for Discharge	EDD	Planning	EDID	Clinical Summary	Medical Jobs	Other Jobs	CR	Abs	Observation	Observation Due
TEST EPR ZZZ1			BECKYTEST Undertwo	21y	942d 1h 42m	MSA	Surgery	942d			?	On Ward	RCS-C (Draft)					?		22600h 27 (every 15m)
TEST EPR ZZZ1			BENTESTONE Patient	1 84y	1378d 1h 1m	CN	Cardiology	1378d		1		On Ward	FT (Draft)					✓		31009h 17 (every 15m)
TEST EPR ZZZ1			BENTESTTWO Patient	1 94y	1378d 13m	CN	Cardiology	1378d 1		1 Awaiting medicines to take hom...		Discharge					?		33071h 58 (every 15m)	
TEST EPR ZZZ1			CHILD FAMILY Five	9y	642d 28m	MSA	Surgery	746d 1			?	On Ward	FT (Draft)				?	4	93h 58m (hourly)	
TEST EPR ZZZ1			COVIDSWAB Becky	1 5y	642d 24m	MSA	Surgery	792d		1 Awaiting medicines to take hom...		Discharge	FT (Draft)					IV 1		15400h 9m (every 15m)
TEST EPR ZZZ1			COVIDSWAB Becky	1 5y	1490d 23h 19m (WA)	MSA	Surgery	WA				On Ward						IV & Oral 1		31009h 17 (every 15m)
TEST EPR ZZZ1			COVIDSWAB Test-Eleven	1 84y	1034d 4h 20m (WA)	MSA	Surgery	WA				On Ward						?		24820h 5m (every 15m)

Showing 1 to 40 of 102 entries

First

Previous

1

2

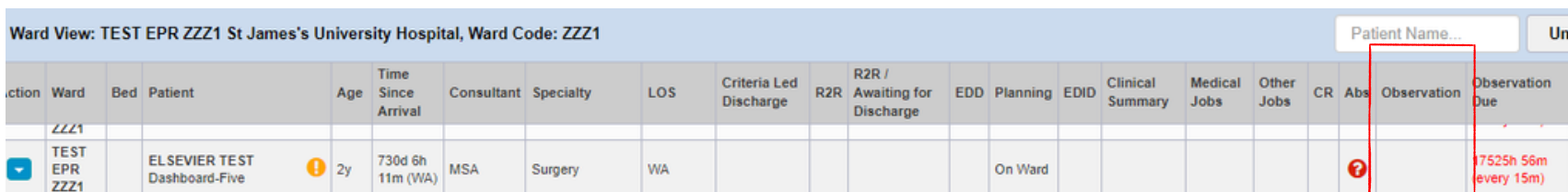
3

Next

Last

2

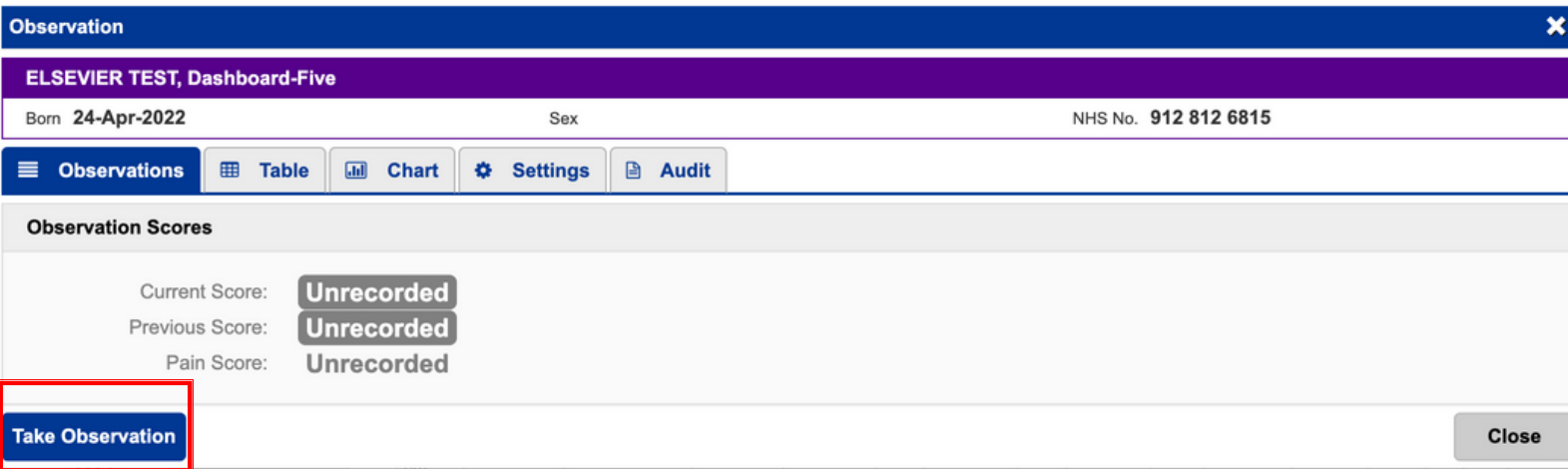
You will then need to click on the **Observation Column** of your selected patient.



Action	Ward	Bed	Patient	Age	Time Since Arrival	Consultant	Specialty	LOS	Criteria Led Discharge	R2R / Awaiting for Discharge	EDD	Planning	EDID	Clinical Summary	Medical Jobs	Other Jobs	CR	Abs	Observation	Observation Due
TEST EPR ZZZ1			ELSEVIER TEST Dashboard-Five	2y	730d 6h 11m (WA)	MSA	Surgery	WA				On Ward								17525h 56m (every 15m)

3

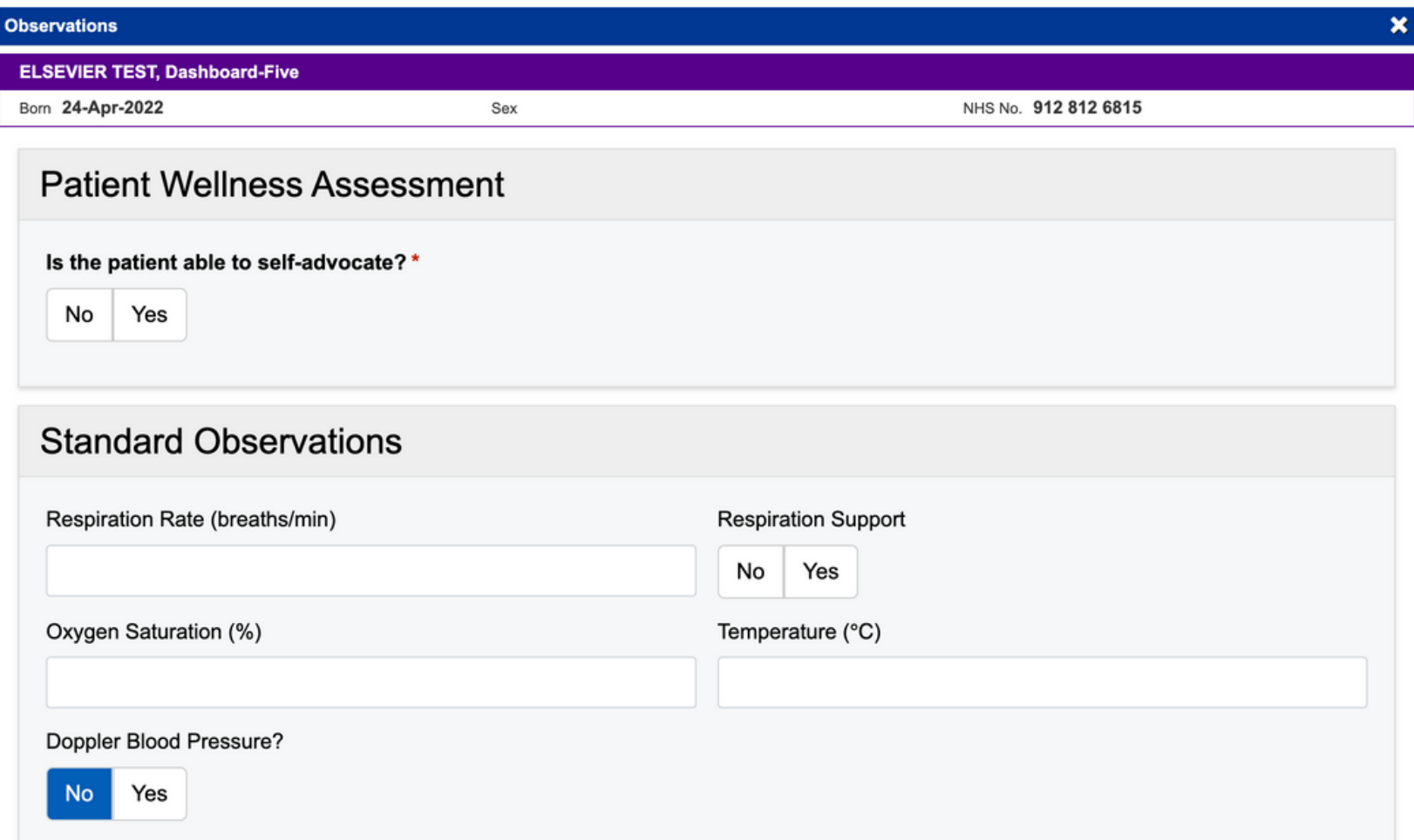
The **Observation Window** will open. You will need to click on **Take Observation** to start the Patient Wellness Assessment.



Observation
ELSEVIER TEST, Dashboard-Five
Born 24-Apr-2022 Sex NHS No. 912 812 6815
Observations Table Chart Settings Audit
Observation Scores
Current Score: Unrecorded
Previous Score: Unrecorded
Pain Score: Unrecorded
Take Observation Close

4

The **Patient Wellness Assessment** will open within the **Observations** eForm.



Observations
ELSEVIER TEST, Dashboard-Five
Born 24-Apr-2022 Sex NHS No. 912 812 6815
Patient Wellness Assessment
Is the patient able to self-advocate? *
No Yes
Standard Observations
Respiration Rate (breaths/min) Respiration Support
Oxygen Saturation (%) Temperature (°C)
Doppler Blood Pressure?
No Yes

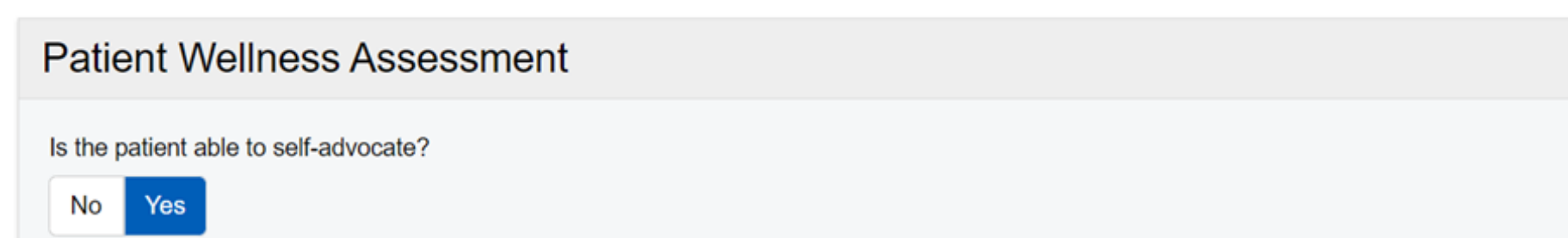


How to complete the Patient Wellness observation if the patient is able to self advocate?

This assessment must be completed every 24 hours. If the Patient Wellness check has already been completed within this timeframe, please select 'No' and ensure a clinical note is documented accordingly.

1

If you select **Yes** to **Is the Patient able to self-advocate**, you will need to answer the follow questions accordingly.



Patient Wellness Assessment

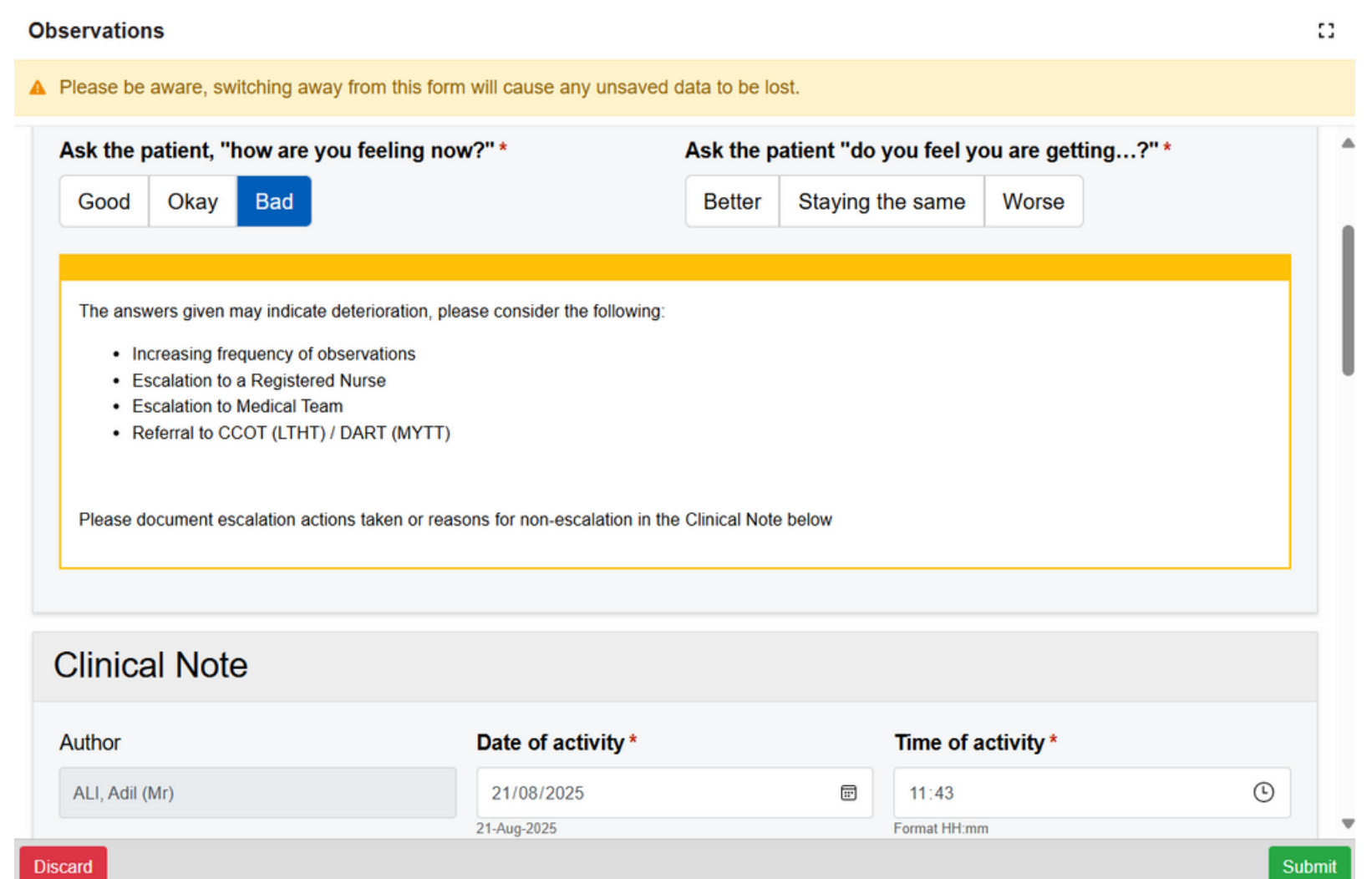
Is the patient able to self-advocate?

No Yes

2

Ask the patient, how are you feeling now?

If they answer **Bad** then you will notice **advice label regarding the next course of action** that may be required. A **Clinical Note** will also be required to be completed.



Observations

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

Ask the patient, "how are you feeling now?" *

Good Okay Bad

Ask the patient "do you feel you are getting...?" *

Better Staying the same Worse

The answers given may indicate deterioration, please consider the following:

- Increasing frequency of observations
- Escalation to a Registered Nurse
- Escalation to Medical Team
- Referral to CCOT (LTHT) / DART (MYTT)

Please document escalation actions taken or reasons for non-escalation in the Clinical Note below

Clinical Note

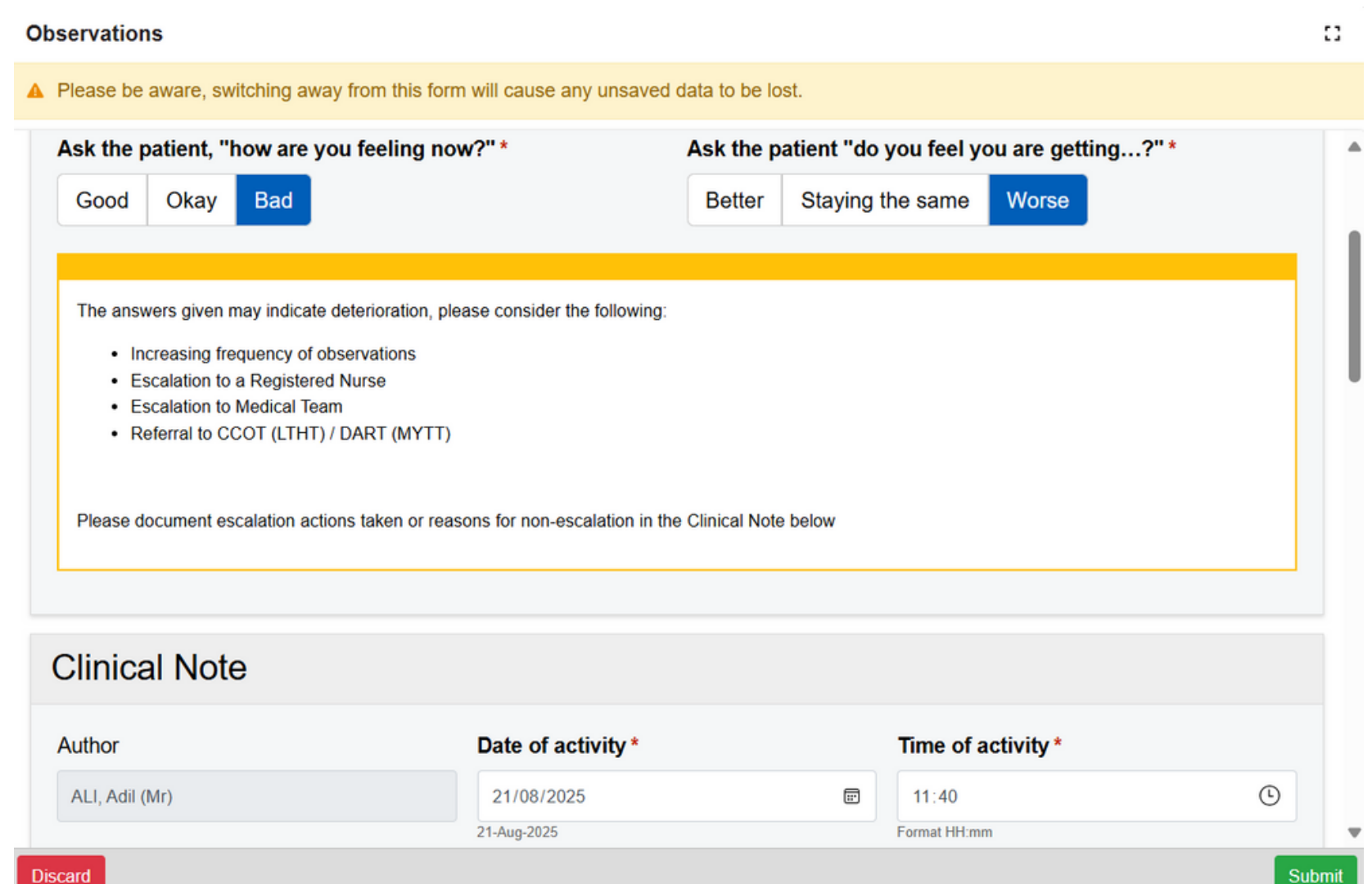
Author: ALI, Adil (Mr) Date of activity *: 21/08/2025 Time of activity *: 11:43

Discard Submit

3

Ask the patient do you feel you are getting..?

They can choose from **Better, Staying the same** or **Worse**. **Clinical Note** is required to be completed, **regardless** of the answer they choose.



Observations

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

Ask the patient, "how are you feeling now?" *

Good Okay Bad

Ask the patient "do you feel you are getting...?" *

Better Staying the same Worse

The answers given may indicate deterioration, please consider the following:

- Increasing frequency of observations
- Escalation to a Registered Nurse
- Escalation to Medical Team
- Referral to CCOT (LTHT) / DART (MYTT)

Please document escalation actions taken or reasons for non-escalation in the Clinical Note below

Clinical Note

Author: ALI, Adil (Mr) Date of activity *: 21/08/2025 Time of activity *: 11:40

Discard Submit



4

When you have finished completing the eForm, Click on **Submit**.

Important Notice:

The escalation advice and Clinical Note is only applicable if the Patient Well Assessment eForm is Positive, i.e. the answer is Bad or Worse.

Staff will also need to complete why they are submitting partial Obs by selecting 'Patient Wellness Assessment Only', if they are doing it in isolation without a full set of Obs.

5

If you select **No** to 'Is a wellness assessment appropriate' a **Clinical Note** will also be required to be completed.

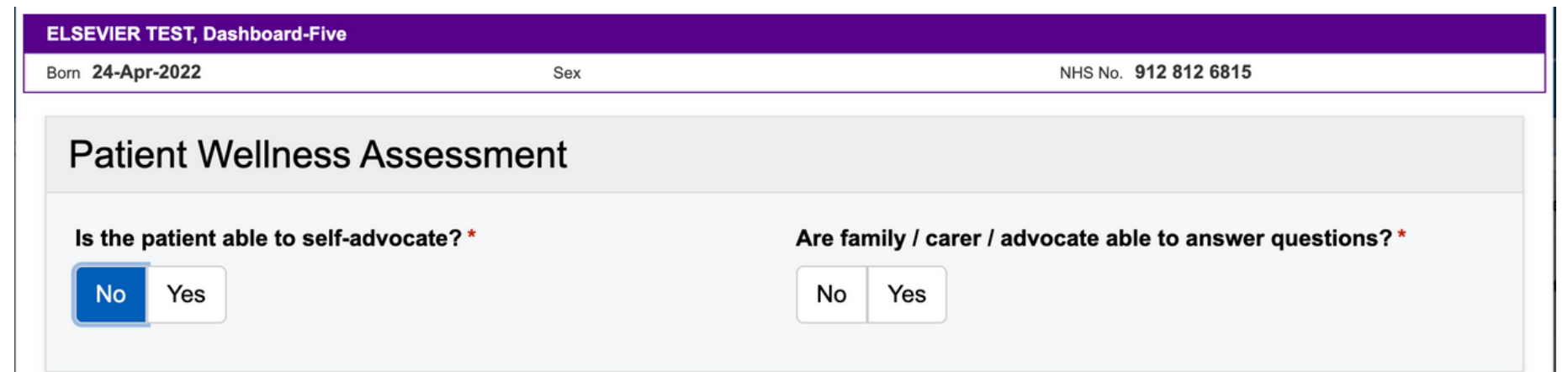
Once you have completed the **Clinical Note**, click on **Submit**.



How to complete the Patient Wellness Assessment observation if the patient is unable to self advocate?

1

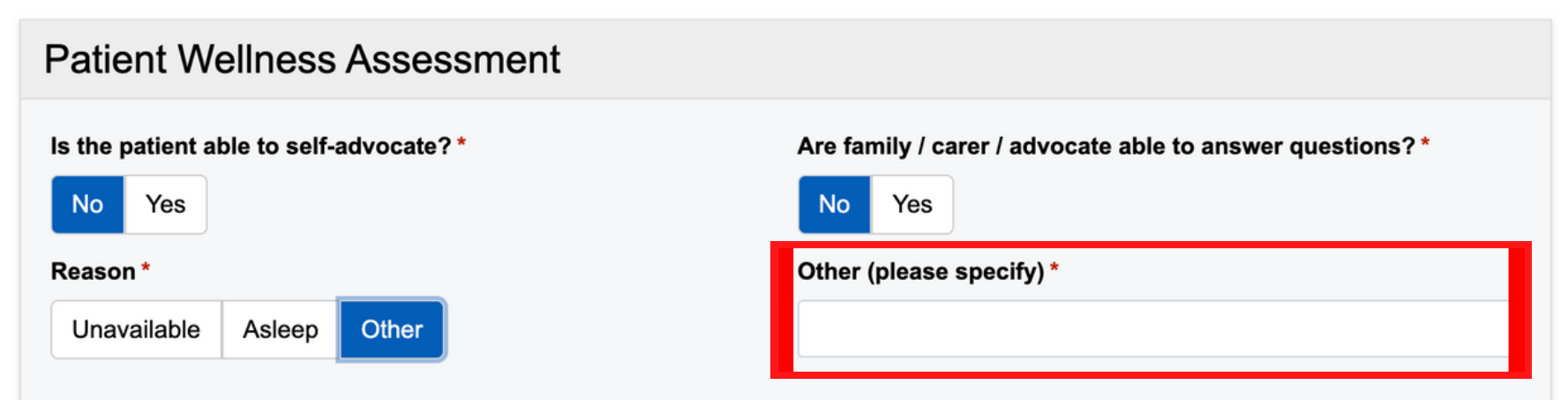
If you answer the question **Is the patient able to self-advocate?** as **No**, you will notice an additional question asking **Are family/carer/advocate able to answer questions?**



The screenshot shows the top of the 'Patient Wellness Assessment' form. At the top, it says 'ELSEVIER TEST, Dashboard-Five' and includes fields for 'Born: 24-Apr-2022', 'Sex', and 'NHS No. 912 812 6815'. Below this, the title 'Patient Wellness Assessment' is displayed. The first question is 'Is the patient able to self-advocate? *' with 'No' and 'Yes' buttons. The second question is 'Are family / carer / advocate able to answer questions? *' with 'No' and 'Yes' buttons.

2

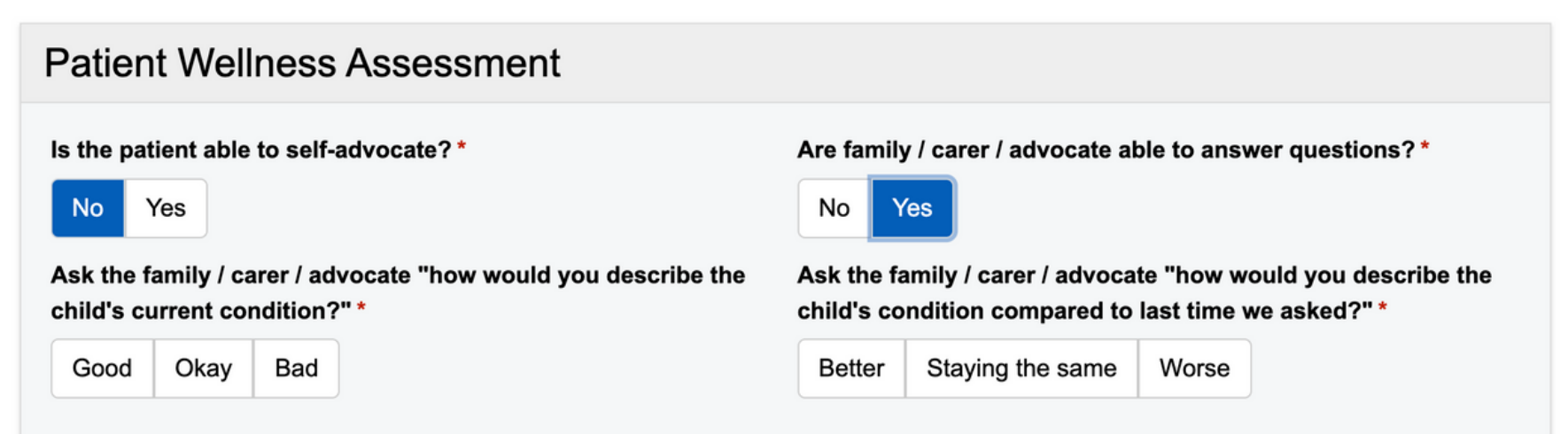
If you answer this question as **No**, then you will need to provide a **reason**. If you select **Other**, then you will need to specify a reason in the free text box.



This screenshot shows the 'Patient Wellness Assessment' form with the 'Is the patient able to self-advocate? *' question. The 'No' button is selected. Below it, the 'Reason *' section has three buttons: 'Unavailable', 'Asleep', and 'Other'. The 'Other' button is selected, and a red box highlights the 'Other (please specify) *' text input field.

3

If you answer **Yes** to **Are family/carer/advocate able to answer questions**, then some additional questions will appear.



This screenshot shows the 'Patient Wellness Assessment' form with both 'Is the patient able to self-advocate? *' and 'Are family / carer / advocate able to answer questions? *' questions answered 'Yes'. Below the first question, it asks 'Ask the family / carer / advocate "how would you describe the child's current condition?" *' with 'Good', 'Okay', and 'Bad' buttons. Below the second question, it asks 'Ask the family / carer / advocate "how would you describe the child's condition compared to last time we asked?" *' with 'Better', 'Staying the same', and 'Worse' buttons.



4

Ask the family/carer/advocate **how would you describe the patient's current condition?** If they answer **Bad** then you will notice an **advice label** appearing regarding the next course of action that may be required. A **Clinical Note** is required to be completed.

5

Ask the family/carer/advocate **how would you describe the patient's condition compared to last time we asked?** They can choose from **Better**, **Staying the same** or **Worse**. You will notice the **Clinical Note** is required to be completed, regardless of the answer they choose.



6

When you have finished completing the eForm, click on **Submit**.

The screenshot shows the 'ELSEVIER TEST, Dashboard-Five' interface. At the top, there is a header bar with patient information: 'Born 24-Apr-2022', 'Sex', and 'NHS No. 912 812 6815'. Below this is a large text area with a yellow border containing the instruction: 'The answers given may indicate deterioration, please escalate to registered nurse / medical team and consider referral to ED/ICU (if appropriate)'. Below this is another instruction: 'Please document your response and escalation to the patient wellness concerns reported above in the Clinical Note below'. The main section is titled 'Clinical Note'. It contains several fields: 'Author' (MittalP), 'Date of activity' (23/04/2025), 'Time of activity' (03:08 PM), 'Profession' (Medical), 'Specialty' (Anaesthetics), and 'Type of note' (General). There is also a 'Subject Line' field with the text 'Patient wellness'. Below these is a 'Notes' section with a rich text editor showing the text 'discharge'. At the bottom, there are 'Discard' and 'Submit' buttons.

Important Notice:

The escalation advice and Clinical Note is only applicable if the Patient Well Assessment eForm is Positive, i.e. the answer is Bad or Worse.

Staff will also need to complete why they are submitting partial Obs by selecting 'Patient Wellness Assessment Only', if they are doing it in isolation without a full set of Obs.



Viewing and Withdrawing a completed Patient Wellness Assessment

Navigate to your patient's Single Patient View and locate the completed Patient Wellness Assessment in the Summary section.

1 When you click on the eForm title in the **Summary** section, the summary table for the eForm will appear on the right hand side.

Patient Wellness Assessme...

Expand Add New Document Refresh View

Show All Page 1 of 1 23-Apr-2025 10:48

Is the patient able to self-advocate?	No
Are family / carer / advocate able to answer questions?	Yes
Reason	
How are you feeling now?	
Do you feel you are getting...?	
How would you describe the patient's current condition?	Bad
How would you describe the patient's condition compared to last time we asked?	Better
Level of concern	Words used suggest that the patient needs a clinical review irrespective of Observations score
Created By	MittalP, LTHT
Organisation	The Leeds Teaching Hospitals NHS Trust

2 Within the summary table, click on the **blue square** in the submission of interest to **Withdraw Document**.

Patient Wellness Assessme...

Expand Add New Document Refresh View

Show All Page 1 of 1 23-Apr-2025 10:48

	Withdraw Document
Is the patient able to self-advocate?	
Are family / carer / advocate able to answer questions?	Yes
Reason	
How are you feeling now?	
Do you feel you are getting...?	
How would you describe the patient's current condition?	Bad
How would you describe the patient's condition compared to last time we asked?	Better
Level of concern	Words used suggest that the patient needs a clinical review irrespective of Observations score
Created By	MittalP, LTHT
Organisation	The Leeds Teaching Hospitals NHS Trust

3

If you click on **Expand**, you can view it in a larger format.
To view the audit timeline, click **Audit Timeline**.

ELSEVIER TEST, Dashboard-Five

Born 24-Apr-2022 Sex NHS No. 912 812 6815

Add New Document Refresh View

Show All Page 1 of 1 23-Apr-2025 10:48

Is the patient able to self-advocate?	No
Are family / carer / advocate able to answer questions?	Yes
Reason	
How are you feeling now?	
Do you feel you are getting...?	
How would you describe the patient's current condition?	Bad
How would you describe the patient's condition compared to last time we asked?	Better
Level of concern	Words used suggest that the patient needs a clinical review irrespective of Observations score
Created By	MittalP, LTHT
Organisation	The Leeds Teaching Hospitals NHS Trust

4

If you click on the **Withdraw** button, you can withdraw the completed eForm for the Patient. You will need to provide a reason for withdrawing the observation.

Withdraw X

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.

Cancel Withdraw



5

You can quickly add a new **Patient Wellness Assessment** via the Summary table for the eForm by clicking on the **Add New Document** button. Please see from **Page 4** of this guide on how to complete a **Patient Wellness** observation.

Patient Wellness Assessme...

Expand

Add New Document

Refresh View

Show All

Page 1 of 1

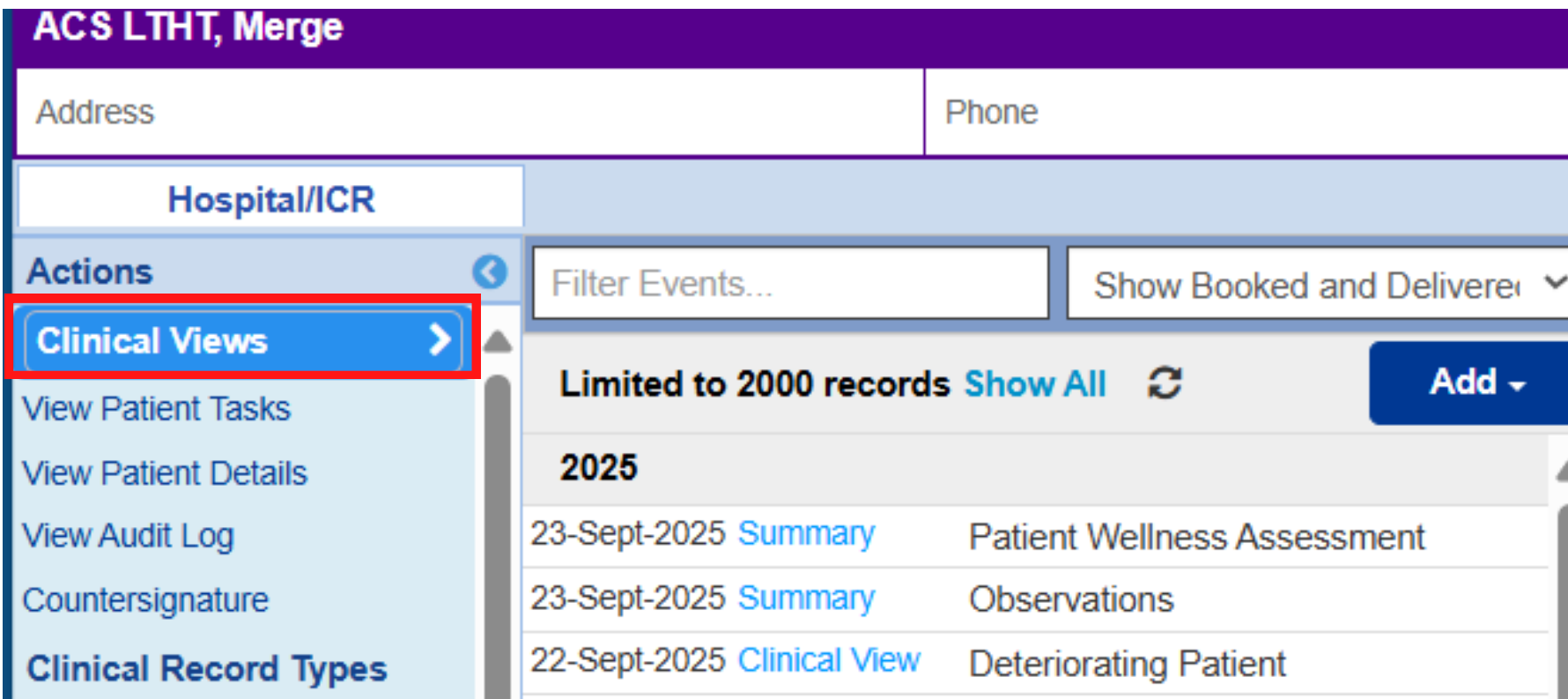
11-Nov-2024
12:10

28-Oct-2024
14:48

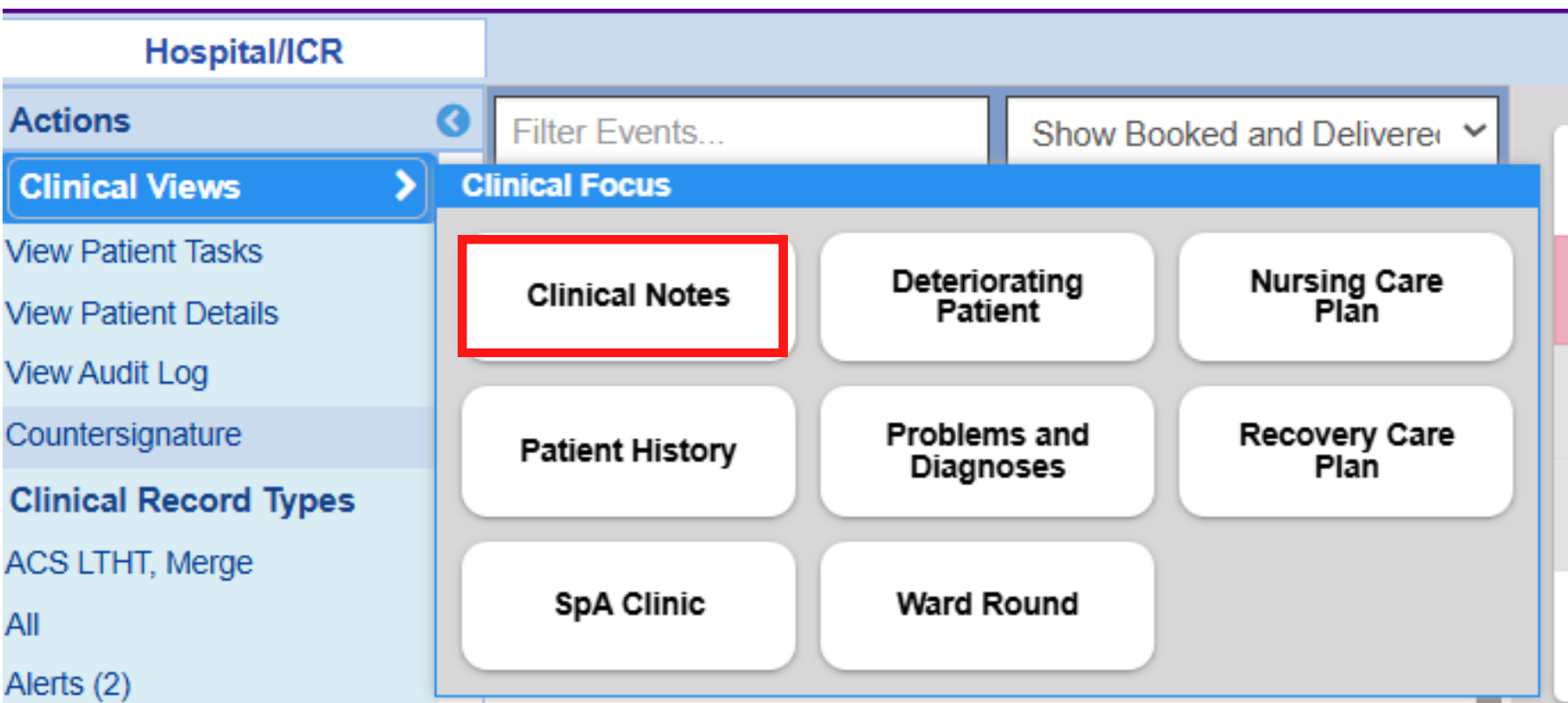
Is the patient conscious and able to answer this assessment?	No	No	
How are you feeling?			
How are you feeling compared to the last time we asked you?			
Created By	aliadi, LTHT	aliadi, LTHT	
Organisation	The Leeds Teaching Hospitals NHS Trust	The Leeds Teaching Hospitals NHS Trust	

Viewing a Patient Wellness Clinical Note

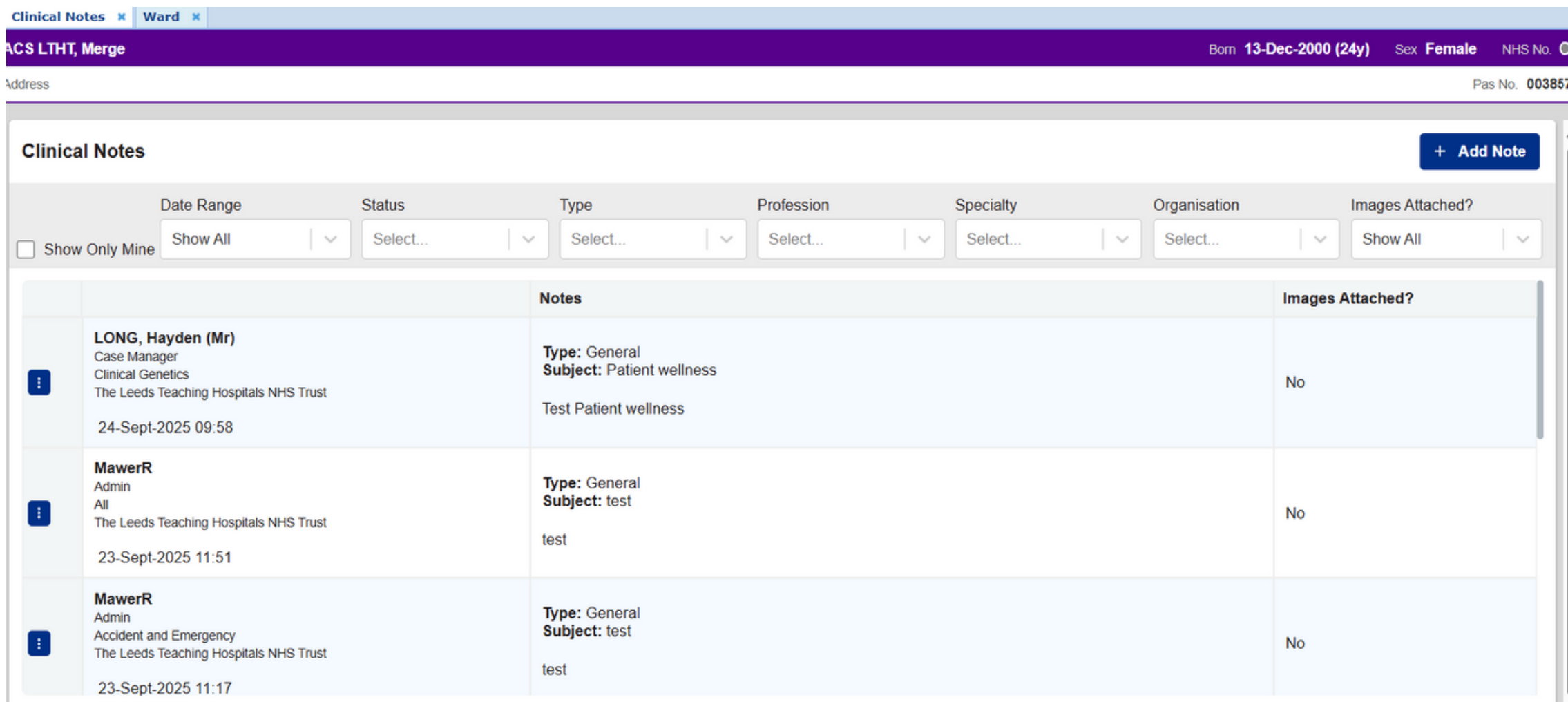
Navigate to your patient's **Single Patient View** and select **Clinical Views** in the left hand pane.



Select **Clinical Notes**.



The **Patient Wellness Assessment Clinical Note** will be listed in the **Clinical Note Dashboard**.



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>

If you would like to make a **Request For Work to PPM+**, [Click Here](#) to be taken to the required page on the Trust's intranet

Please contact the **IT Training Department** at ITTraining.LTHT@nhs.net if you require **further training on PPM+** or any other Clinical System.



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

