#LeedsDigitalWay
CONNECTS • TRANSFORMS • IMPROVES

NHS
The Leeds Teaching Hospitals
NHS Trust

Radiology Significant Findings: Super User

User Guide

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

#LeedsDigitalWay
CONNECTS • TRANSFORMS • IMPROVES

NHS
The Leeds Teaching Hospitals
NHS Trust

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Team Management

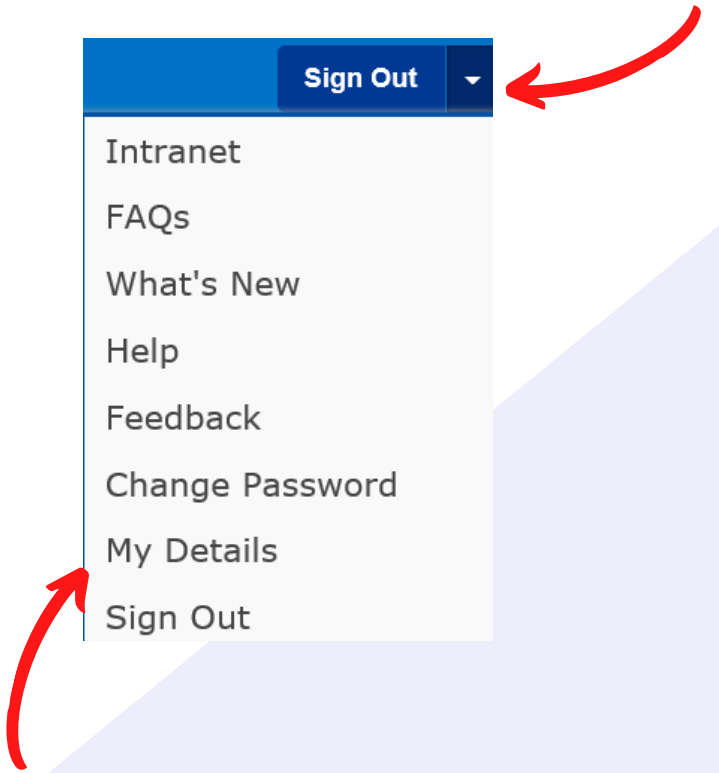
(Adding and removing yourself from a team)

To access your details you must already have your PPM+ contact created.
If this is not already set up, click here to find out how to create your contact.

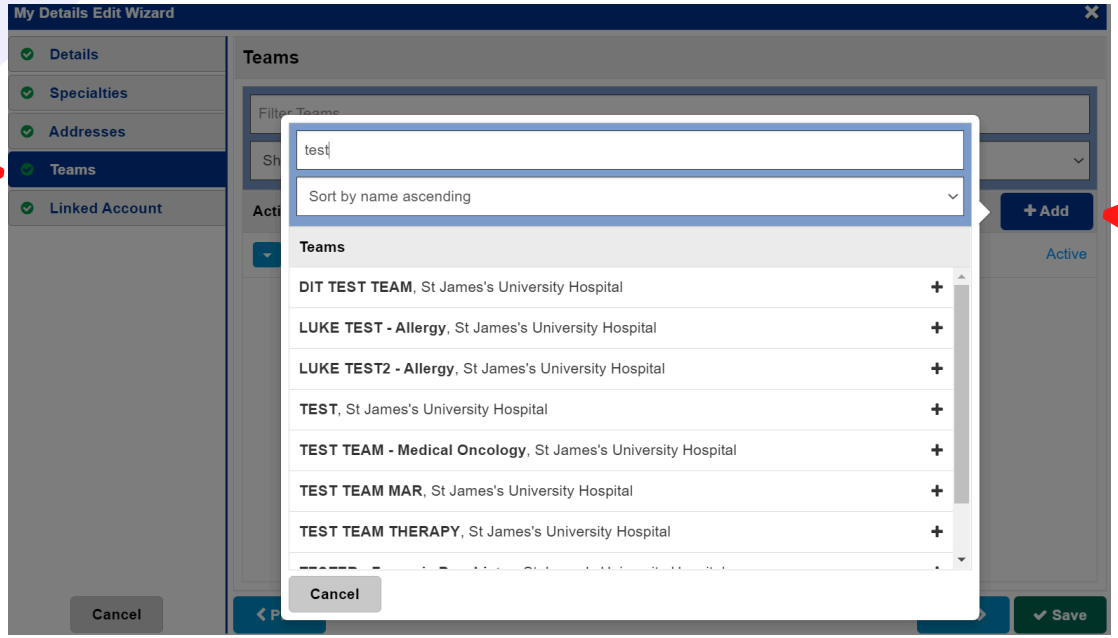
Please Note: When updating or creating your PPM+ contact, please add in your GMC number.

1

Click on the drop down, next to **Sign Out**.
Then, click on **My Details**.



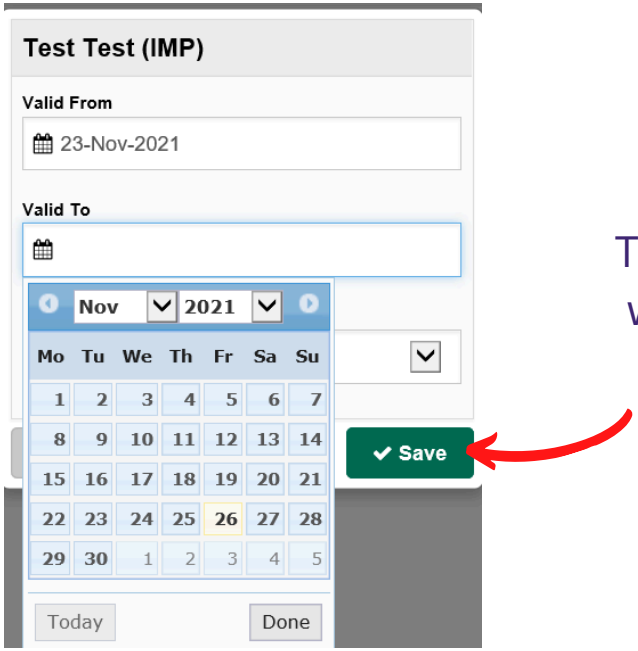
2



Select **Teams** from the list on the left-hand side to view the teams you are currently a member of.

Click on the **Add** button and search for the name of the team you wish to add yourself to.

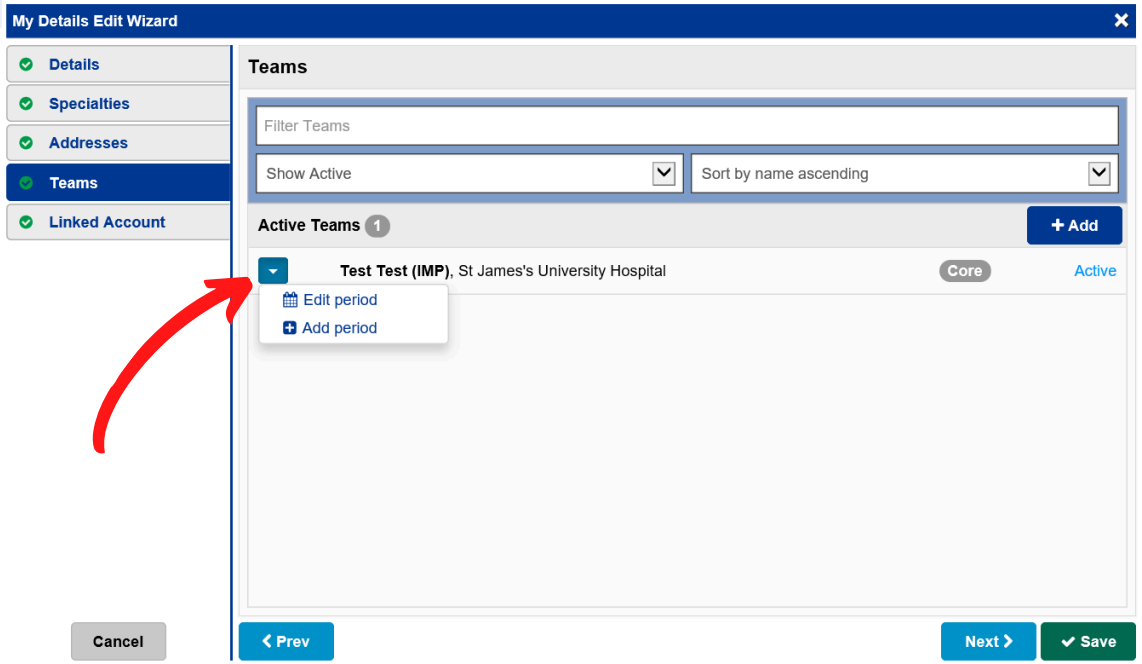
3



The **Valid To** date is when your membership to the Team will end. You will be removed from the Team at the end (midnight) of the date selected. **This field is optional**.

Remember to click Save.

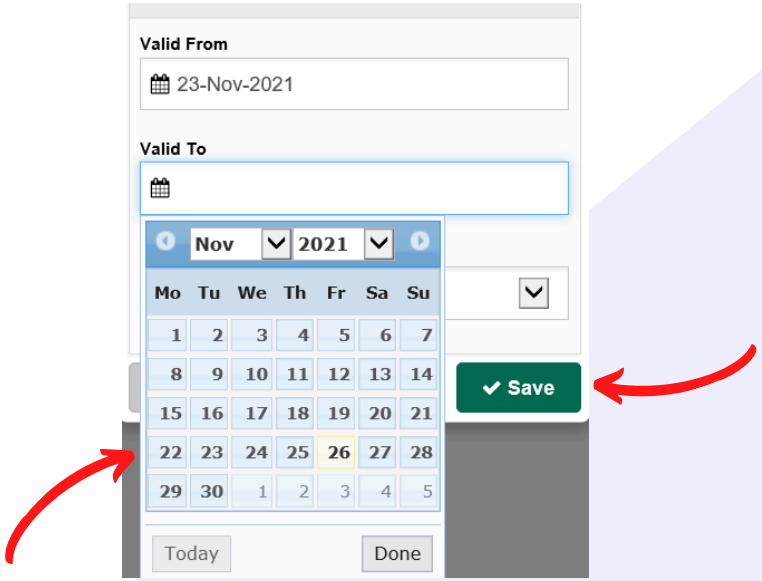
4



If you want to remove yourself from a team at a later date, return to this view on **My Details.** Next, click on the blue drop down and click on **Edit Period**.

As before, put in the date you wish to be removed from the team.

Please note: you will be removed from the Team at the end of the day (midnight) of the date you selected.



Creating a Team

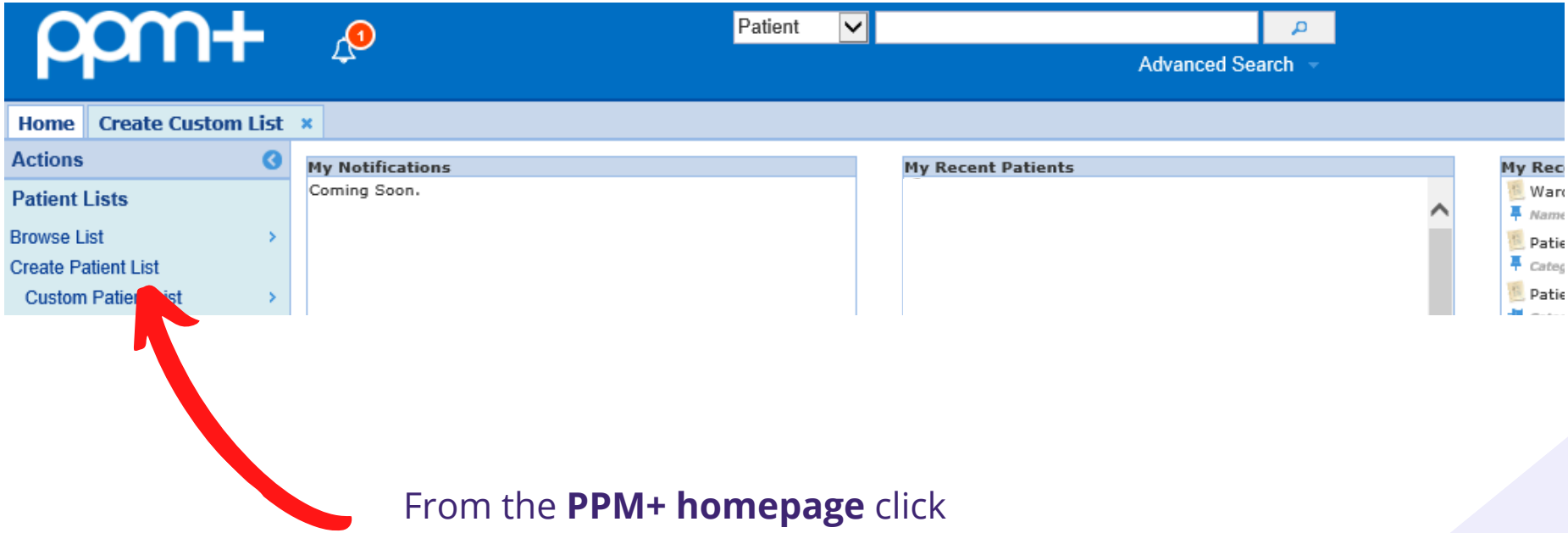
1

If you are unable to find your team or need a team to be created, please contact **leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)** to discuss your requirements further.

Please note: A team can sit under multiple specialities. So a speciality can have more one team e.g. Cardiothoracic Surgery speciaity could be under the Cardiac Surgery and Thoracic Medicine team .

Creating a Custom Patient List

1

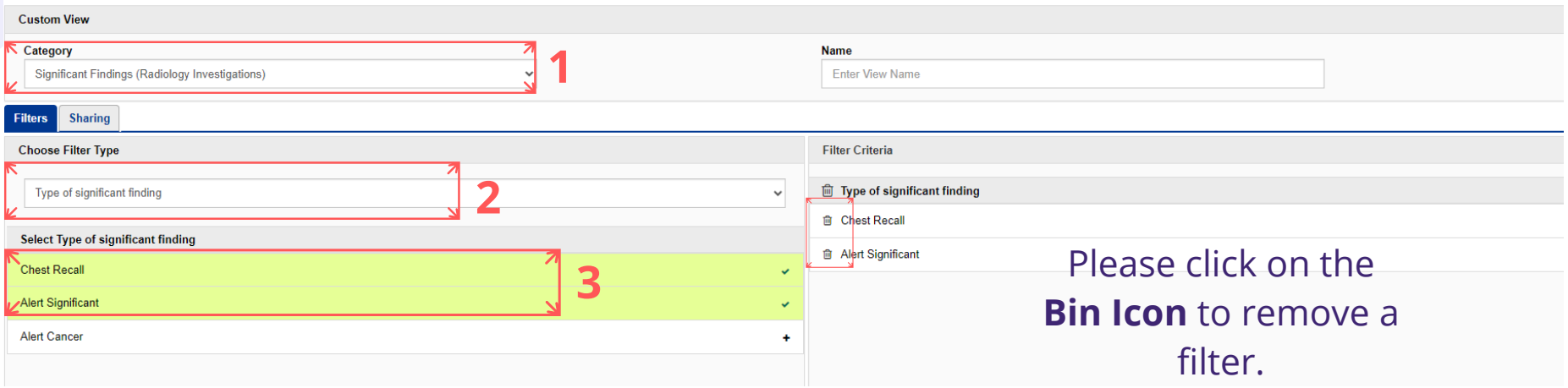


From the **PPM+ homepage** click **Custom Patient List**.

Please follow all steps from 2-4 in this section and the next section 'Sharing a Custom Patient List' before clicking on Save.

You should only create one Custom Patient List for your desired Team (e.g. Lung Cancer Team or ILD Team) and the Custom Patient List should follow a set naming convention. E.g. Radiology Alerts (Lung Cancer) or Radiology Alerts (Cardiology).

2



Step 1

From the **Category** drop down select **Significant Findings (Radiology Investigations).**

Step 2

From the filter types select **Type of Significant Finding**.

Step 3

Select both:
- Alert Significant
- Alert Cancer

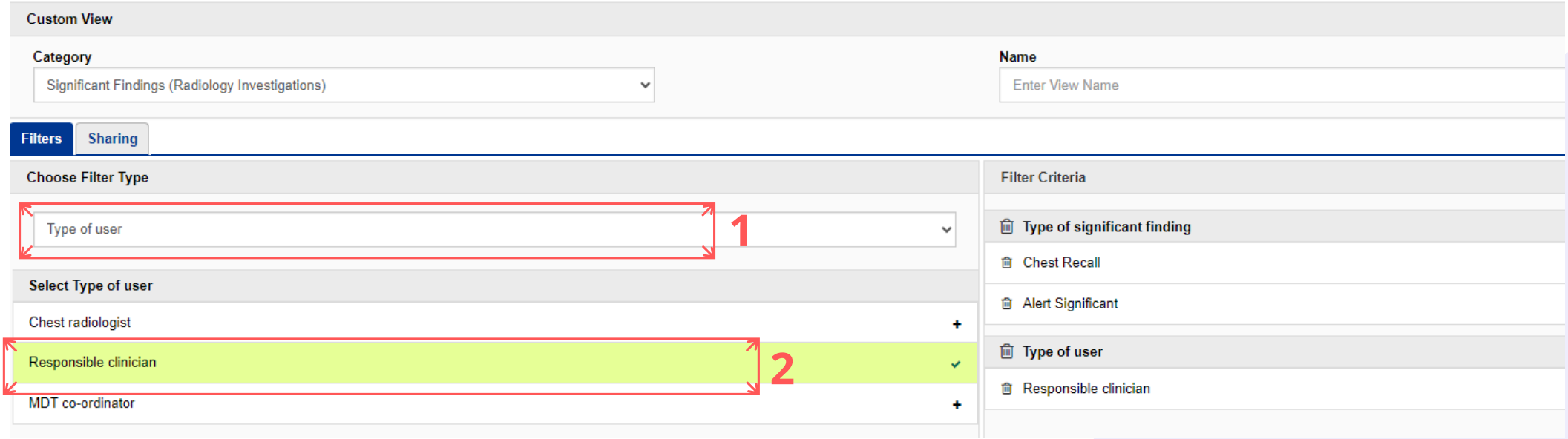
3

Step 1

From the filter types, select **Type of User.**

Step 2

Select **Responsible Clinician**



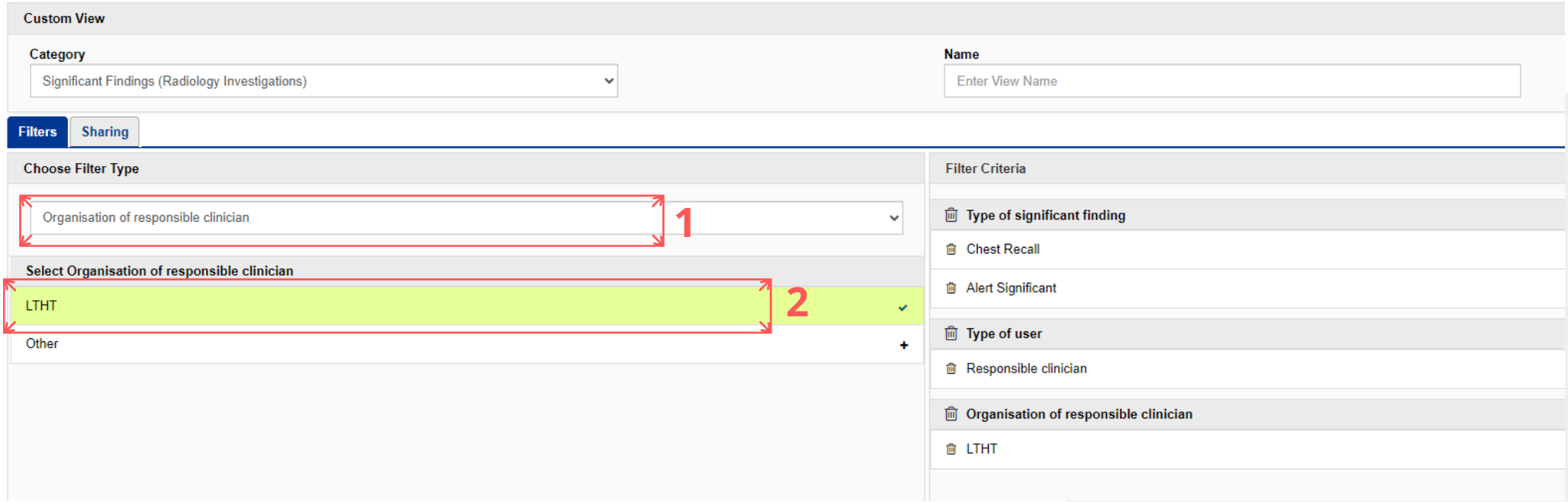
4

Step 1

From the filter types, select **Organisations of responsible clinician.**

Step 2

Only Select **LTHT** to add to your **Custom Patient List.**



5

Step 1

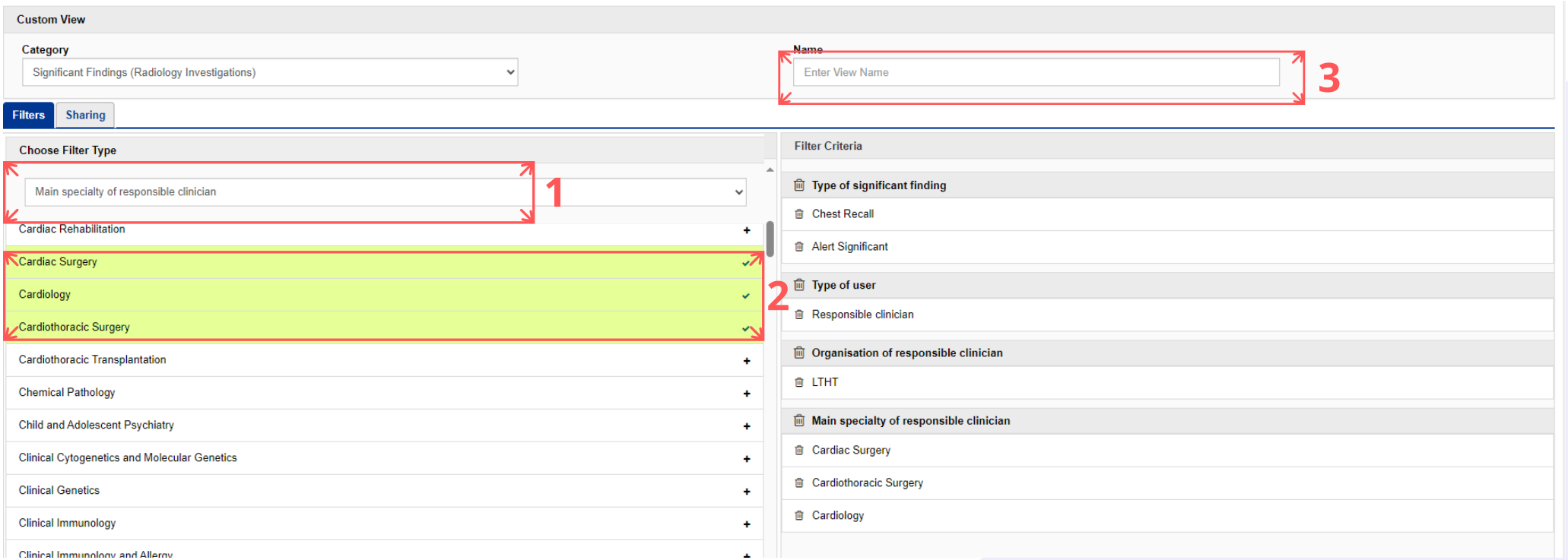
From the filter types select **Main Speciality of Responsible Clinician.**

Step 2

Select the **speciality** or **specialities** you wish to add to your **Custom Patient List.**

Step 3

Enter a name for your list. This needs to follow an **agreed naming convention** from the **CSU Tri Team.** See example on page 7.



Sharing a Custom Patient List

Step 1

Select the **Sharing Button.**

Step 2

Search for the required team you wish to share the **Custom Patient List** with.

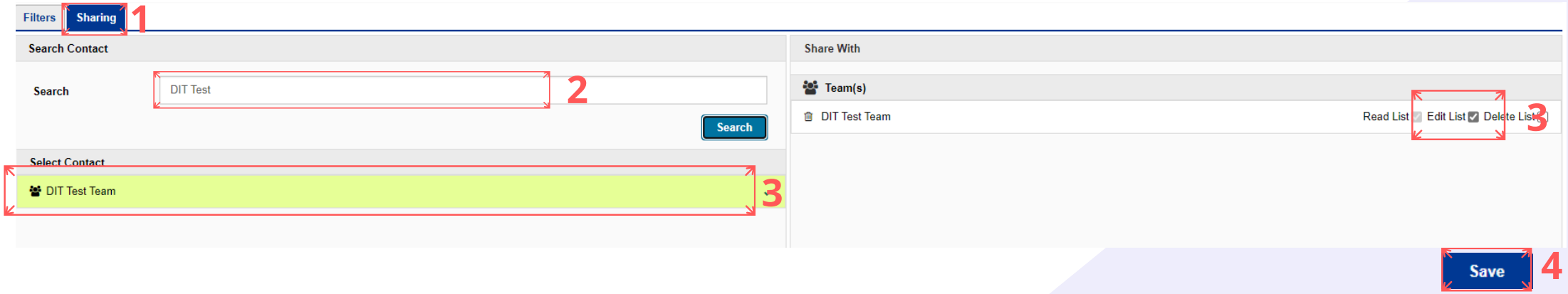
Step 3

Select the team

Ensure you tick the **Edit List box**.

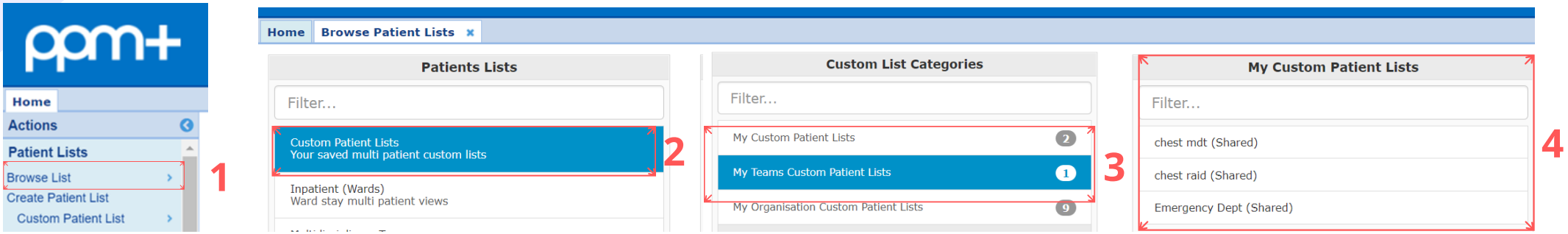
Step 4

Click Save.



Viewing a Custom Patient List

(Including Custom Patient Lists shared with you and your Team)



Step 1

From your PPM+ Homepage, click on **Browse List**.

Step 2

From **Patients Lists**, select **Custom Patient Lists**.

Step 3

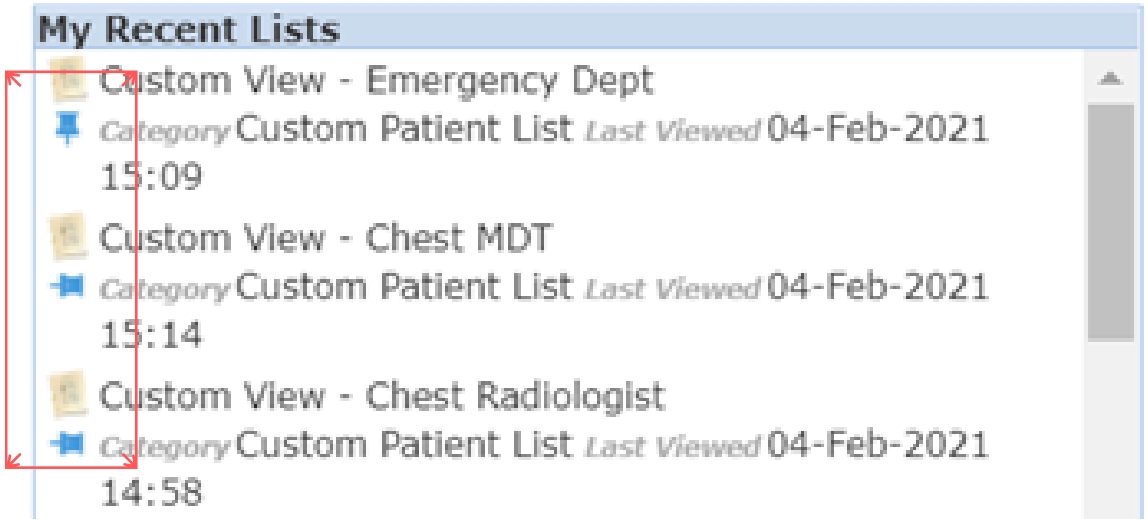
If you select **My Custom Patient Lists,** it shows all the lists you have created. If you select **My Teams Custom Patient Lists**, you can view all lists shared with your team.

Step 4

From **My Custom Patient Lists**, select the relevant list you want to view. Any list that is shared with you or your team will appear here.

If you are unable to see the shared Custom Patient List, you need to view, you may need to add yourself to the team the Custom Patient is shared with. Go to the Team Management section on page 3 to find out how.

5



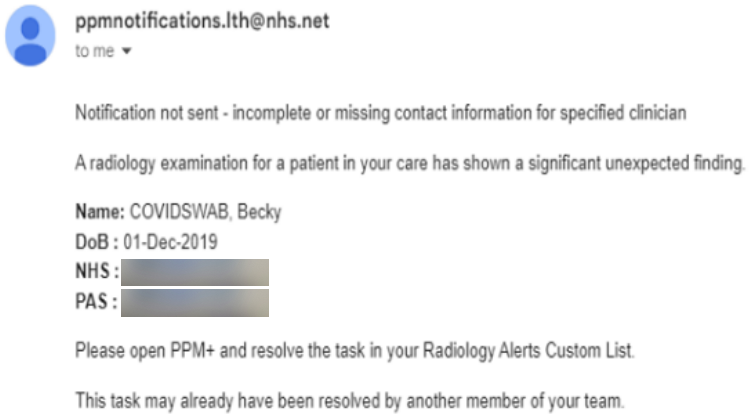
Step 5

Once you have viewed the list, it will appear on **My Recent Lists** on the right hand side of the Homepage on PPM+. You can **pin it** to **fix it to the top of the list**. Simply click on the pin icon next to the list.

Email Notifications of Radiology Significant Findings

Following feedback from clinicians, as an additional 'safety net', DIT have built an email notification that will notify the referring clinician of 'a radiology examination for a patient in your care has shown a significant unexpected finding'. In the event that this notification email fails, Radiology will action and send a manual email. Please make sure to check your Junk folder for any email notifications of Radiology Significant Findings, if you are not receiving these email notifications.

Example of an email notification:



ppmnotifications.lth@nhs.net
to me

Notification not sent - incomplete or missing contact information for specified clinician

A radiology examination for a patient in your care has shown a significant unexpected finding.

Name: COVIDSWAB, Becky
DoB : 01-Dec-2019
NHS : [redacted]
PAS : [redacted]

Please open PPM+ and resolve the task in your Radiology Alerts Custom List.

This task may already have been resolved by another member of your team.

Reports

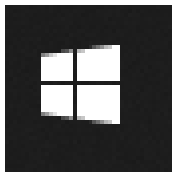
Radiology have created two reports to support the CSUs in providing assurance to the Trust that Radiology Significant Findings have been actioned.

1. Performance report - A retrospective report to review the number of #alerts in a specialty, the number of open #alerts and the average turnaround time - RadiologySuspiciousFindingsPerformance - SQL Server 2019 Reporting Services. See below on how to access the Performance report.

The Radiology Live report can be accessed by a Window 10 device or Windows 7 device.

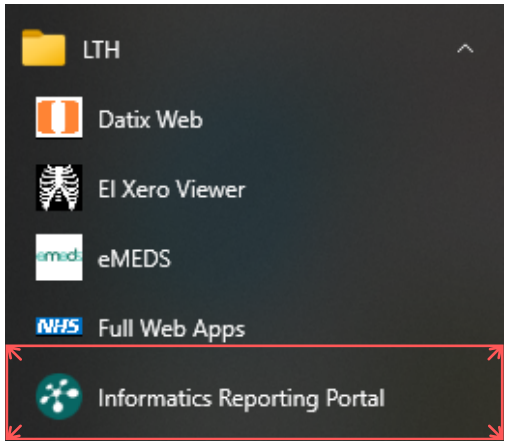
Window 10 Device:

1. Select the **start button** in the bottom **left hand corner**.



2 Scroll down to **L,** expand the **LTH folder**.

3 Select **Informatics Reporting Portal** to open the **live portal**.

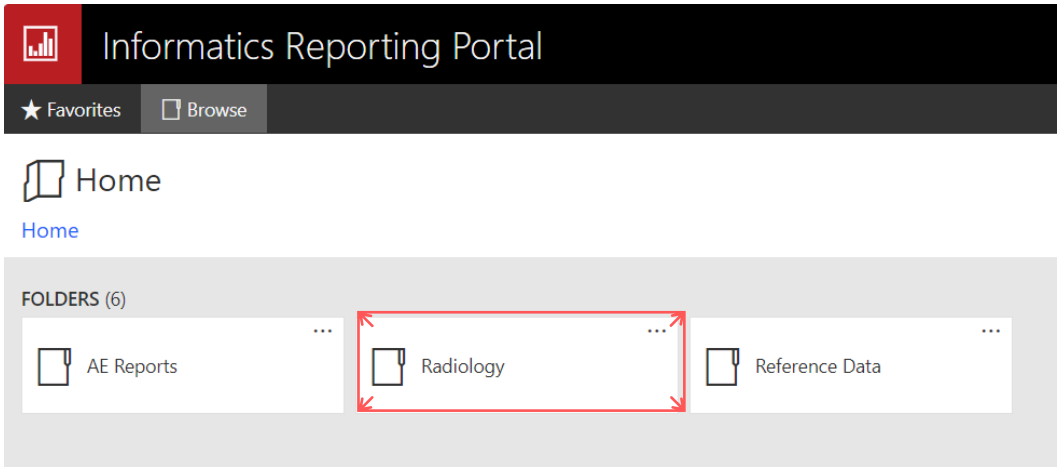


Window 7 Device:

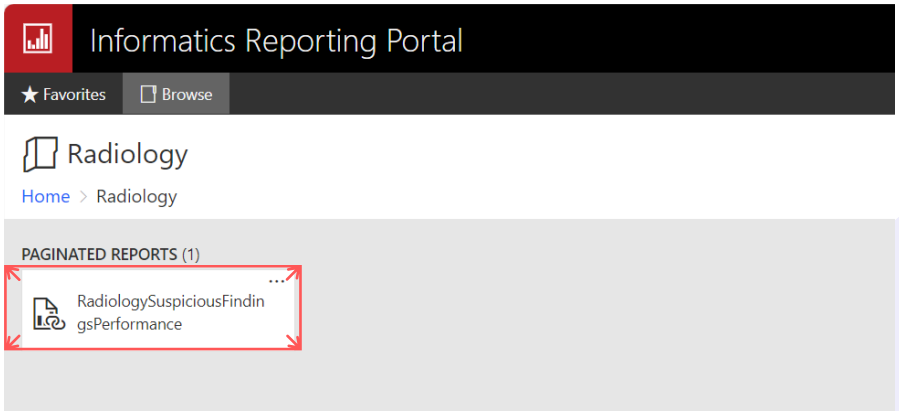
Select the **Start button**. At the bottom of the menu list select **All Programs**. Scroll down to the **LTH folder** and then select **Informatics Reporting Portal** to open the **live portal**.

Informatics Reporting Portal:

1. Once on the **Informatics Reporting Portal** select the **Radiology** box.

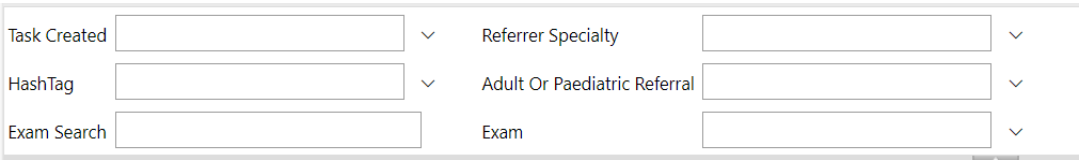


2. Then click on **Radiology Significant Findings Performance**.



3

Use the **filters** at the **top of the report** to create your **own bespoke view** of the **report**.

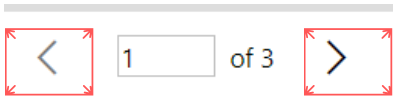


4

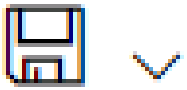
Then click on **View Report**.

5

Click on the **arrows** at the top of **report** to see **different views** of the **report**.



6 Click on the **icon** shown to **download** and **save a copy of the report in** various formats.

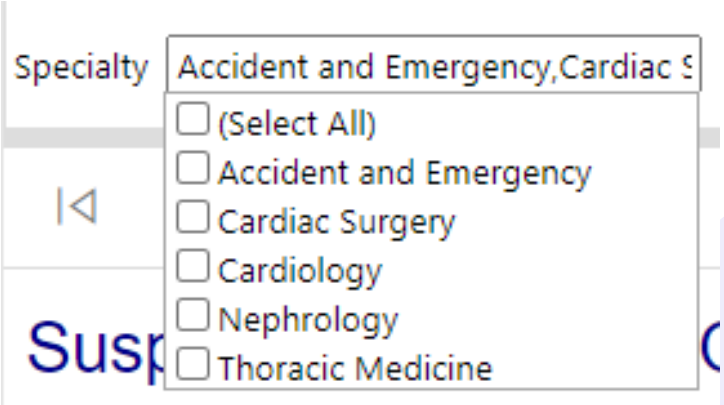


7 Click on the **icon** shown to **refresh the live report**.

2. A live PPM report of all open #alerts - Suspicious Findings - Open Tasks - SQL Server 2017 Reporting Services (leedsth.nhs.uk)

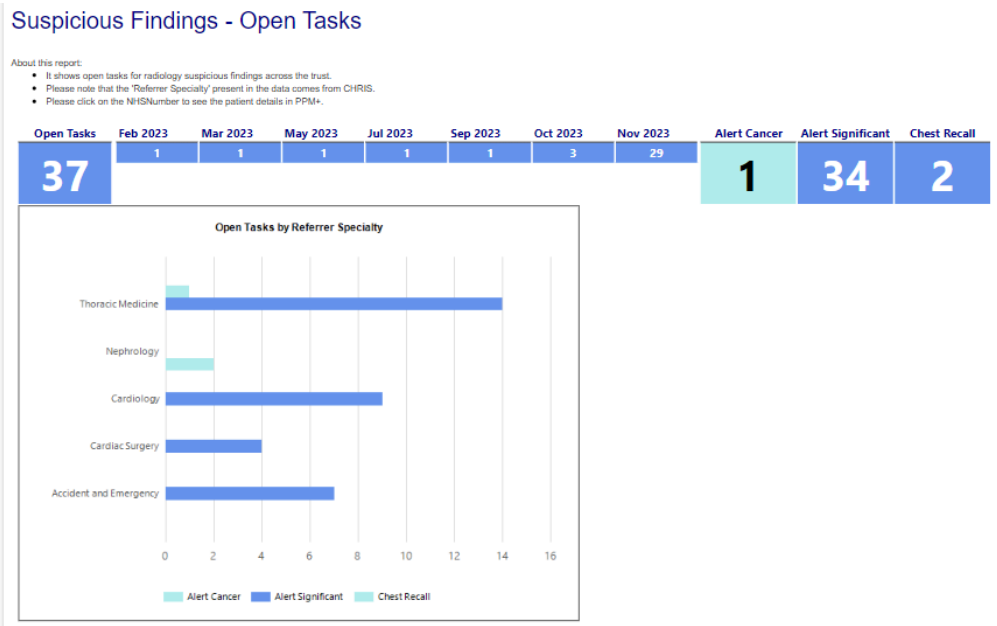
1. Use your **PPM+ credentials** to **log in**.

2. Click within the **Speciality field** to select which **speciality open tasks** you wish to view.



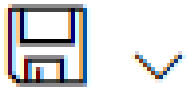
3

Your **Open Tasks report** will open. The **top report** will give you a **broad overview** of how many **open tasks** there are from **each month** from the **specialties**, **you have selected**. The **bottom report** gives you a more **in depth breakdown** of each **Open task for the specialities you have selected**.



Created DateTime	Alert Type	Referrer Specialty	Requesting Clinician Name	Referrer Exam	Patient Id	NHSNumber	Firstname	Surname
01/02/2023 10:23	Alert Significant	Cardiology		Regadenoson Stress , NM MPS Tf stress gated				
23/03/2023 09:17	Alert Significant	Cardiology		Adenosine Stress , NM MPS Tf stress gated				
17/05/2023 17:10	Alert Significant	Cardiology		Adenosine Stress , NM MPS Tf stress gated , NM Follow-up Imaging				
27/07/2023 08:49	Alert Significant	Thoracic Medicine		CT Thorax with contrast , CT Liver with contrast				
27/09/2023 13:58	Alert Significant	Thoracic Medicine		XR Chest				

4 Click on the **icon** shown to **download** and **save a copy of the report in** various formats.



5 Click on the **icon** shown to **refresh the live report**.

Troubleshooting email and further information

Please contact the **Implementation Team** for **Digital Support & Training** on PPM+ functionalities.

Ext: 60599
leedsth-tr.ImplementationTeam@nhs.net

For queries pertaining to the radiology department and the generation of #alerts, please email:

leedsth-tr.radiologyclinicalgovernance@nhs.net

Or contact the **Radiology management team** on:

Ext: 66611

If you have a new starter in your team, please view the Radiology Significant Findings - Adding New Starters to your Custom Patient List by Clicking Here.

Please contact the Informatics Service Desk at x26655 or visit the portal at **https://lth-dwp.onbmc.com/** 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.

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/**