

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

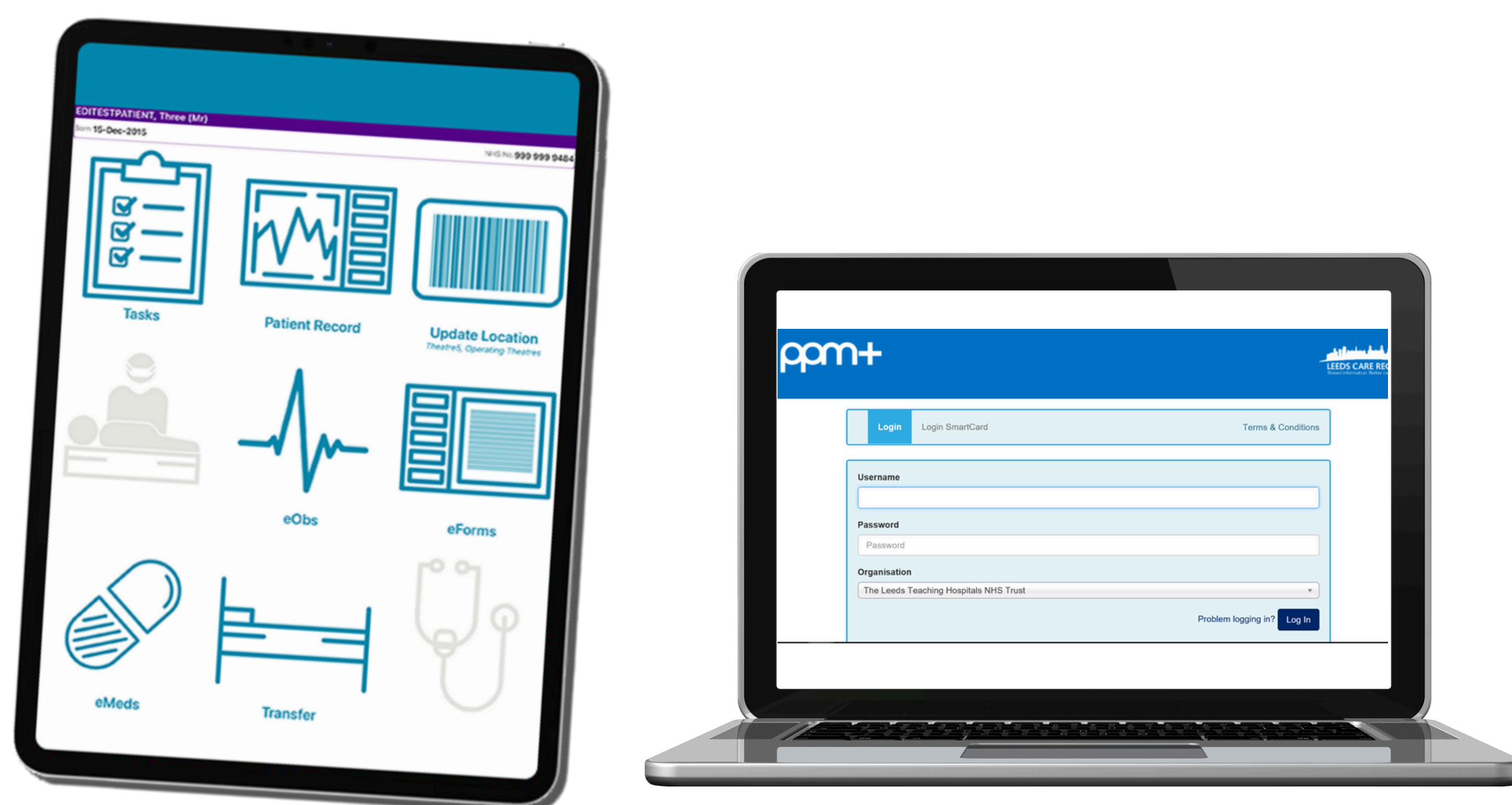
How to add the Sideroom Availability eForm

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](#).



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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.

The screenshot shows the 'Sideroom Availability Form' in edit mode. The top bar indicates 'Select eForm Category', 'Sideroom Availability Form', and 'LongH'. A warning message states: 'Please be aware, switching away from this form will cause any unsaved data to be lost.' The form is divided into three main sections: 'Main Isolation Reason', 'Other Isolation Reasons', and 'Outcome'. The 'Main Isolation Reason' section includes a 'Main Isolation Category' with three radio button options: 'Infection Prevention', 'Protective Isolation', and 'Reasonable Adjustments'. The 'Other Isolation Reasons' section has a text input field with the label 'Does the patient have any other reasons for isolation? *'. The 'Outcome' section includes an 'Outcome' field with three radio button options: 'Must remain in isolation for duration of admission', 'Isolation period incomplete', and 'Can be removed from isolation'. Below this is a 'Reason for outcome' text input field. At the bottom, there are 'Discard' and 'Submit' buttons.

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.

This screenshot shows the 'Sideroom Availability Form' with the 'Main Isolation Category' set to 'Infection Prevention'. A list of reasons for infection prevention is displayed, including: 'C difficile toxin gene present (toxicogen strain)', 'C difficile present toxin gene not detected (non-toxicogen strain positive)', 'C difficile detected - Toxin positive', 'Chicken Pox', 'COVID-19 (SARS-CoV-2)', 'CPE positive at any time', 'CPE High Risk', and 'CPE Medium Risk'. The 'Outcome' section remains the same as in the previous screenshot.

3

Selecting **Protective Isolation** does not require the user to input any further information, however **Reasonable Adjustments** will provide a details field to populate for you to complete.

This screenshot shows the 'Sideroom Availability Form' with the 'Main Isolation Category' set to 'Reasonable Adjustments'. A 'Details' text input field is provided for completion. The 'Outcome' section remains the same as in the previous screenshots.

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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

Select **None**, if there is no additional reasoning.

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 isolation**, 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.

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 *

26 Nov 2025
26-Nov-2025

Reason for outcome *

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.

12:13 Wed 26 Nov Sideroom Availability Form LongH

Editing: Sideroom Availability Form

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

IMPLEMENTATION, Testive

NHS number

Main Isolation Category

☐ Infection Prevention

☐ Protective Isolation

☒ **Reasonable Adjustments**

Details

Other Isolation Reasons

Does the patient have any other reasons for isolation? *

☐ Infection

☒ **None**

Outcome

Outcome *

☐ Must remain in isolation for duration of admission

☐ Isolation period incomplete

☒ **Can be removed from isolation**

Reason for outcome *

Discard Submit

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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**.

Limited to 2000 records [Show All](#) [Refresh](#) [Add](#)

2025

26-Nov-2025	Assessment	Must remain in isolation for duration...
24-Oct-2025	Clinical View	Deteriorating Patient

2

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

External Document Details

[Expand](#) [Print](#) [Edit](#) [Audit Timeline](#) [Withdraw](#)

Viewing last submission of: Sideroom Availability Form

Main Isolation Reason

Main Isolation Category
Reasonable Adjustments
Details
-

Other Isolation Reasons

Does the patient have any other reasons for isolation?
Infection
Other infections
Bed Bugs

Saved by LONG, Hayden (Mr) Project Analyst - Clinical Genetics, The Leeds Teaching Hospitals NHS Trust Saved at 26-Nov-2025 08:20

3

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

Must remain in isolation for duration of admission: Sideroom Availability Form: LONG, Hayden (Mr) (Digital Systems Support Officer - Clinical Genetics)

Viewing last submission of: Sideroom Availability Form

Main Isolation Reason

Main Isolation Category
Reasonable Adjustments
Details
-

Other Isolation Reasons

Does the patient have any other reasons for isolation?
Infection
Other infections
Bed Bugs

Outcome

Outcome
Must remain in isolation for duration of admission
Reason for outcome
Test

For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or

0113 206 0599

4

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

IMPLEMENTATION, Testfive		Born 3-Dec-1963	Gender Male
NHS number		PAS number 0037947	
Address			
Main Isolation Reason			
Main Isolation Category			
Reasonable Adjustments			
Details			
-			
Other Isolation Reasons			
Does the patient have any other reasons for isolation?			
Infection			
Other infections			
Bed Bugs			
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	
26 November 2025	
08:14	
Sideroom Availability Form (Created)	
by LONG, Hayden (M) Project Analyst - Clinical Genetics, 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
<div>Cancel</div> <div>Withdraw</div>

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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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