

Radiology Significant Findings: Super User

User Guide

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Team Management

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Team Management

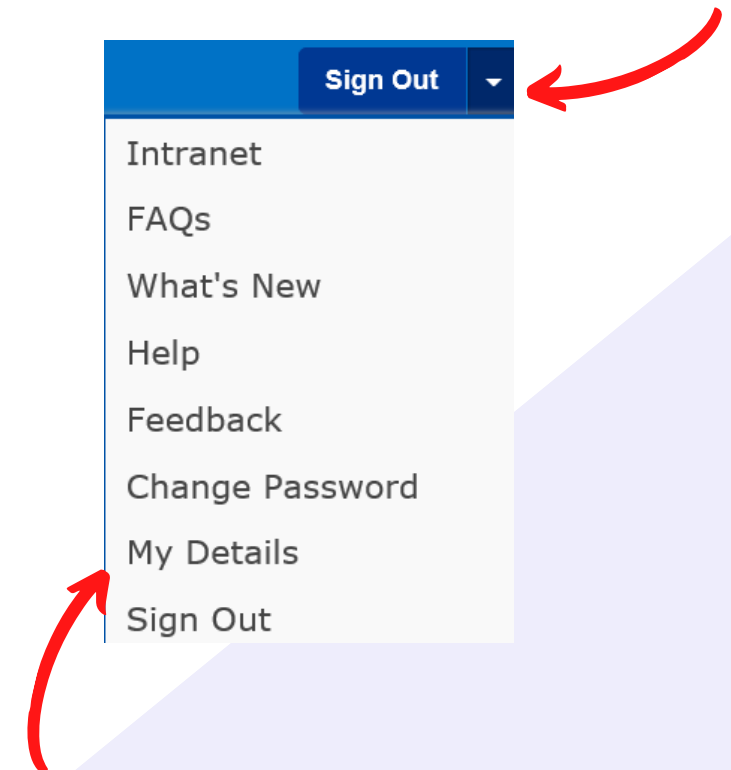
(Adding and removing yourself from a team)

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

My Details Edit Wizard

Details
Specialties
Addresses
Teams
Linked Account

Teams

Filter Teams

test

Sort by name ascending

+ Add

Active

Teams

- DIT TEST TEAM, St James's University Hospital
- LUKE TEST - Allergy, St James's University Hospital
- LUKE TEST2 - Allergy, St James's University Hospital
- TEST, St James's University Hospital
- TEST TEAM - Medical Oncology, St James's University Hospital
- TEST TEAM MAR, St James's University Hospital
- TEST TEAM THERAPY, St James's University Hospital

Cancel

Cancel

Save

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

Test Test (IMP)

Valid From

23-Nov-2021

Valid To

Nov 2021

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today

Done

Save

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

My Details Edit Wizard

Details
Specialties
Addresses
Teams
Linked Account

Teams

Filter Teams

Show Active ☐ Sort by name ascending ☐

Active Teams 1 + Add

☐ Test Test (IMP), St James's University Hospital Core Active

Edit period
Add period

Cancel < Prev Next > ✓ Save

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.

Valid From
23-Nov-2021

Valid To

Nov 2021

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today Done

✓ Save

Creating a Team

1

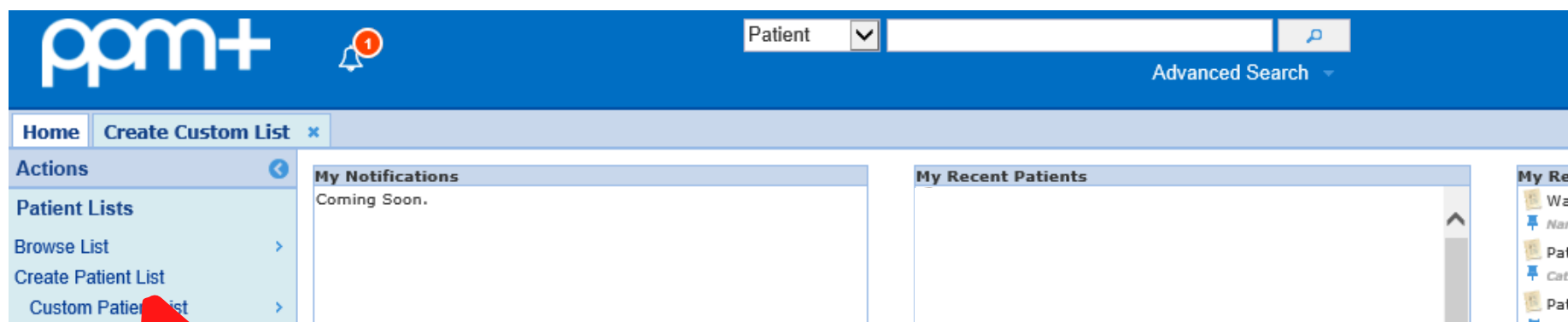
If you are unable to find your team or need a team to be created,
please contact

**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 speciality 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

Custom View

Category
Significant Findings (Radiology Investigations) 1

Name
Enter View Name

Filters **Sharing**

Choose Filter Type
Type of significant finding 2

Select Type of significant finding

Chest Recall	✓
Alert Significant	✓
Alert Cancer	+

3

Filter Criteria

- Type of significant finding
- Chest Recall
- Alert Significant

Please click on the **Bin Icon** to remove a filter.

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

Custom View

Category

Significant Findings (Radiology Investigations) ▼

Name

Enter View Name

Filters

Sharing

Choose Filter Type

Type of user ▼

1

Select Type of user

Chest radiologist +

Responsible clinician ✓

MDT co-ordinator +

2

Filter Criteria

Type of significant finding

Chest Recall

Alert Significant

Type of user

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.**

Custom View

Category

Significant Findings (Radiology Investigations) ▼

Name

Enter View Name

Filters

Sharing

Choose Filter Type

Organisation of responsible clinician ▼

Select Organisation of responsible clinician

LTHT ✓

Other +

Filter Criteria

Type of significant finding

Chest Recall

Alert Significant

Type of user

Responsible clinician

Organisation of responsible clinician

LTHT

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.

Custom View

Category

Significant Findings (Radiology Investigations)

Name

Enter View Name

Filters

Sharing

Choose Filter Type

Main specialty of responsible clinician

Cardiac Rehabilitation

Cardiac Surgery

Cardiology

Cardiothoracic Surgery

Cardiothoracic Transplantation

Chemical Pathology

Child and Adolescent Psychiatry

Clinical Cytogenetics and Molecular Genetics

Clinical Genetics

Clinical Immunology

Clinical Immunology and Allergy

Filter Criteria

Type of significant finding

Chest Recall

Alert Significant

Type of user

Responsible clinician

Organisation of responsible clinician

LTHT

Main specialty of responsible clinician

Cardiac Surgery

Cardiothoracic Surgery

Cardiology

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.

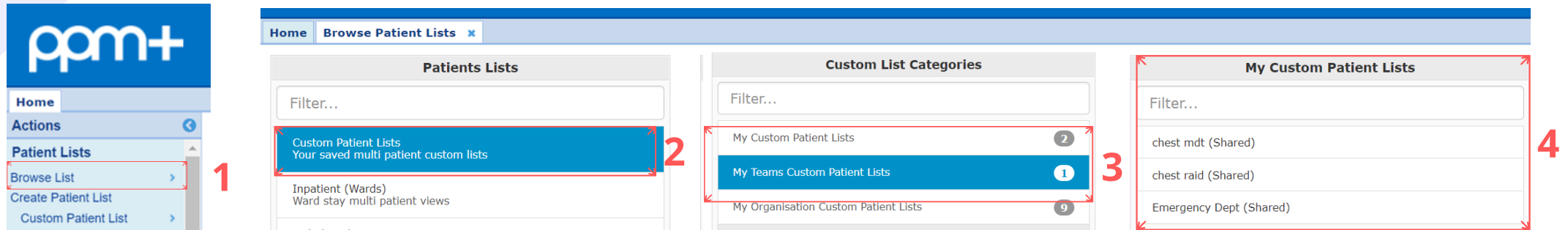
The screenshot shows a web interface for sharing a custom patient list. It is divided into two main sections: 'Search Contact' on the left and 'Share With' on the right.

- Step 1:** A red box highlights the 'Sharing' button in the top left corner of the 'Search Contact' section.
- Step 2:** A red box highlights the 'Search' input field in the 'Search Contact' section, which contains the text 'DIT Test'.
- Step 3:** A red box highlights the 'DIT Test Team' entry in the 'Select Contact' list, which is highlighted in green.
- Step 4:** A red box highlights the 'Edit List' checkbox in the 'Share With' section, which is checked.

At the bottom right, there is a 'Save' button, which is also highlighted with a red box and the number 4.

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.

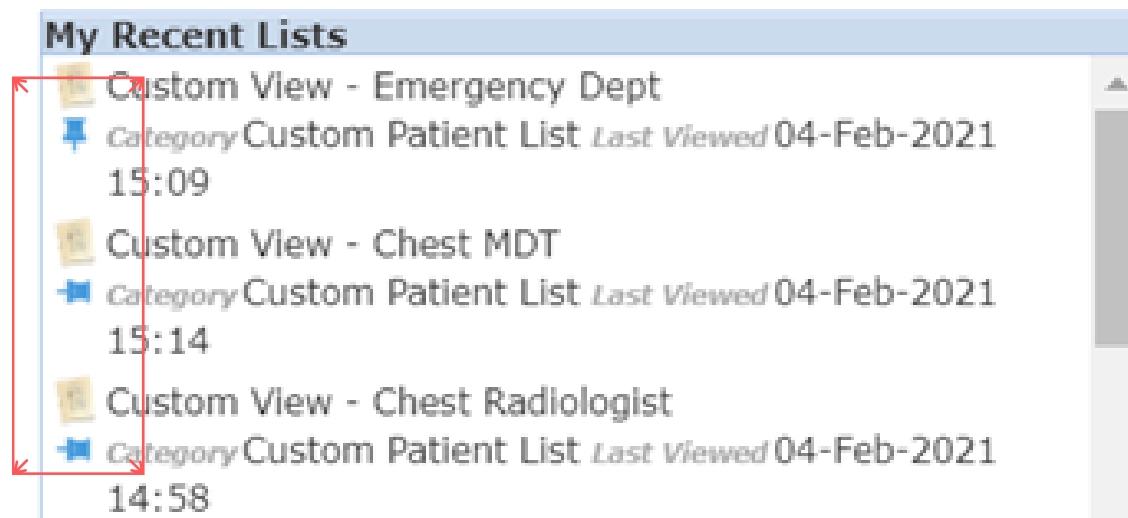
Step 4

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.

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

5



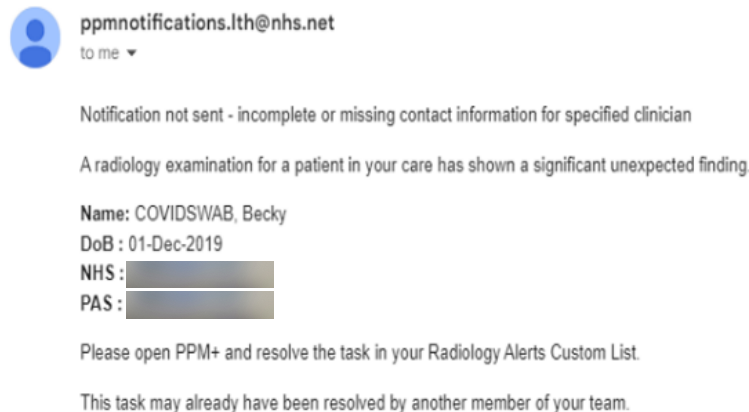
Step 5

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:



Reports

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

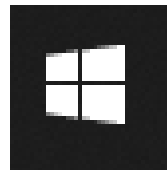
1. Performance report - A retrospective report to review the number of #alerts in a specialty, the number of open #alerts and the average turnaround time - [RadiologySuspiciousFindingsPerformance - SQL Server 2019 Reporting Services](#). See below on how to access the Performance report.

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

Window 10 Device:

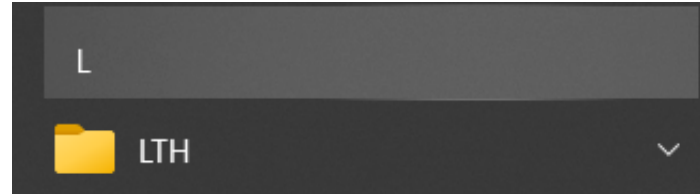
1

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



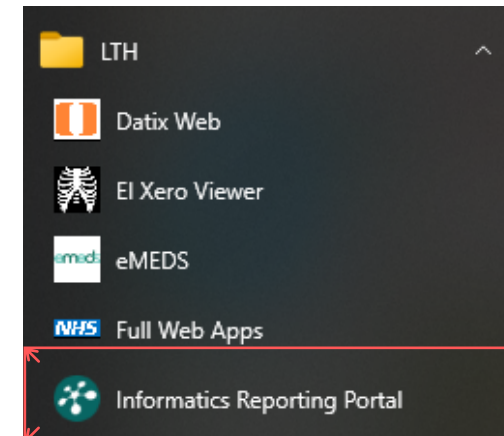
2

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



3

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



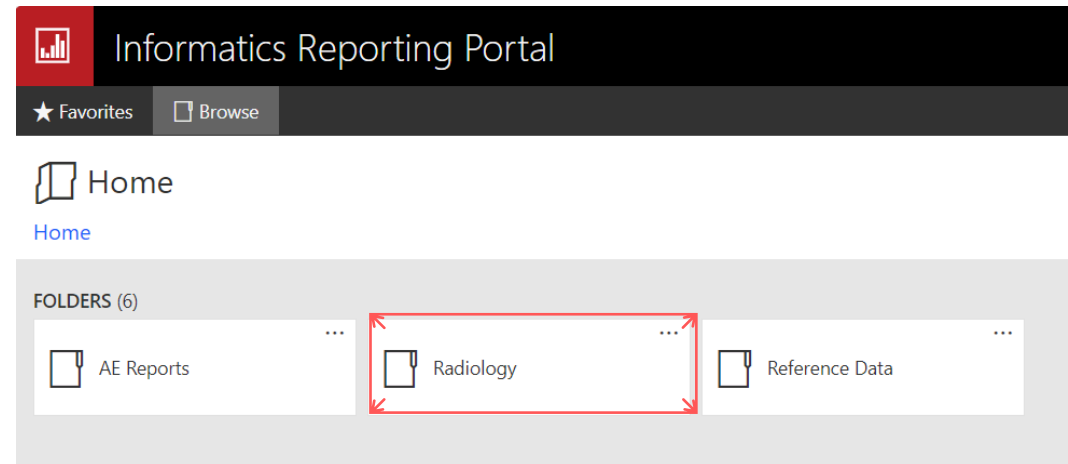
Window 7 Device:

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:

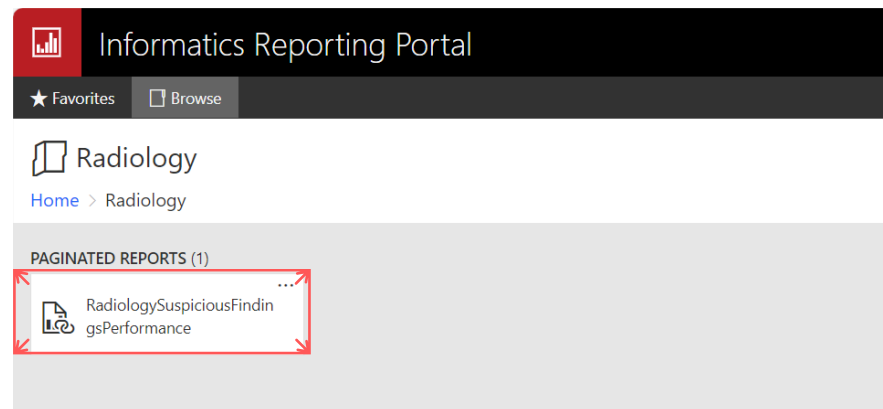
1

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**.

Task Created	<input type="text"/>	▼	Referrer Specialty	<input type="text"/>	▼
HashTag	<input type="text"/>	▼	Adult Or Paediatric Referral	<input type="text"/>	▼
Exam Search	<input type="text"/>		Exam	<input type="text"/>	▼

4

Then click on **View Report**.

View Report

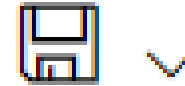
5

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

<	1	of 3	>
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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.

Speciality

Accident and Emergency, Cardiac S

- ☐ (Select All)
- ☐ Accident and Emergency
- ☐ Cardiac Surgery
- ☐ Cardiology
- ☐ Nephrology
- ☐ Thoracic Medicine

Suspicious Findings

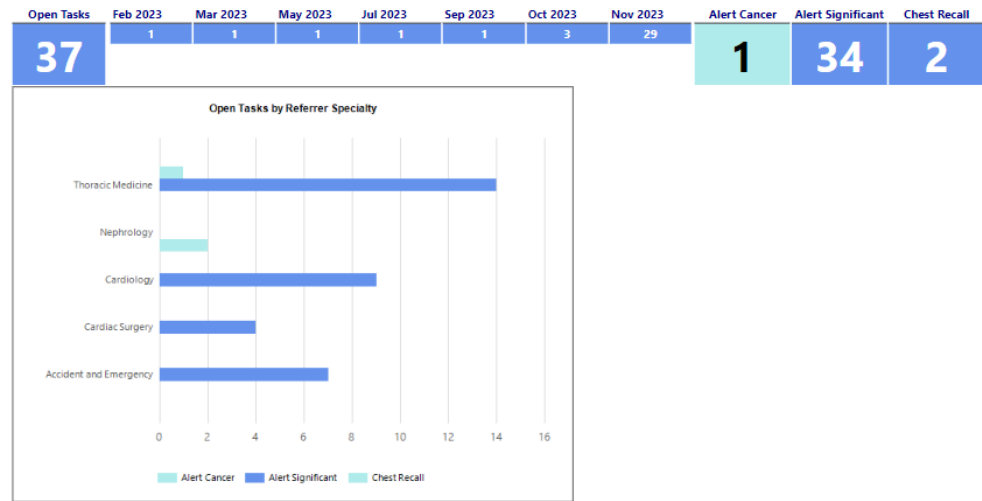
3

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**.

Suspicious Findings - Open Tasks

About this report:

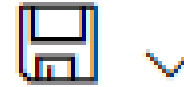
- It shows open tasks for radiology suspicious findings across the trust.
- Please note that the 'Referrer Specialty' present in the data comes from CHRIS.
- Please click on the NHSNumber to see the patient details in PPM+.



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 T1 stress gated				
23/03/2023 09:17	Alert Significant	Cardiology		Adenosine Stress , NM MPS T1 stress gated				
17/05/2023 17:10	Alert Significant	Cardiology		Adenosine Stress , NM MPS T1 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		MR 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/>