

ppm+

Sideroom Availability Form

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

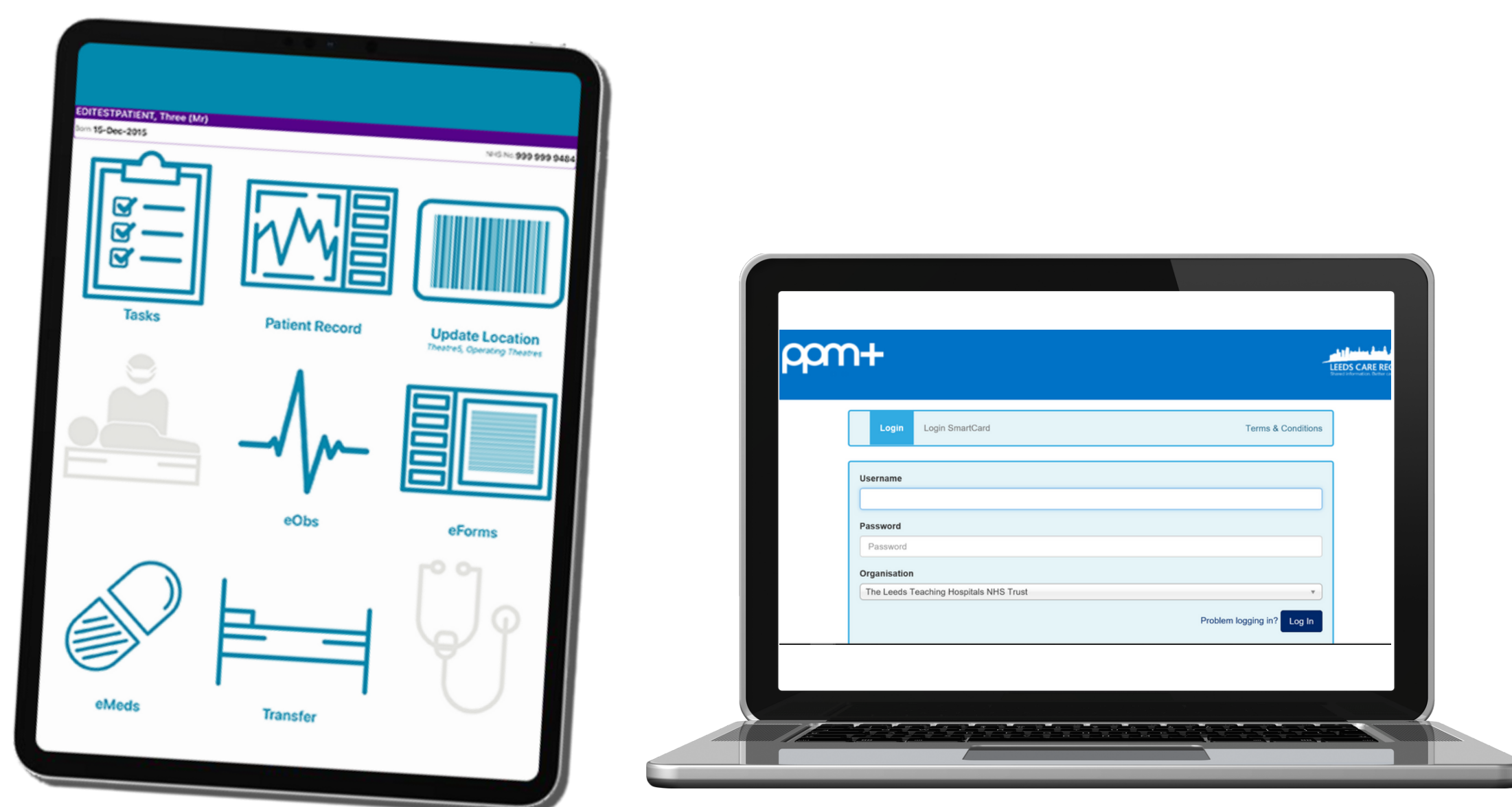
How to add the Sideroom Availability eForm

1

The **eForm** is called **Sideroom Availability Form**. 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](#).



For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

Completing the Sideroom Availability eForm

Staff should complete a form when a patient goes into a sideroom, when a patient can be removed from a sideroom or when the patient's isolation period changes.

Please see local Infection Prevention and Control policies for guidance around isolation periods for infection as per the instruction on the form. Just to identify there is guidance to support the staff with decision making .

1

Upon opening the **eForm**, there will be three main sections, once you select the option, the form will then show like this.

2

Selecting the option **Infection Prevention** will provide the option to input the **Main Infection Prevention Reason** using the search bar or the drop down menu.

3

Selecting **Protective Isolation** does not require the user to input any further information, however **Other Reasons** will generate a list of other common reasons a patient may need to be in a **Sideroom**, select the relevant option.

All eForms

Sideroom Availability Form

BlowerS

ZZZONE, Test Patient

NHS number

Main Isolation Reason

Main Isolation Category *

☐ Infection Prevention

☐ Protective Isolation

☐ Other Requirements

Other Isolation Reasons

Does the patient have any other reasons for isolation? *

☐ Infection

☐ Other

☐ None

Outcome

Outcome *

☐ Must remain in isolation for duration of admission

☐ Isolation period incomplete

☐ Can be removed from isolation

Reason for outcome *

All eForms

Sideroom Availability Form

BlowerS

ZZZONE, Test Patient

NHS number

Main Isolation Reason

Main Isolation Category *

☒ Infection Prevention

☐ Protective Isolation

☐ Other Requirements

Main Infection Prevention Reason *

Chicken Pox

Acute Hepatitis A

Bed Bugs

Campylobacter sp. infection

C difficile likely present -toxin gene awaited

C difficile toxin gene present (toxigenic strain)

C difficile present toxin gene not detected (non-toxigenic strain positive)

C difficile detected – Toxin positive

Chicken Pox

Main Isolation Reason

Main Isolation Category *

☐ Infection Prevention

☐ Protective Isolation

☒ Other Requirements

Main Other Isolation Reason *

☐ Age

☐ Capacity

☒ Behaviour/Mental health/Learning disability

☐ End of life/Compassion/Dignity

☐ Prevention of mixed sex breach

☐ Security/Safeguarding

☐ Treatment/Support

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0113 206 0599

4

4

The next section on the **Sideroom Availability eForm** will ask for **Other Isolation Reasons**. Again, selecting some answers will require the user to input additional information, such as **additional infection risks**. More than one can be selected.

5

Selecting **Other** will allow the user to input additional information also, or there is also the option to select **None**, if there is no additional reasoning. It is possible to select **Infection** and **Other** at this point, if it is relevant to the patient.

6

The final part of the **eForm** is the **Outcome** section. There is an option here to input how long the patient needs to remain in a **Sideroom**. If selecting **Must remain in isolation for duration of admission**, type reasoning in the free text box that will appear upon selection.

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7

Isolation Period Incomplete should be input if a patient needs to remain in a sideroom for a set amount of time, this then generates a report for **Bed Managers** and allows them to more easily allocate isolation space to patients who need a sideroom.

8

Once the **eForm** is completed, select **Submit**. The **Sideroom Availability eForm** should be completed when a patient enters a sideroom. A new one should be completed each time a patient's isolation period is extended.

Please see local Infection Prevention and Control policies for guidance around isolation periods for infection as per the instruction on the form.

Outcome

Outcome *

☐ Must remain in isolation for duration of admission

☒ Isolation period incomplete

☐ Can be removed from isolation

Please see local Infection Prevention and Control policies for guidance around isolation periods for infection.

Day isolation is complete *

27/01/2024

27-Jan-2024

Reason for outcome *

Main Isolation Reason

Main Isolation Category *

☒ Infection Prevention

☐ Protective Isolation

☐ Other Requirements

Main Infection Prevention Reason *

Select...

Other Isolation Reasons

Does the patient have any other reasons for isolation? *

☐ Infection

☐ Other

☒ None

Outcome

Outcome *

☒ Must remain in isolation for duration of admission

☐ Isolation period incomplete

☐ Can be removed from isolation

Reason for outcome *

Discard Submit

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

How to View and Withdraw a completed Sideroom Availability eForm in PPM+

1

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

Summary			Add 
2024			
22-Jan-2024	Assessment	Isolation period incomplete: Sideroo...	
10-Jan-2024	Assessment	Sideroom Availability Form: , - (-)	
2023			
05-Dec-2023	Medical Assess	CCOT LTHT / DART MYTT (Outreac...	
23-Nov-2023	Patient Safety	Interventional Radiology - Pre-proce...	
17-Nov-2023	Summary	Clinical Notes	
2022			
25-Nov-2022	Medical Assess	Short-Stay / Day Surgery Discharge ...	

2

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

3

4

5

6

Expand

Print

Audit Timeline

Withdraw

Main Isolation Reason

Main Isolation Category

Infection Prevention

Main Infection Prevention Reason

COVID-19 (SARS-CoV-2)

Other Isolation Reasons

Does the patient have any other reasons for isolation?

None

Outcome

Outcome

Must remain in isolation for duration of admission

Saved by

BlowerS, The Leeds Teaching Hospitals NHS Trust

Saved at

10-Jan-2024 14:35

3

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

Sideroom Availability Form: - (-)

ZZZCME, Test Patient

14-Jun-2001

Sex

NHS No.

Main Isolation Reason

Main Isolation Category

Infection Prevention

Main Infection Prevention Reason

COVID-19 (SARS-CoV-2)

Other Isolation Reasons

Does the patient have any other reasons for isolation?

None

Outcome

Outcome

Must remain in isolation for duration of admission

Reason for outcome

Test

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0113 206 0599

4

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

Sideroom Availability Form

ZZZONE, Test Patient		Born 14-Jun-2001	Gender
NHS number		PAS number 0031908	
Address			

Main Isolation Reason

Main Isolation Category
Infection Prevention

Main Infection Prevention Reason
COVID-19 (SARS-CoV-2)

Other Isolation Reasons

Does the patient have any other reasons for isolation?
None

Outcome

Outcome
Must remain in isolation for duration of admission

Reason for outcome
Test

5

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

Timeline

05 January 2024

08:53

Sideroom Availability Form (Edited)

by BlowerS, The Leeds Teaching Hospitals NHS Trust

View

08:46

Sideroom Availability Form (Created)

by BlowerS, The Leeds Teaching Hospitals NHS Trust

View

6

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.

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.

TEST

Cancel Withdraw

For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0599

Useful contacts

Implementation Team

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



Ext: 60599



leedsth-tr.ImplementationTeam@nhs.net

Informatics Service Desk

Please contact the **Informatics 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/>

For further information please contact:



leedsth-tr.ImplementationTeam@nhs.net or



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