

ppm+

Sepsis Screening Tool (Adult)

USER GUIDE

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Key information

When should the Sepsis Screening Tool (Adult) be completed?

Complete the Sepsis Screening Tool (Adult) for patients who have:

- NEWS2 score greater than 5
- NEWS2 score of 3 in a single parameter
- Clinical concern or suspicion of sepsis
- Evidence of organ dysfunction
- Recent chemotherapy or risk of neutropenia

How often should it be completed?

- Complete once per shift when a patient meets the criteria.
- Repeat only if there is further deterioration or the patient's sepsis risk stratification changes.
- Escalation Requirements
- Consider sepsis for all NEWS2 triggers.
- Refer to Critical Care Outreach for urgent review when NEWS2 is 7 or above.

If **High Risk Sepsis** persists after **1 hour**, **escalate to the Consultant**.

BUFALOS

For **Medium Risk** and **High Risk Sepsis**, all **BUFALOS** actions must be completed within 1 hour of triggering:

B - Blood cultures and other relevant cultures

U - Urine output monitoring and fluid balance chart

F - Fluids / fluid resuscitation

A - Antibiotics

L - Lactate and blood tests

O - Oxygen

S - Senior review (FY2 and above)

Critical Care Outreach Bleep numbers:

- SJUH: 6425 / 5781
- LGL: 1450

Remember:

Early recognition, timely completion of the Sepsis Screening Tool (Adult) and BUFALOS interventions can help improve outcomes for patients with suspected sepsis.

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net

How to add the Sepsis Screening Tool (Adult) eForm

1

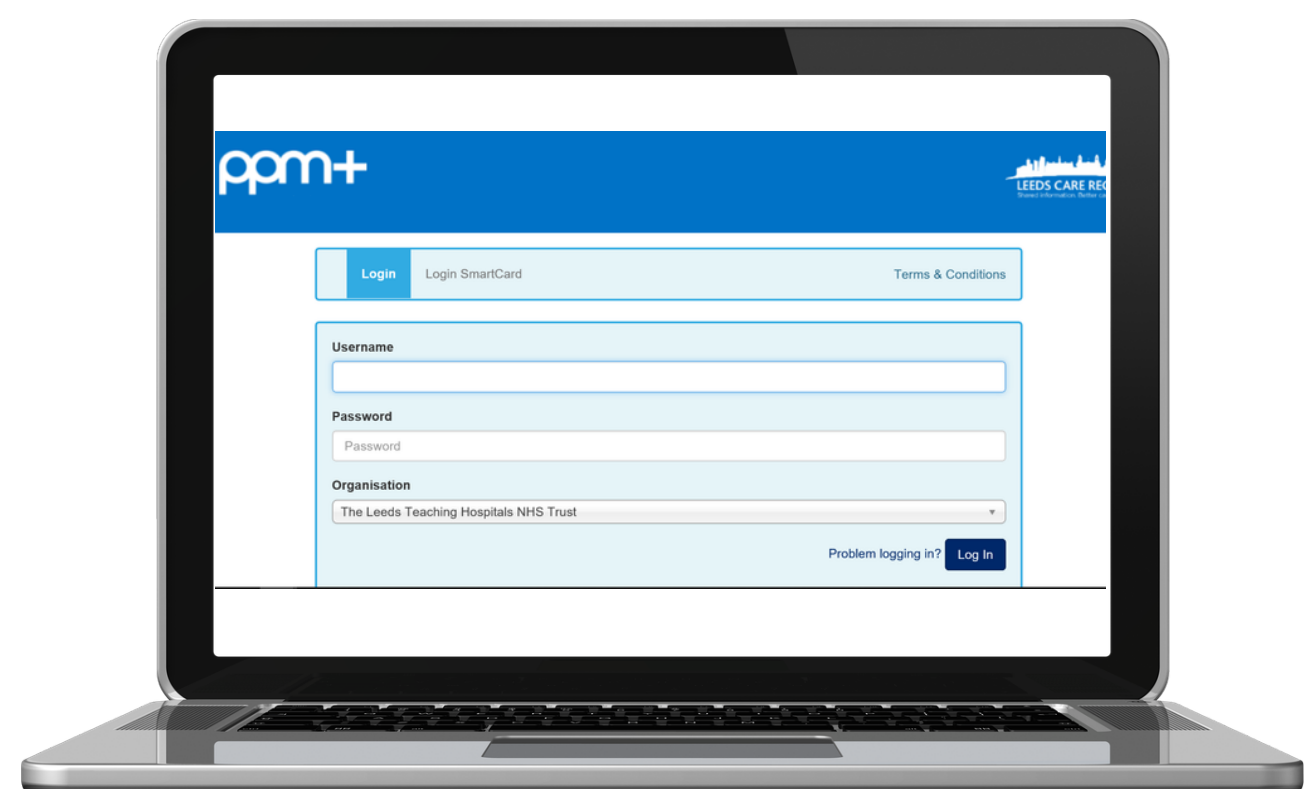
The **eForm** is called **Sepsis Screening Tool (Adult) eForm**. To find out how to add an **eForm/Clinical Document** via the **Desktop version of PPM+**, please follow the **Clinical Document Video** by [Clicking Here](#).

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](#).

3

The **eForm** is split into **two sections** depending on why you need to complete the **eForm**. The **two sections** are **Sepsis Screening** and **Medical Review**.



For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

Completing a Sepsis Screening Tool (Adult) eForm (Sepsis Screening)

1

When you open the **eForm**, please read the **opening statement** regarding the intended use for the **eForm**. Please also see the clickable link to the **Neutropenia guidelines**.

Select the **form to complete** as **Sepsis Screening**.

Sepsis Screening Tool

This tool is intended for patients who look unwell, have a NEWS2 score of 5 or more or a NEWS2 with a score of 3 in one parameter

Please also see [Neutropenia](#) guidelines

Select form to complete *

Sepsis screening Medical review

If you click **Yes** to the question, **Could the patient have an infection?**, another box will open to the **Sepsis Risk Stratification**.

2

Screening

Could the patient have an infection? *

Yes Maybe No

Likely sources include respiratory, urine, skin, joint, wound, indwelling device, brain, etc

3

The box will also open to the **Sepsis Risk Stratification** if you select **Maybe**.

Screening

Could the patient have an infection? *

Yes Maybe No

Likely sources include respiratory, urine, skin, joint, wound, indwelling device, brain, etc

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4

As part of the **Sepsis Risk Stratification**, you will need to select from the options regarding the Patient's latest **NEWS2 score**. In this example, we have selected **7 or more** for the Patient's **NEWS2 score**.

Sepsis Risk Stratification

What is the patient's latest NEWS2 score? *

- ☒ 7 or more
- ☐ 5 or 6
- ☐ 4 or less

5

Then select **any of the following** that are **present** with the Patient. In this example, we have selected **NEWS2 with a score of 3 in one parameter** and **deterioration since last assessment/intervention**.

Are any of the following present? (select all that apply) *

- ☒ NEWS2 with a score of 3 in one parameter
- ☐ Lactate greater than or equal to 2mmol/l
- ☐ Evidence of organ failure (e.g. AKI 2 and above, 40% inspired oxygen, 40mmHg drop from normal BP or systolic less than 90mmHg)
- ☐ Immunocompromised with a temperature greater than or equal 37.5°C
- ☒ Deterioration since last assessment / intervention
- ☐ Any skin changes (e.g. ashen, mottled, cyanosis, non-blanching rash)
- ☐ None of the above

6

You will see **guidance** at the bottom of the **eForm** based off the answers you have given. Please **follow this guidance accordingly**.

This patient has been identified as at HIGH-risk of sepsis. Please ensure the following tasks are completed within 1 hour of NEWS2 trigger and documented in the Clinical Note:

- Bloods (inc. blood cultures) and lactate measurement taken via blood gas or formal bloods
- Other relevant cultures (e.g. urine sample, sputum sample, wound swab, etc.)
- Commence and complete Fluid Balance Chart
- IV fluid bolus prescribed and given, if required
- IV antibiotics prescribed and given within 1 hour of elevated NEWS2 score
- Oxygen prescribed and given, if required
- Senior Review (ST3+ or equivalent)
- Critical Care Outreach Team (CCOT) referral
- Assess for Acute Kidney Injury
- Minimum of hourly observations

This patient has been identified as at MODERATE-risk of sepsis. Please ensure the following tasks are completed within 1 hour of NEWS2 trigger unless another time is specified and documented these in the Clinical Note:

- Bloods (inc. blood cultures) and lactate measurement taken via blood gas or formal bloods
- Other relevant cultures (e.g. urine sample, sputum sample, wound swab, etc.)
- IV fluid bolus prescribed and given, if required
- IV antibiotics prescribed and given within 1 hour of elevated NEWS2 score
- Oxygen prescribed and given, if required
- Junior clinician review within 1 hour
- Discussion with a senior (ST3+ or equivalent) if no improvement after treatment
- Consider Critical Care Outreach Team (CCOT) referral
- Assess for Acute Kidney Injury
- Observations as per graded response (see [Observations guidelines](#))

This patient has been identified as at low-risk of sepsis

- Review according to observations as per graded response (see [Observations guidelines](#))
- Re-screen if condition deteriorates
- Consider other causes of deterioration

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

7

If you select **No** at the beginning of the **eForm** to **Could the Patient have an infection?**, you will need to enter a **Clinical reasoning for excluding an infection** within **the free text box**.

Could the patient have an infection? *

Yes Maybe **No**

Likely sources include respiratory, urine, skin, joint, wound, indwelling device, brain, etc

Clinical reasoning for excluding infection *

Discussed this Patient with Dr. Blogg (Consultant) and he stated all Tests show this patient has no infection

Please include name and role of clinician this was discussed with

You will receive **guidance** again at the bottom of the **eForm**, however, the **Patient** will be **identified** as at **low risk of Sepsis**. Please make sure you **follow this guidance accordingly**.

8

This patient has been identified as at low-risk of sepsis

- Review according to observations as per graded response (see [Observations guidelines](#))
- Re-screen if condition deteriorates
- Consider other causes of deterioration

9

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

Submit

For further information please contact:

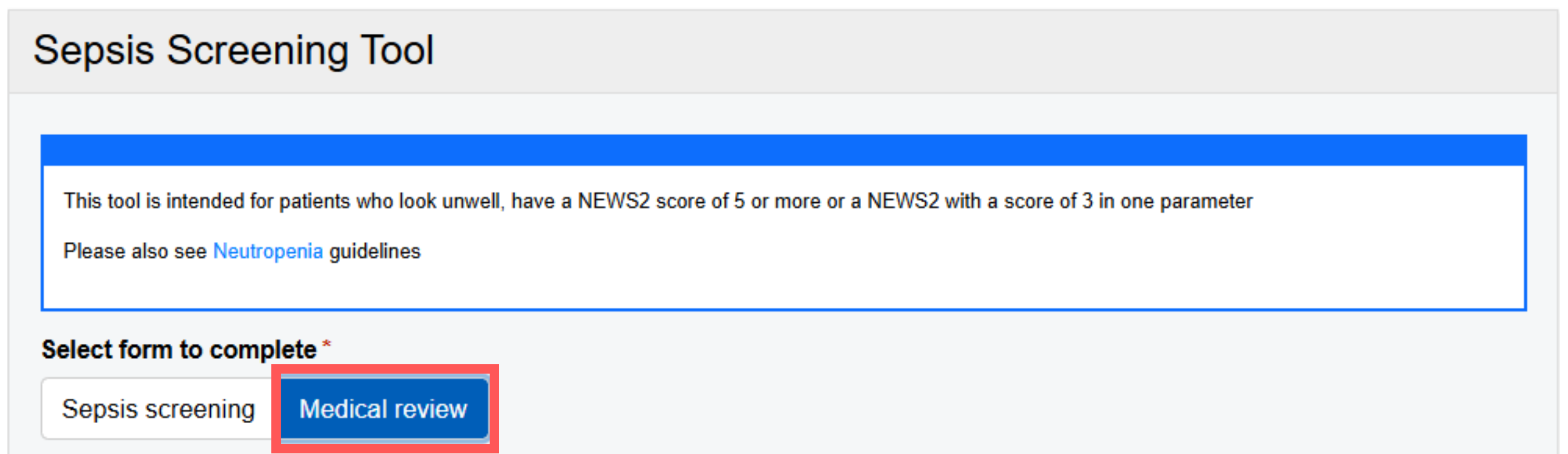
✉ leedsth-tr.ImplementationTeam@nhs.net

Completing a Sepsis Screening Tool (Adult) eForm (Medical Review)

1

When you open the **eForm**, please read the **opening statement** regarding the intended use for the **eForm**. Please also see the clickable link to the **Neutropenia guidelines**.

Select the **form to complete** as **Medical Review**



Sepsis Screening Tool

This tool is intended for patients who look unwell, have a NEWS2 score of 5 or more or a NEWS2 with a score of 3 in one parameter

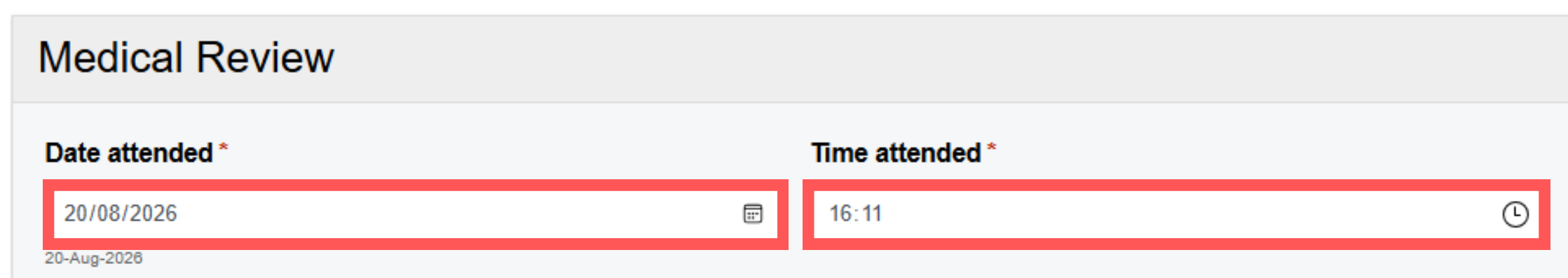
Please also see [Neutropenia guidelines](#)

Select form to complete *

Sepsis screening **Medical review**

2

Within the **Medical Review section**, you will need to **enter the date and time** you **attended the Patient**. It will **automatically** pull through **today's current date and time**. Click within the **required field(s)** to change the **date and/or time**.



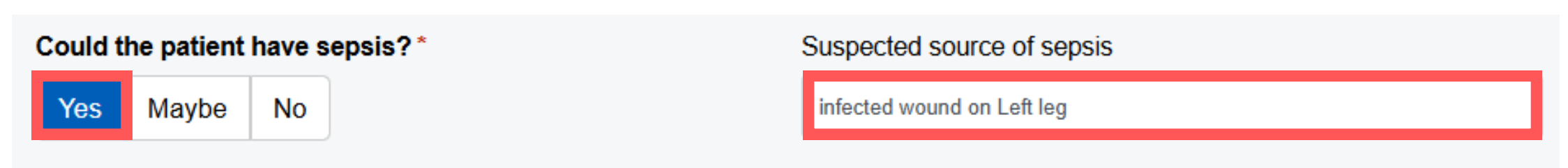
Medical Review

Date attended * 20/08/2026 20-Aug-2026

Time attended * 16:11

3

Then you will need to answer the question, **Could the Patient have sepsis?** If you answer **Yes**, you will need to enter a **suspected source of sepsis**. In this example, we have entered **infected wound on the left leg**.



Could the patient have sepsis? *

Yes Maybe No

Suspected source of sepsis

infected wound on Left leg

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

4

If you select **Maybe** to the question, **Could the patient have sepsis?**, you will also need to enter a suspected cause of deterioration. In this example, we have entered Due to Lung Cancer Diagnosis

Could the patient have sepsis? * Yes <input checked="" type="button" value="Maybe"/> No	Suspected source of sepsis infected wound on Left leg
Suspected cause of deterioration Due to Lung cancer Diagnosis	

If you select **No** to the question, **Could the patient have sepsis?**, you will only need to enter a **suspected cause of deterioration**.

5

Could the patient have sepsis? * Yes Maybe <input checked="" type="button" value="No"/>
Suspected cause of deterioration Due to Lung cancer Diagnosis

6

Next, you will see the **Clinical Considerations** information that needs to be included within the **Clinical** as part of this **eForm**.

Clinical Considerations
Please include the following in the Clinical Note section below: • Clinical assessment • Differential diagnosis • Management plan (inc. investigations) • Consider the appropriate escalation plan for the patient • Recommended time of next medical review (e.g. 15 mins, 30 mins, 1 hour...)

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

7

Then complete the **Clinical Note** as part of the **eForm**. To learn how to complete **Clinical Note**, please see the **Clinical Notes User Guide** by [Clicking Here](#). **Please do not** change the **Subject line** for this **Clinical Note**. You will also not be able to **add an attachment** within this specific **Clinical Note** with the **eForm**.

The screenshot displays the Clinical Note eForm interface. It includes the following fields and content:

- Author:** SMALES, Samuel (Mr)
- Date of activity *:** 20/08/2026 (with a calendar icon and a small text "20-Aug-2026" below)
- Time of activity *:** 16:11 (with a clock icon and a small text "Format HH:mm" below)
- Profession *:** Consultant (with a dropdown arrow)
- Specialty *:** Geriatric Medicine (with a dropdown arrow)
- Type of note *:** General (with a dropdown arrow)
- Subject Line *:** Sepsis screening medical review (with a character count "31 / 200")
- Notes *:** A text area with a rich text editor toolbar (B, I, U, list icons). The content includes:
 - Clinical Assessment**
 - Patient reviewed following concerns of sepsis with pyrexia, tachycardia, tachypnoea and hypotension. Patient appears unwell and reports feeling generally weak and lethargic. Early Warning Score elevated. On examination, patient is febrile with evidence of systemic inflammatory response. Peripheral perfusion reduced with prolonged capillary refill time. Oxygen saturations maintained on supplemental oxygen. Urine output reduced over the preceding hours.
 - Observations:**
 - Temperature: 39.2°C
 - Heart Rate: 125 bpm
 - Respiratory Rate: 28 breaths/min

8

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

Submit

The completed **Clinical Note**, as part of this **eForm**, will be available within the **Clinical Notes Dashboard** within **PPM+**. Please see the **Clinical Notes User Guide** by [Clicking Here](#) to learn how to use the **Clinical Notes Dashboard**.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

Viewing and Withdrawing a completed Sepsis Screening Tool (Adult) eForm

1

Navigate to your Patient's **Single Patient View** and click on the completed **Sepsis Screening Tool (Adult) eForm** you wish to view.

Once you have selected the **eForm** and you can view the completed **eForm** on the **right hand side of the screen**, as shown below. You can view the **Expand**, **Audit Timeline** and also **Withdraw** the completed **eForm** from this view.

2

If you click on **Expand**, you can view the completed **Sepsis Screening Tool (Adult) eForm** in a **larger format**.

3

Click on **Audit Timeline**, if you need to view the **Audit Trail** for the eForm. A **Timeline** of the **eForm** will appear.

Audit Timeline

Timeline

18 August 2025 16:40

Sepsis Screening Tool (Adult) (Created)

by SMALES, Samuel (Mr) Project Support Officer - Clinical Psychology, The Leeds Teaching Hospitals NHS Trust

View

4

Click on **Withdraw**, to remove the completed document from the **Patient's record**. You will need to document the reason for **Withdrawing the document**.

 **Withdraw**

Withdraw

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.

completed the eForm for the incorrect patient!

Cancel Withdraw

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net

Useful 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>



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

For further information please contact:



leedsth-tr.ImplementationTeam@nhs.net