



The Leeds  
Teaching Hospitals  
NHS Trust

ppm+

# VTE Ward Round Clinical Note

USER GUIDE



#LeedsDigitalWay

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For further information please contact:

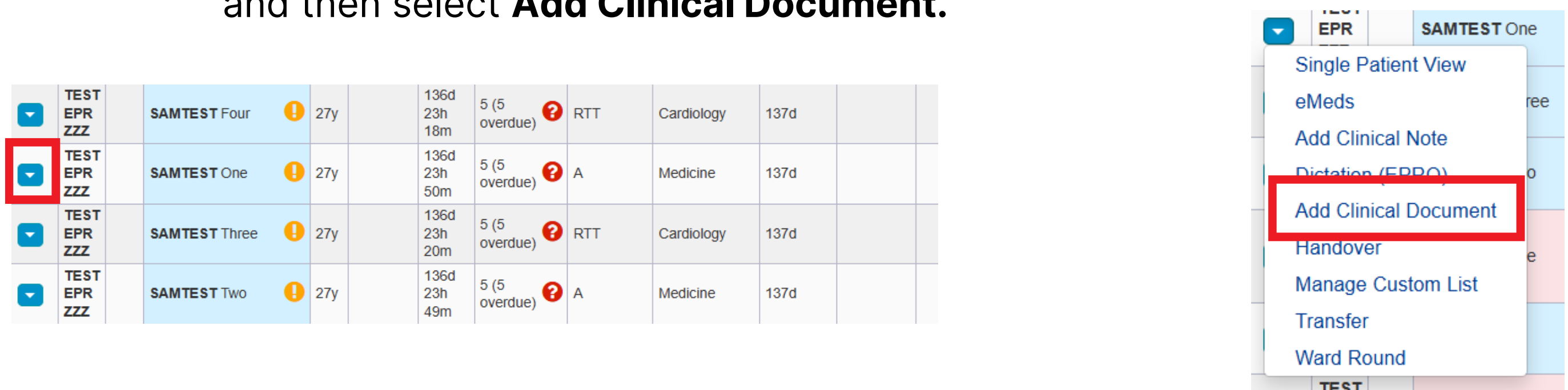
✉ [leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net)

# Completing an VTE Ward Round Clinical Note eForm

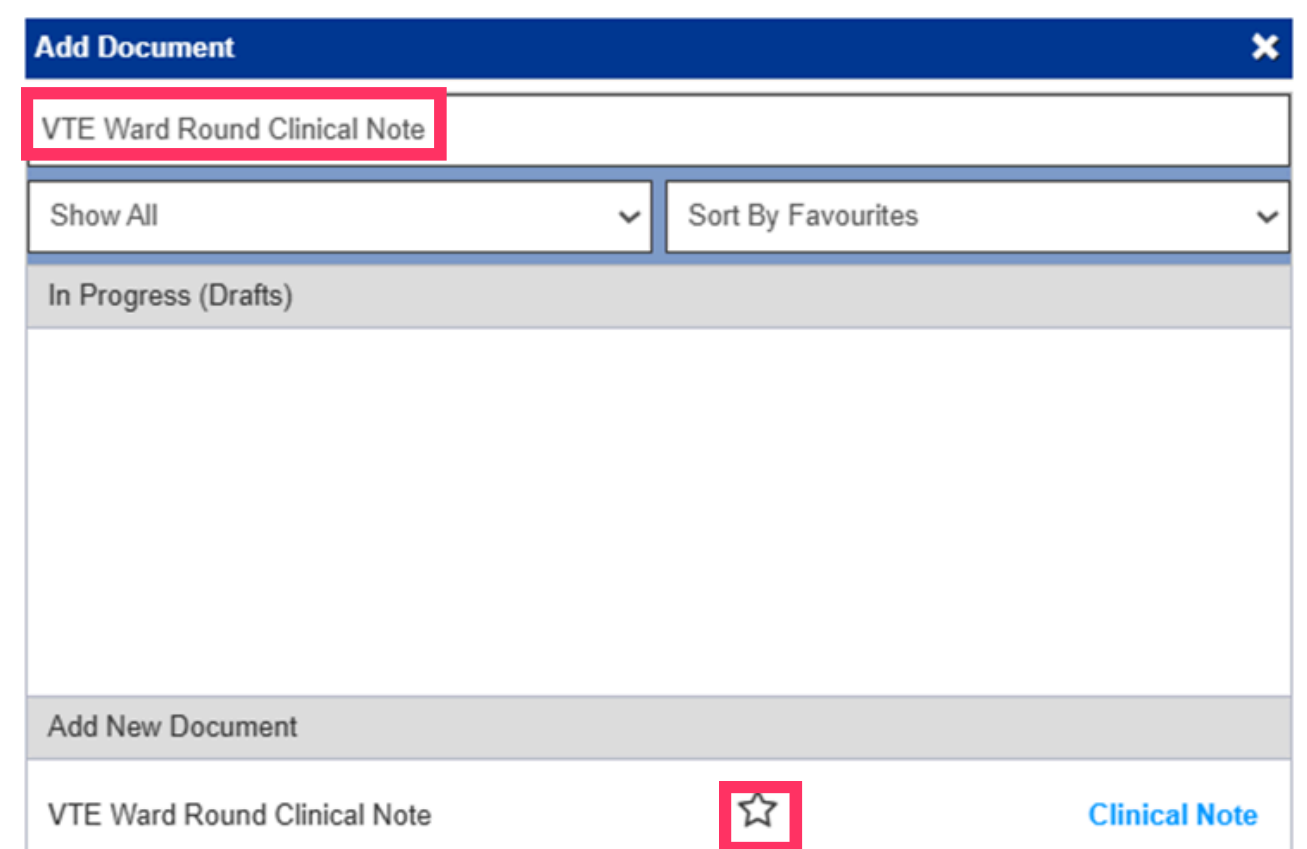
- 1 You can add a **Clinical Document** via the **Patient's Single Patient View**, click on the **Add** button and select **Clinical Document**.



- 2 You can also add a **Clinical Document** from the **Multi Patient View** for your **Clinical Area**. Click on the **blue square arrow/drop down** for your Patient and then select **Add Clinical Document**.



- 3 Enter **VTE Ward Round Clinical Note** in the search field and select the **eForm**. You can also save this to your favourites by clicking on the **star icon**.



For further information please contact:

✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

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When you select **VTE Ward Round Clinical Note** an **Clinical Note eForm** opens. It will automatically populate the **Author** section with your name. **This can not be changed.**

Clinical Note

Author: ALI, Adil (Mr)

Date of activity\*: 20/05/2026

Time of activity\*: 11:27

Profession\*: Admin

Specialty\*: Clinical Genetics

Type of note\*: Advice note

Subject Line\*: VTE Ward Round Clinical Note

5

The **Speciality section** will be pre-populated with your **Speciality** from your **PPM+ Contact**. Please make sure **PPM+ Contact** has been set up and is up to date. Please see the **Contacts page** on the **PPM+ Help Site** for further information by **Clicking Here**.

Clinical Note

Author: ALI, Adil (Mr)

Date of activity\*: 20/05/2026

Time of activity\*: 11:27

Profession\*: Admin

Specialty\*: Clinical Genetics

Type of note\*: Advice note

Subject Line\*: VTE Ward Round Clinical Note

6

If you need to update the **Speciality** in the proposed **Clinical Note**, click on the **X** icon in the section and then click on the **drop down arrow** and select your **Speciality** from the available options.

Specialty\*

Clinical Genetics

Specialty\*

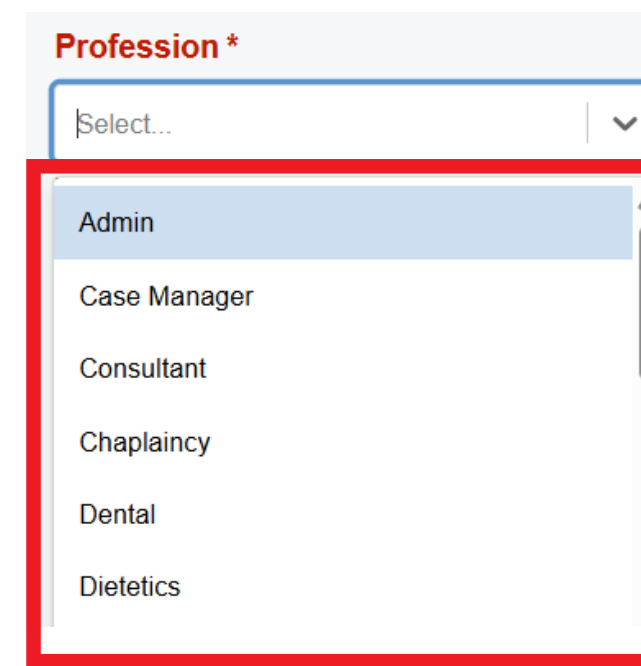
- Select...
- All
- Accident and Emergency
- Acute Internal Medicine
- Addiction Services
- Adult Cystic Fibrosis
- Allergy
- Allied Health Professional
- Anaesthetics

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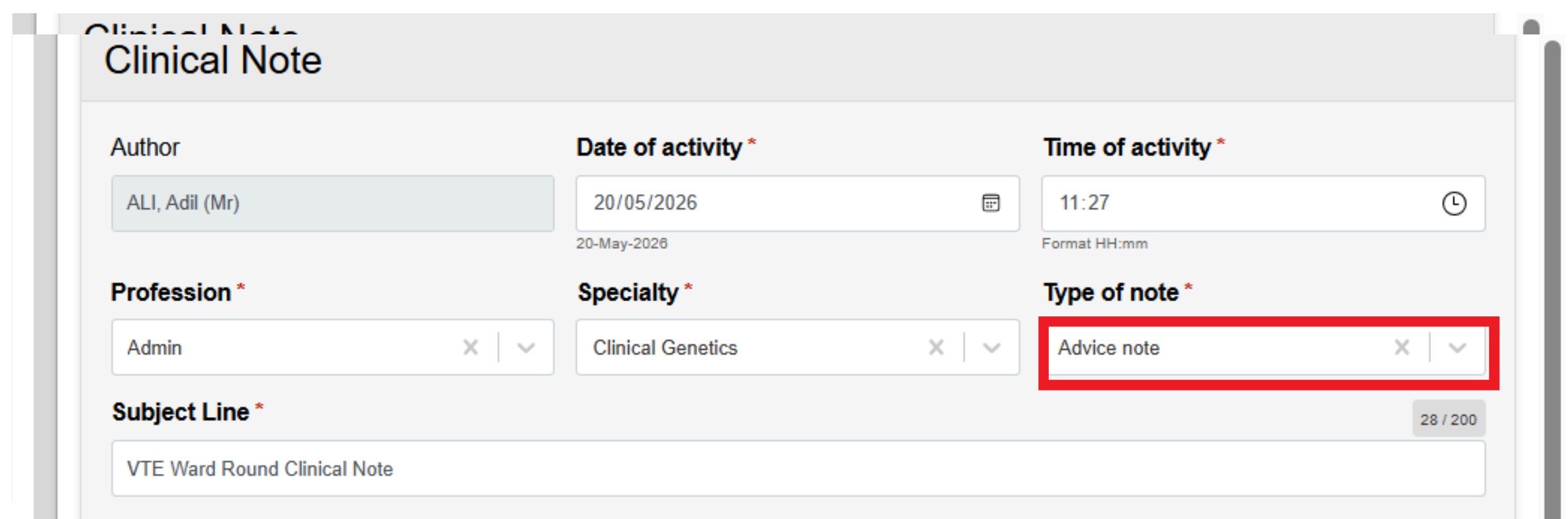
7

Select your **Profession** from the drop down arrow.



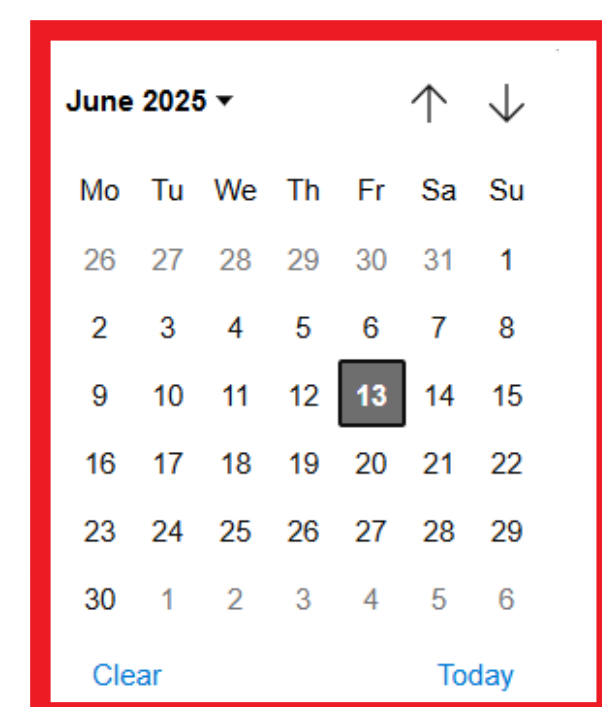
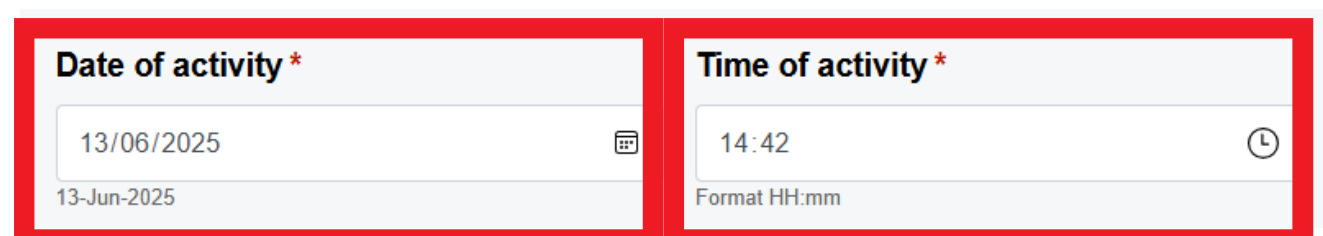
8

It will automatically populate the **Type of Note** section with your name with **Advice Note**.



9

The **Date and Time of activity** will automatically populate with the **current Date and Time**. It is possible to back date the **Date and/or Time** by clicking on the **icon** within the **corresponding field** and select from the **relevant pop up menu**. Please see the example below:



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10

The **Subject Line** will automatically populate the relevant **Advice Note** you selected.

The screenshot shows a 'Clinical Note' form with the following fields and values:

- Author:** ALI, Adil (Mr)
- Date of activity \*:** 20/05/2026 (with a calendar icon and '20-May-2026' below)
- Time of activity \*:** 11:27 (with a clock icon and 'Format HH:mm' below)
- Profession \*:** Admin
- Specialty \*:** Clinical Genetics
- Type of note \*:** Advice note
- Subject Line \*:** VTE Ward Round Clinical Note (with a character count of 28 / 200)

11

Enter the text for your **Clinical Note** in the **Notes** section. **Use the Tools** available to help structure the content of your **Clinical Note**.

The screenshot shows the 'Notes \*' section with a text area. A red box highlights the toolbar above the text area, which contains the following icons: Bold (B), Italic (I), Underline (U), Bulleted List, and Numbered List.

12

It is also possible to **attach an image** to an **Clinical Note**.

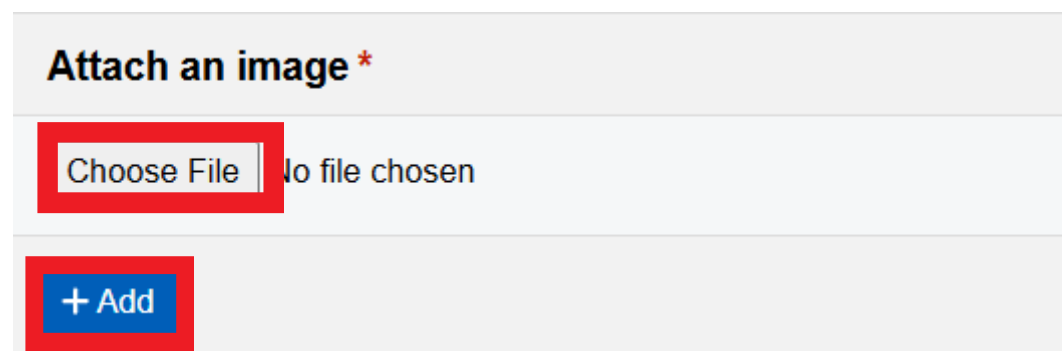
The screenshot shows a dialog box titled 'Attach an Image'. It contains the question 'Would you like to attach an image? \*' and two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box.

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✉ [leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net)

13

Click on **Choose File** and **attach an image** via your computers saved files. You can add **up to four images** in total by clicking on the **+Add button**. Once you have submitted the **Clinical Note**, please **delete** the **image** or **images** from your **device** and any **other potential saved locations**.



**For Clinical Notes, it is strongly recommended to attach images using the PPM+ Mobile app. This method is preferred as it reduces the risk of information governance issues, particularly around image confidentiality. Images taken through the mobile app are captured in real-time and are not stored on the iPad. [Click Here](#) for further information.**

14

Click on the **Submit button**, when you have finished.



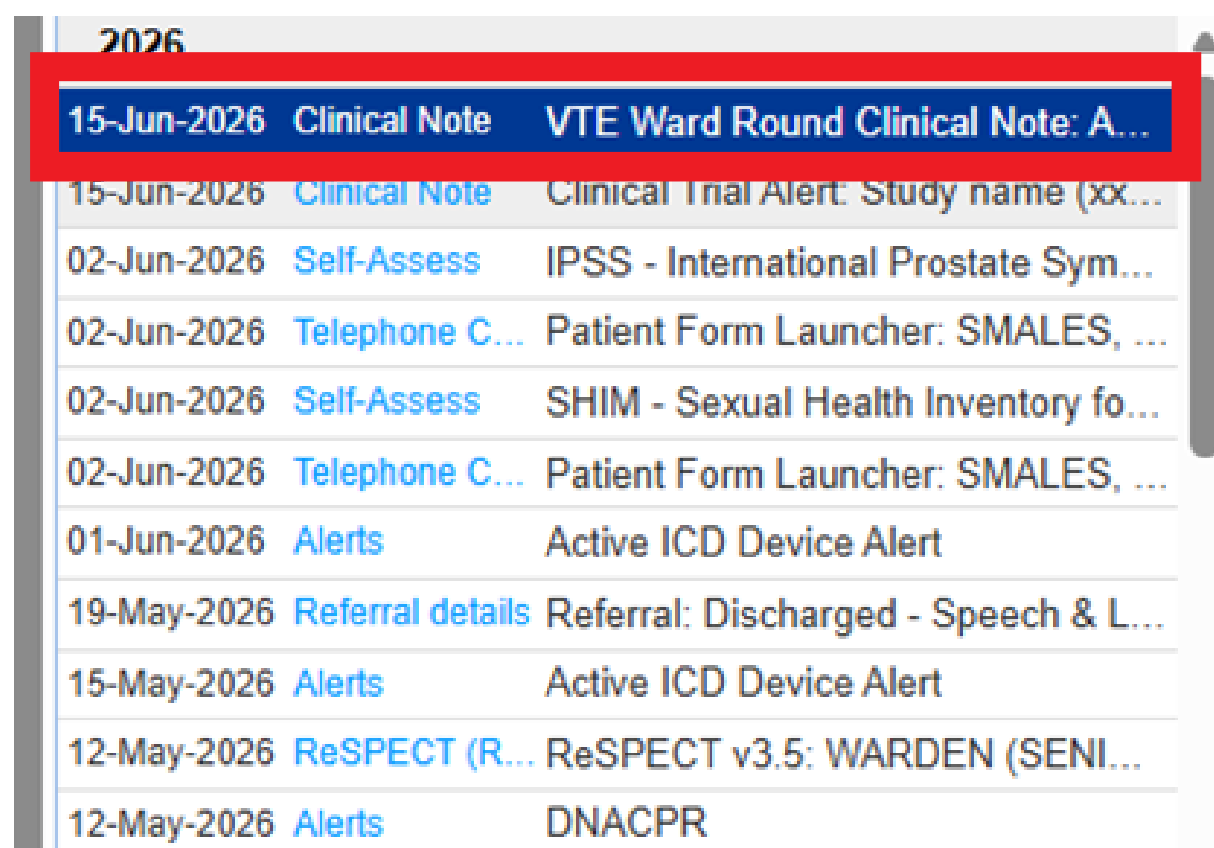
**For further information please contact:**

✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

# Viewing, Editing and Withdrawing a Advice Note

1

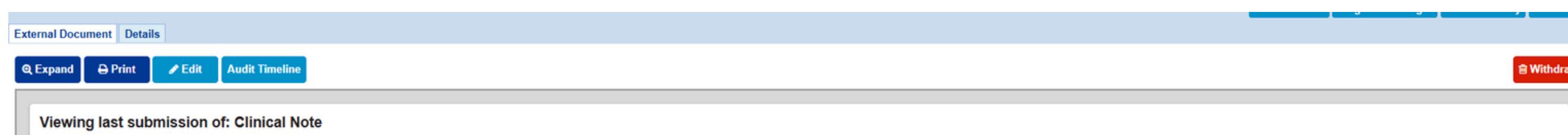
The completed **Advice Note** will appear as an individual entry in the **Patient's Single Patient View**. Simply click on it to open the document in the right hand pane



2026		
15-Jun-2026	Clinical Note	VTE Ward Round Clinical Note: A...
15-Jun-2026	Clinical Note	Clinical Trial Alert: Study name (xx...
02-Jun-2026	Self-Assess	IPSS - International Prostate Sym...
02-Jun-2026	Telephone C...	Patient Form Launcher: SMALES, ...
02-Jun-2026	Self-Assess	SHIM - Sexual Health Inventory fo...
02-Jun-2026	Telephone C...	Patient Form Launcher: SMALES, ...
01-Jun-2026	Alerts	Active ICD Device Alert
19-May-2026	Referral details	Referral: Discharged - Speech & L...
15-May-2026	Alerts	Active ICD Device Alert
12-May-2026	ReSPECT (R...	ReSPECT v3.5: WARDEN (SENI...
12-May-2026	Alerts	DNACPR

2

In the right hand pane, you have the options to **Edit**, view the **Audit Timeline** and also **Withdraw** the **Advice Note**.



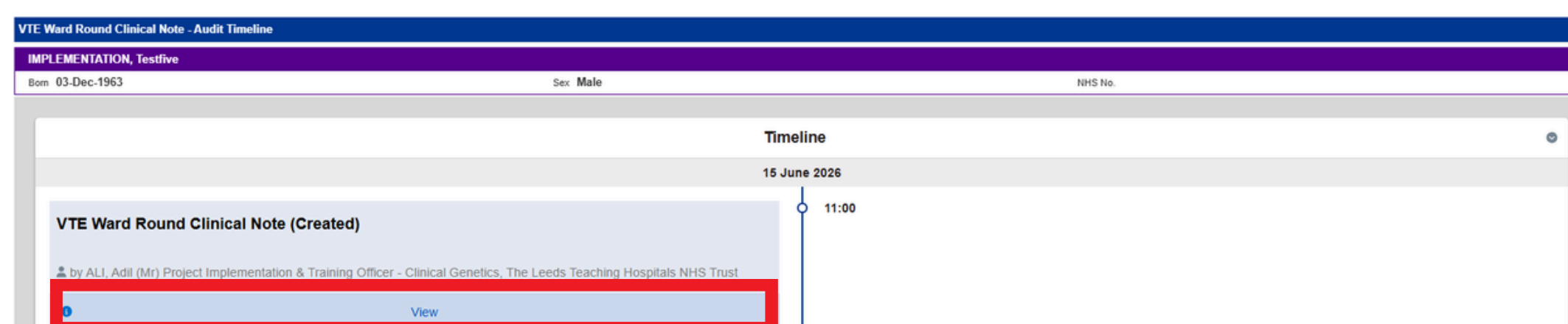
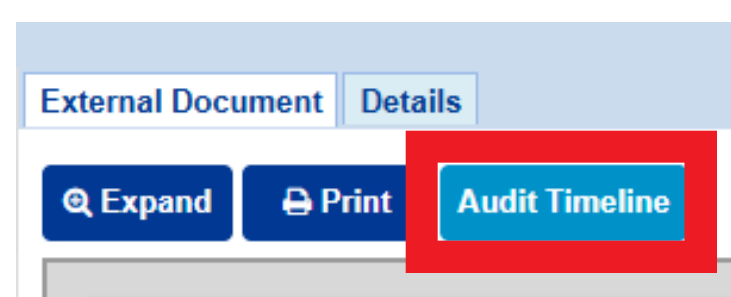
3

If you click on **Edit Document**, the **Advice Note** will reopen for you to **Edit** as required. When you have finished, make sure you click on **Submit**.



4

Clicking **Audit Timeline** will show when the **Advice Note** was **created**, **edited** and potentially **withdrawn**.

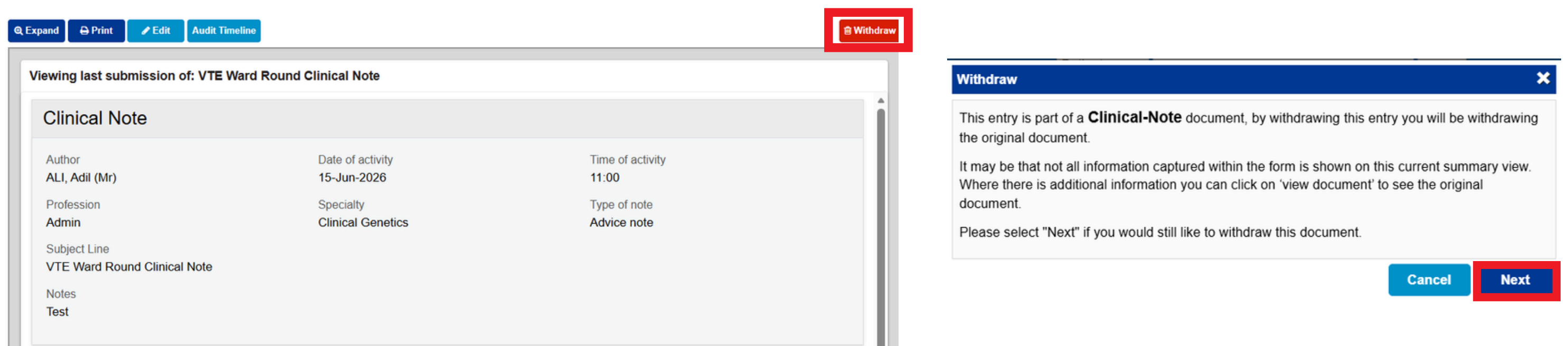


For further information please contact:

✉ [leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net)

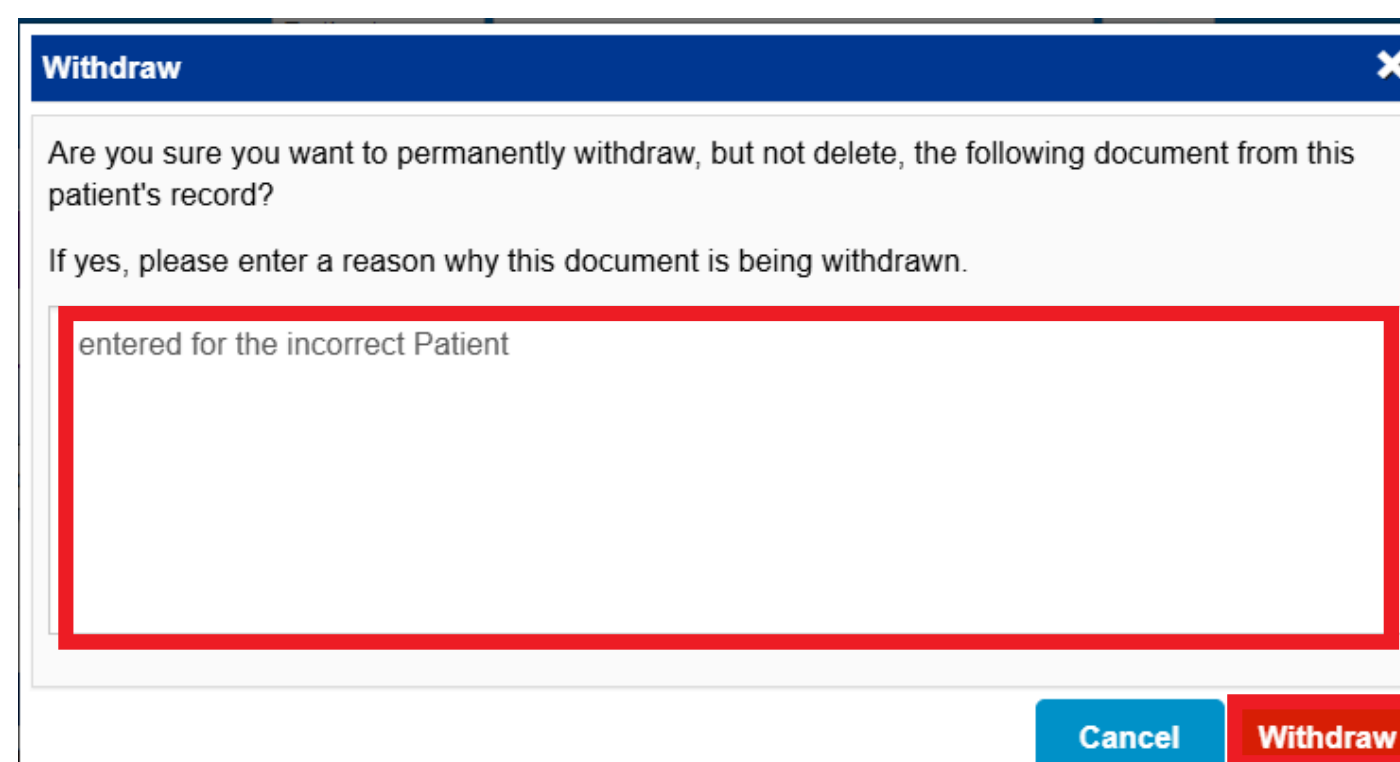
8

Click on **Withdraw Document** to **Withdraw** the **Advice Note** (You can also withdraw the document by clicking on the **Withdraw button**). Read the information in the **Withdraw window** and if happy, click on **Next**.



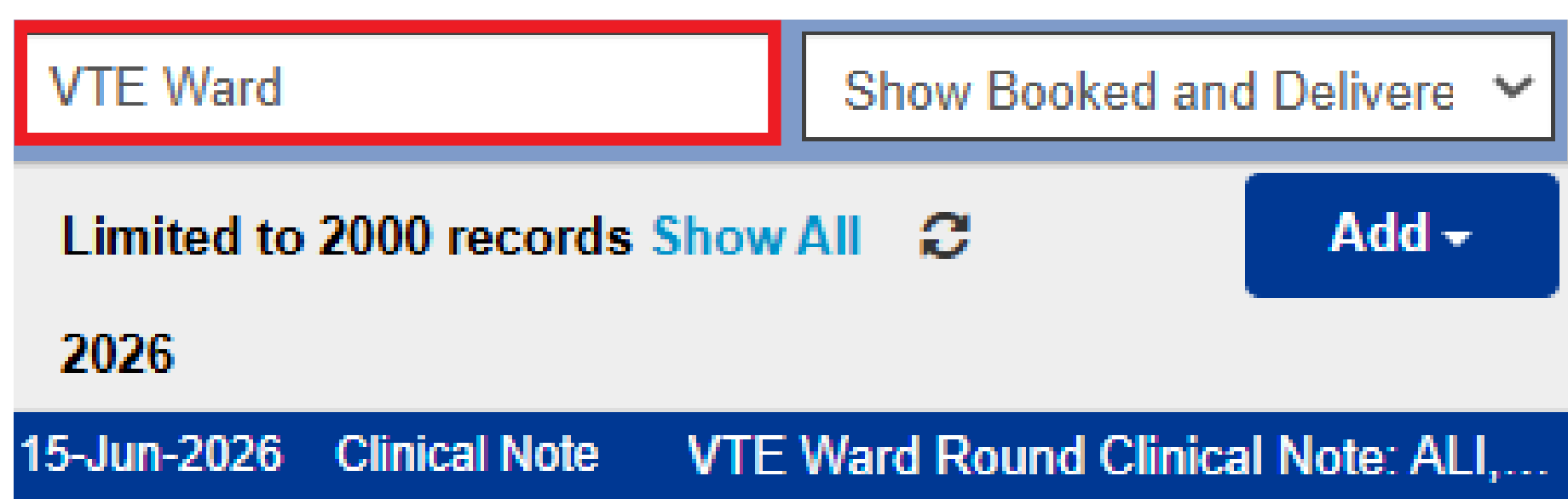
9

Supply a reason for **withdrawing** the **Advice Note** and then click on the **Withdraw button**.



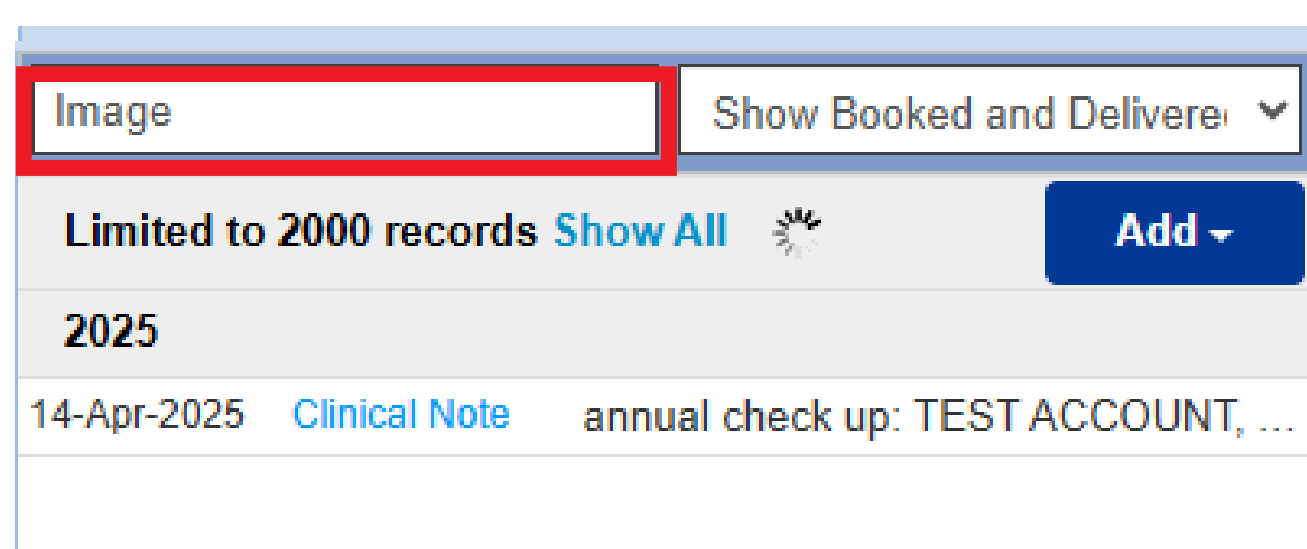
10

Use the **Event filter** to search for a **Advice Note** for the patient via the **Subject line** or the **Author** of the **Clinical Note**. This example is showing filtering by **Subject line**.



11

Also, if you type **image** into the **Event filter**, it will show all **Clinical Notes** with an **image attached**.

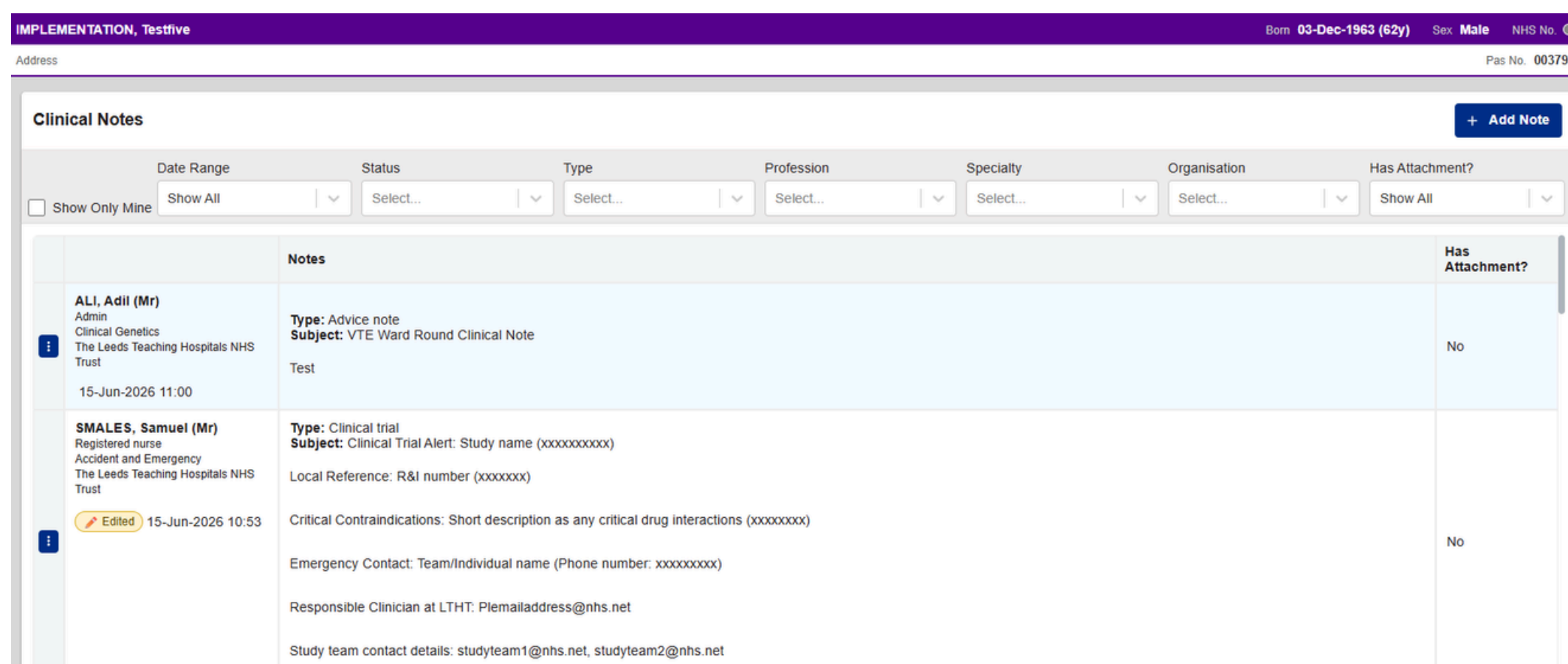
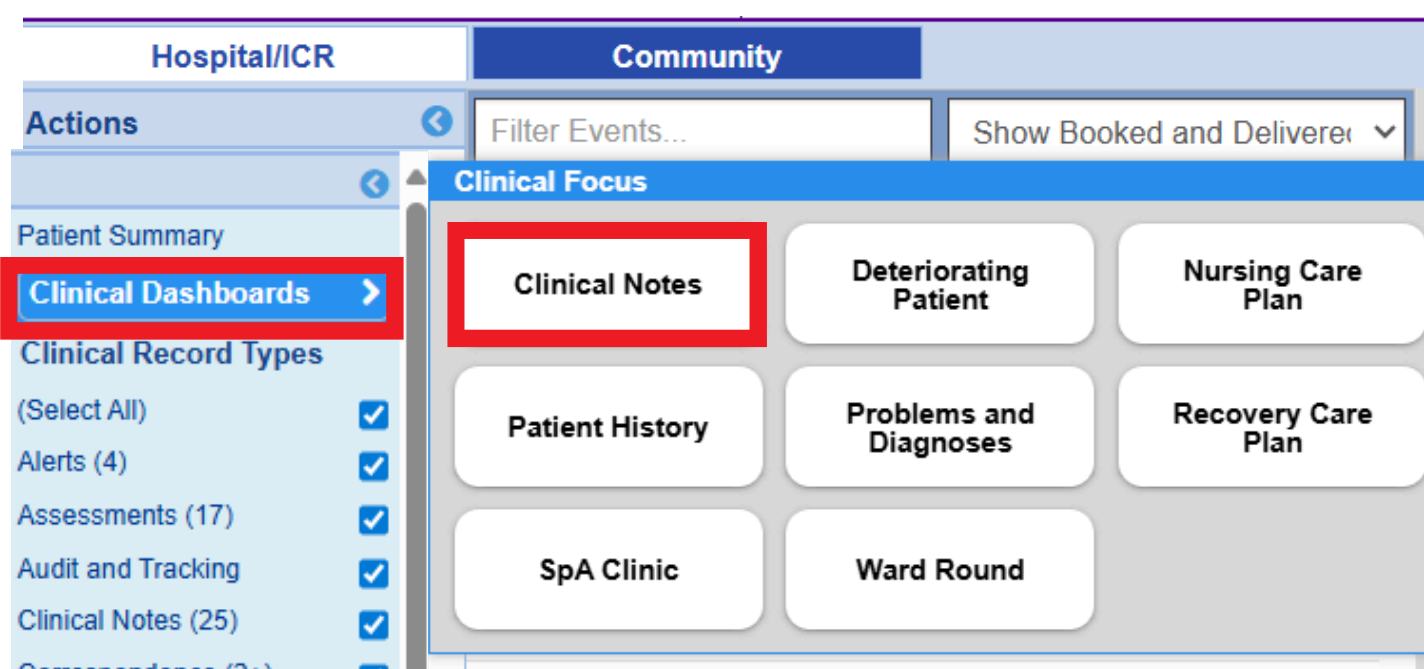


For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

# Clinical Notes Dashboard (Overview)

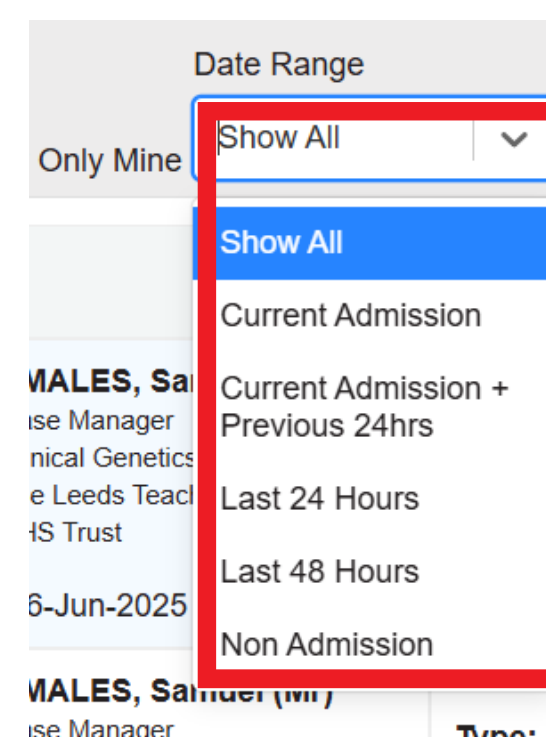
- 1 To navigate to the **Clinical Notes Dashboard**, click on **Clinical Dashboards** in the **Patient's Single Patient View** and then click on **Clinical Notes**.



- 2 You can filter **Clinical Note Dashboard** to only show your created **Clinical Notes** for the Patient by clicking the **Show Only Mine** box.



- 3 You can also filter the **Clinical Note Dashboard** by **Current Admission**, **Current Admission +24 hours**, **Last 24 hours**, **Last 48 hours**, **Non Admission** or **Show All**.

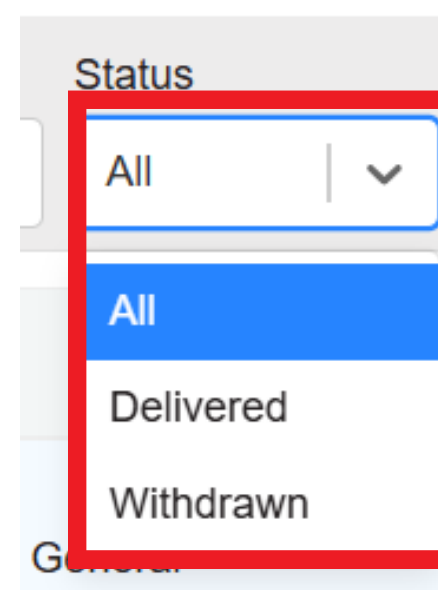


For further information please contact:

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4

You can also filter the **Clinical Note Dashboard** view by **Delivered, Withdrawn** or **All** (**Withdrawn Clinical Notes** will have a line through them).



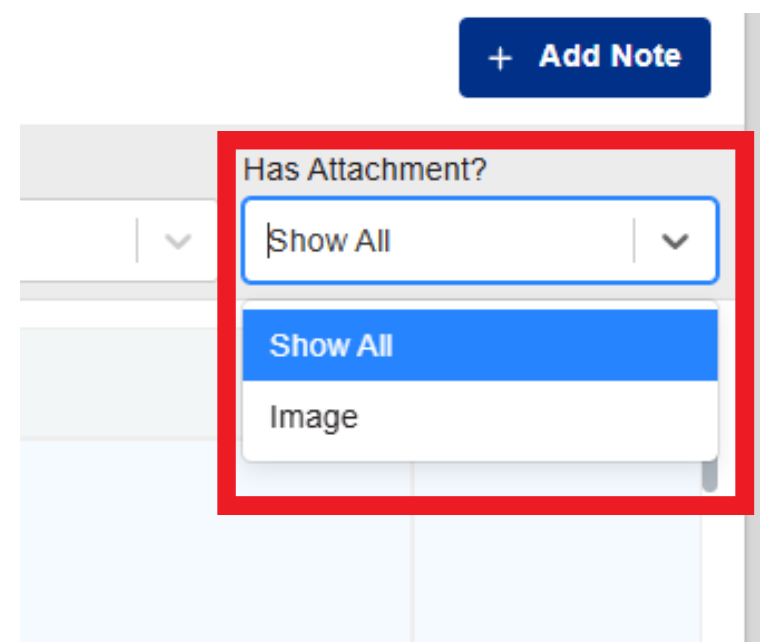
5

You can narrow down the **Clinical Note Summary Table** by **Profession, Speciality, Type** and **Organisation** by using the corresponding **filter dropdown** much like the **Clinical Note Summary Table** in the **Patient's Single Patient View**.



6

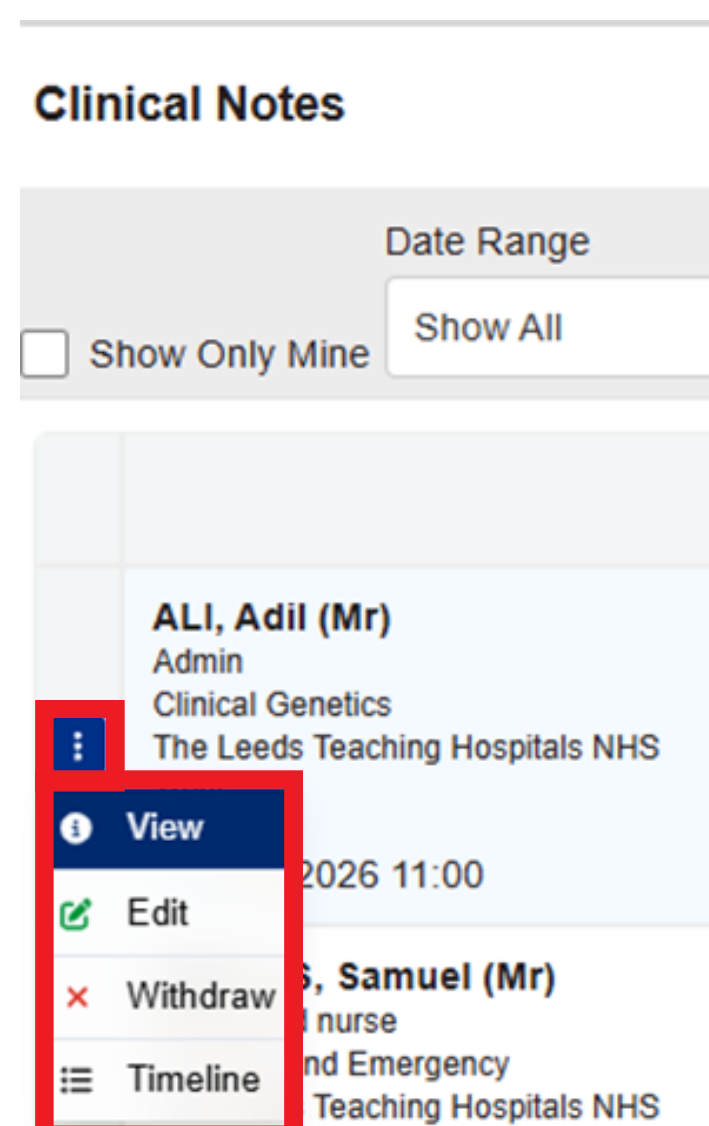
You can also filter the **Clinical Notes Dashboard** to show **Clinical Notes** with or without attachments .



**You can filter down the Clinical Notes Dashboard for the Patient by applying as many filters as required. It is possible to have multiple of the same filters.**

7

When you have located the **Clinical Note** of interest, click on the **blue square** for a **Clinical Note entry** to **Edit, View, Withdraw** and view the **Timeline for a Clinical Note** the **Clinical Note**.



For further information please contact:

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8

If you click on **View**, you will be able to view the **Clinical Note** in a larger format.

< Back Viewing: VTE Ward Round Clinical Note

Clinical Note		
Author ALI, Adil (Mr)	Date of activity 15-Jun-2026	Time of activity 11:00
Profession Admin	Specialty Clinical Genetics	Type of note Advice note
Subject Line VTE Ward Round Clinical Note		
Notes Test		

Attach an Image

Would you like to attach an image?  
No

9

If you click on **Edit**, the **Clinical Note** will reopen for you to **Edit** as required. When you have finished, make sure you click on **Submit**.



10

When the **Clinical Note** has been edited, it will be visible in the **Dashboard** by the **Pencil icon** near the entry. When you position your cursor over the **Pencil icon** in the **Clinical Note** entry, you can see when the **Clinical Note** was last edited.



11

Click on **Withdraw Document** to **Withdraw** the **Clinical Note**. Supply a **reason** for **withdrawing** the **Clinical Note** and then click on the **Withdraw** button.

**Withdraw**

Are you sure you want to permanently withdraw, but not delete, the following form from the patient's record?  
If yes, please enter a reason why this form is being withdrawn

entered for the incorrect Patient

Cancel Withdraw

12

If you click on **Timeline** for a **Clinical Note**, you can view when the **Clinical Note** was **created**, **edited** and potentially **withdrawn**. Click on **View** for particular to view in greater detail.

< Back ALI, Adil (Mr) (Admin) - (Advice note) - VTE Ward Round Clinical Note - 15-Jun-2026 11:00

15 June 2026

VTE Ward Round Clinical Note (Created)

by ALI, Adil (Mr) Project Implementation & Training Officer - Clinical Genetics, The Leeds Teaching Hospitals NHS Trust

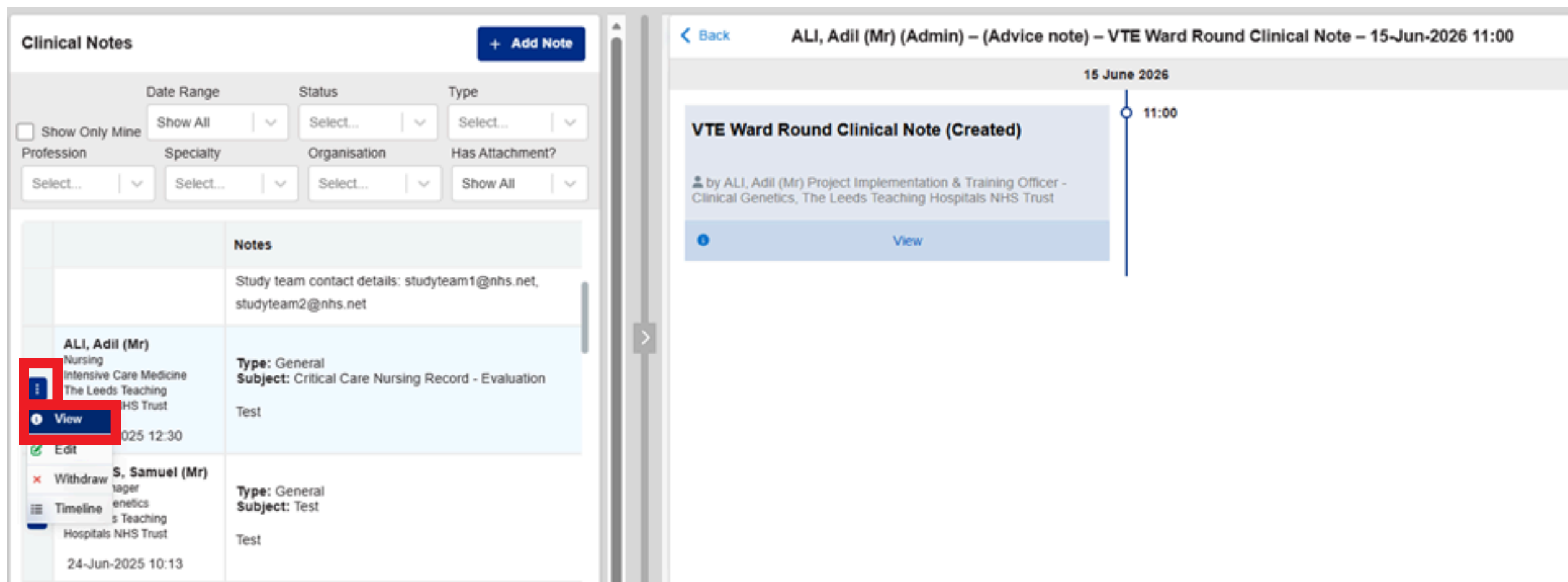
View

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

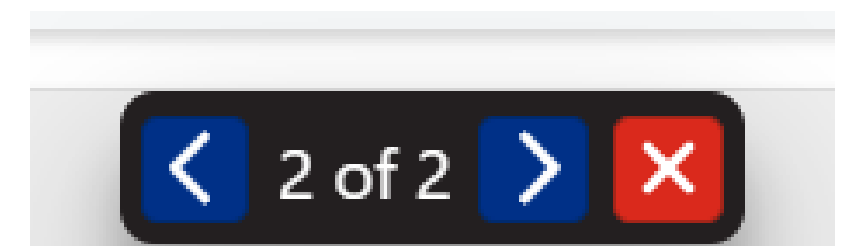
13

If you are viewing a **Clinical Note** and wish to **view additional Clinical Notes** at the same time, on the **left hand side** of the screen you'll see a list of available **Clinical Notes**. Find the additional **Clinical Note** you want to view. Click the **blue square icon** next to it and then click on **View**.



14

Once multiple **Clinical Notes** are open, you can easily cycle between them using the note **switching tool**. Continue selecting and **viewing additional Clinical Notes**. They will be added to your **cycle list**, allowing you to switch between all **Clinical Notes** of interest seamlessly. Repeat this process if you want to view another **Clinical Note** at the same time.



15

You can scroll seamlessly through **Clinical Notes** for a **Patient** within the **Clinical Note Dashboard**. Therefore, you can view all **Clinical Notes** in one view.



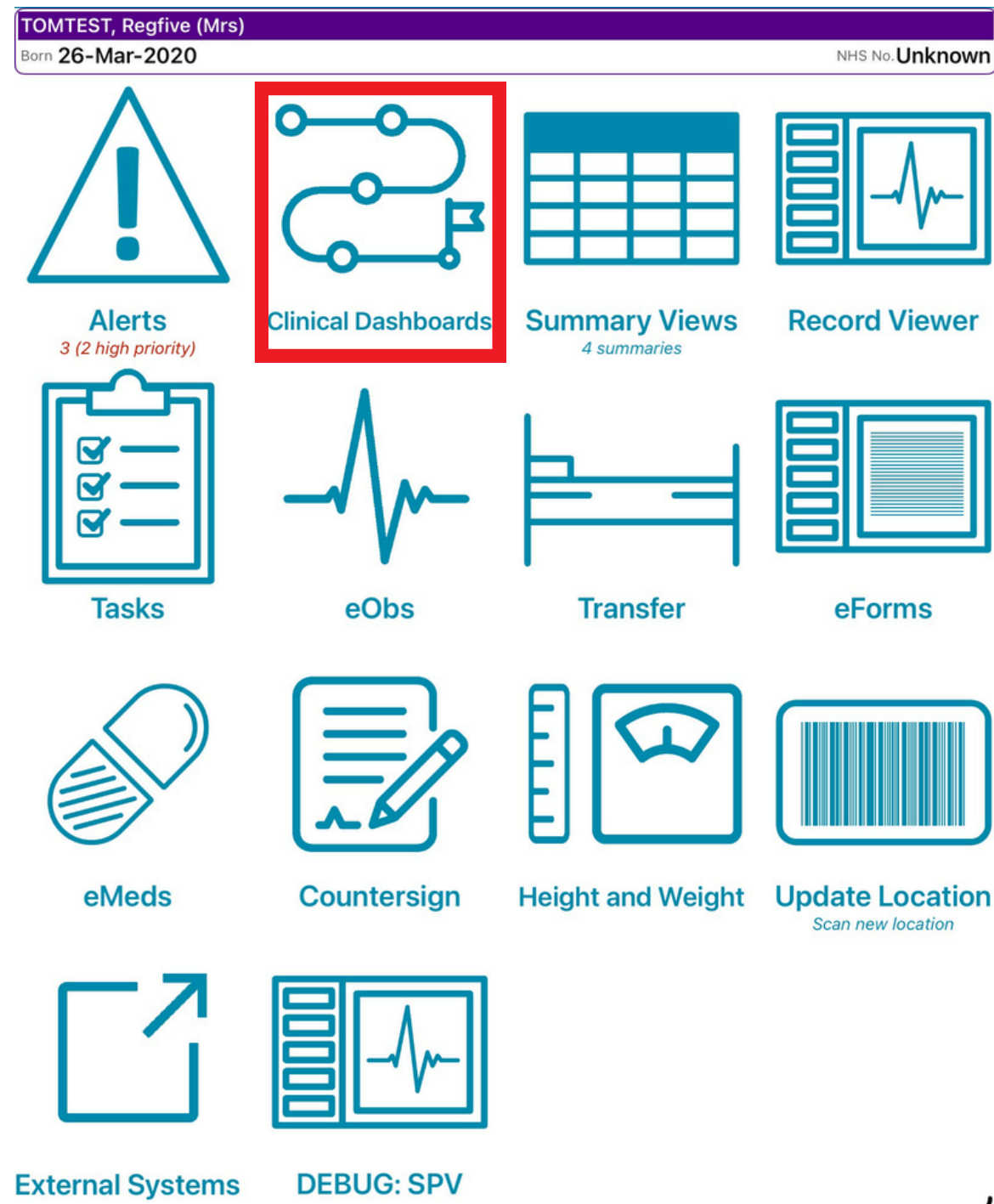
**Please Note: Users should not complete Clinical Notes from the Clinical Note Dashboard or use them in place of an Advice Note. Each Advice Note must be submitted using its dedicated eForm.**

For further information please contact:

✉ [leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net)

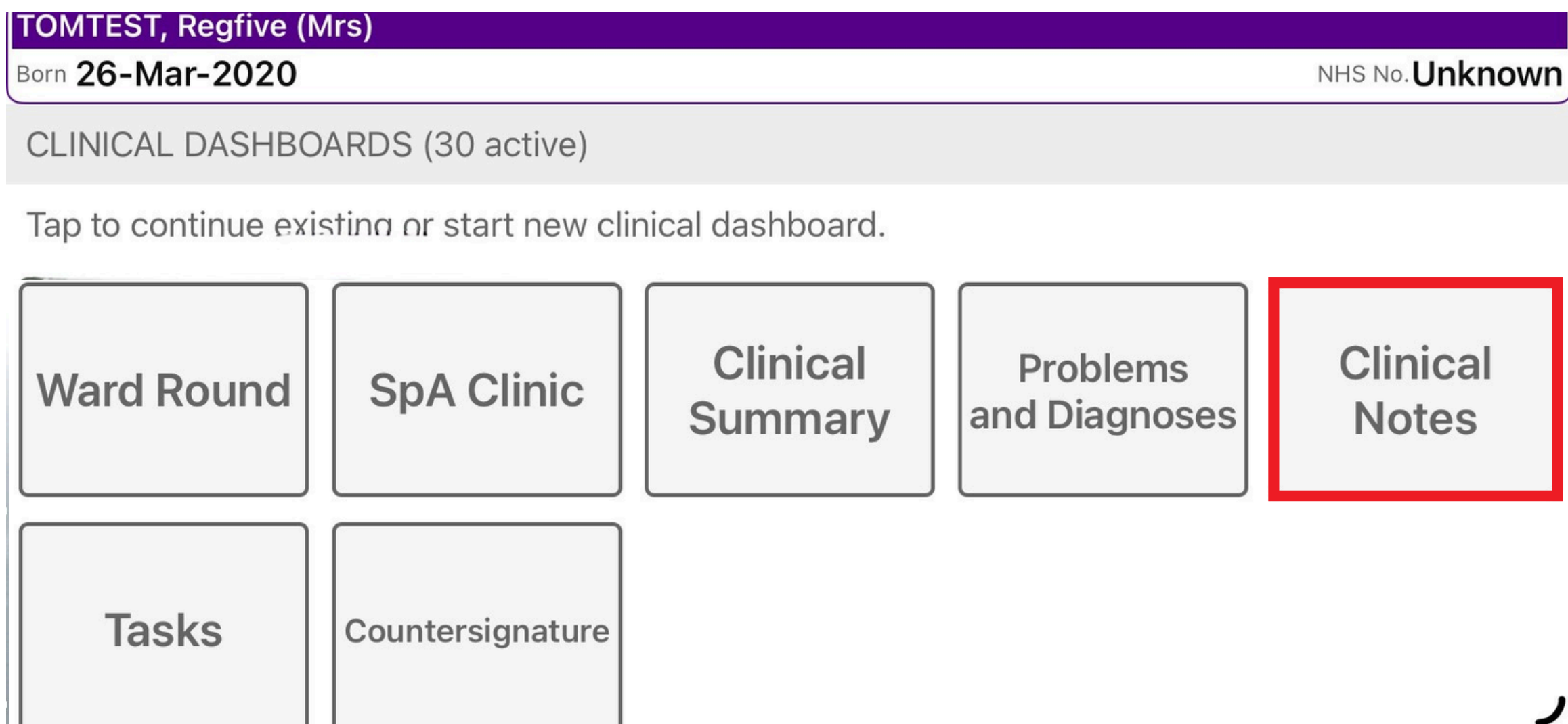
16

The **Clinical Notes Dashboard** is also available on the **PPM+ Mobile app**. Navigate to the **Patient's Action screen**.



17

Then click on **Clinical Dashboards** and then click on **Clinical Notes**. The functionality is the same as shown above. For further information about how to use the PPM+ Mobile app - [Click Here](#).



For further information please contact:

✉ [leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-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](mailto: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/>**