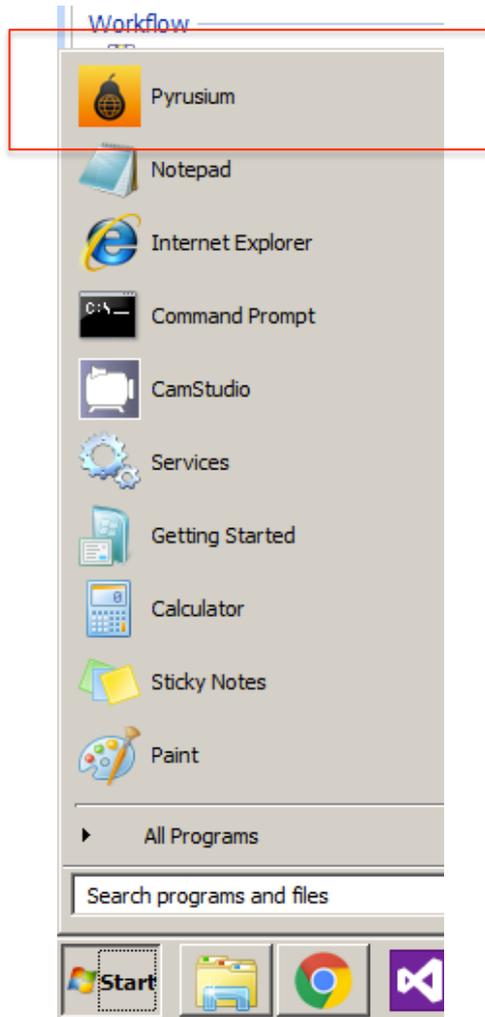


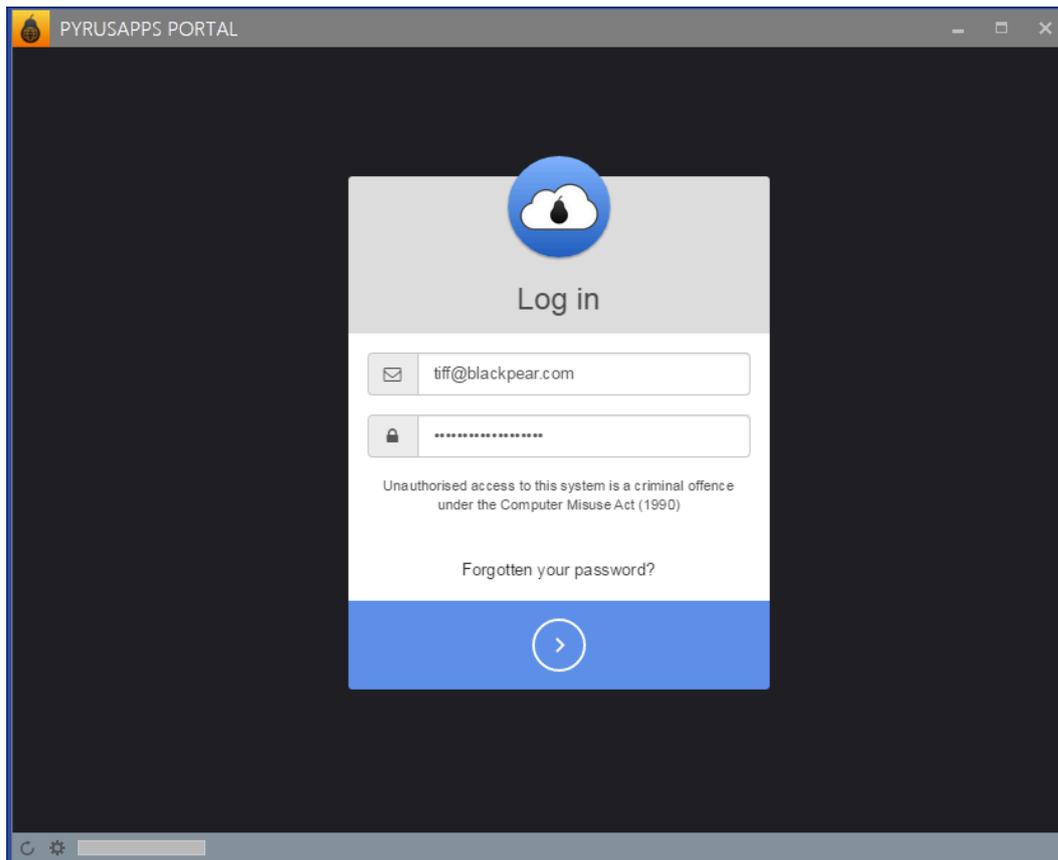
Black Pear Software User Guide: eSP (electronic Shared Plans)

Accessing eSP from within the GP Practice:

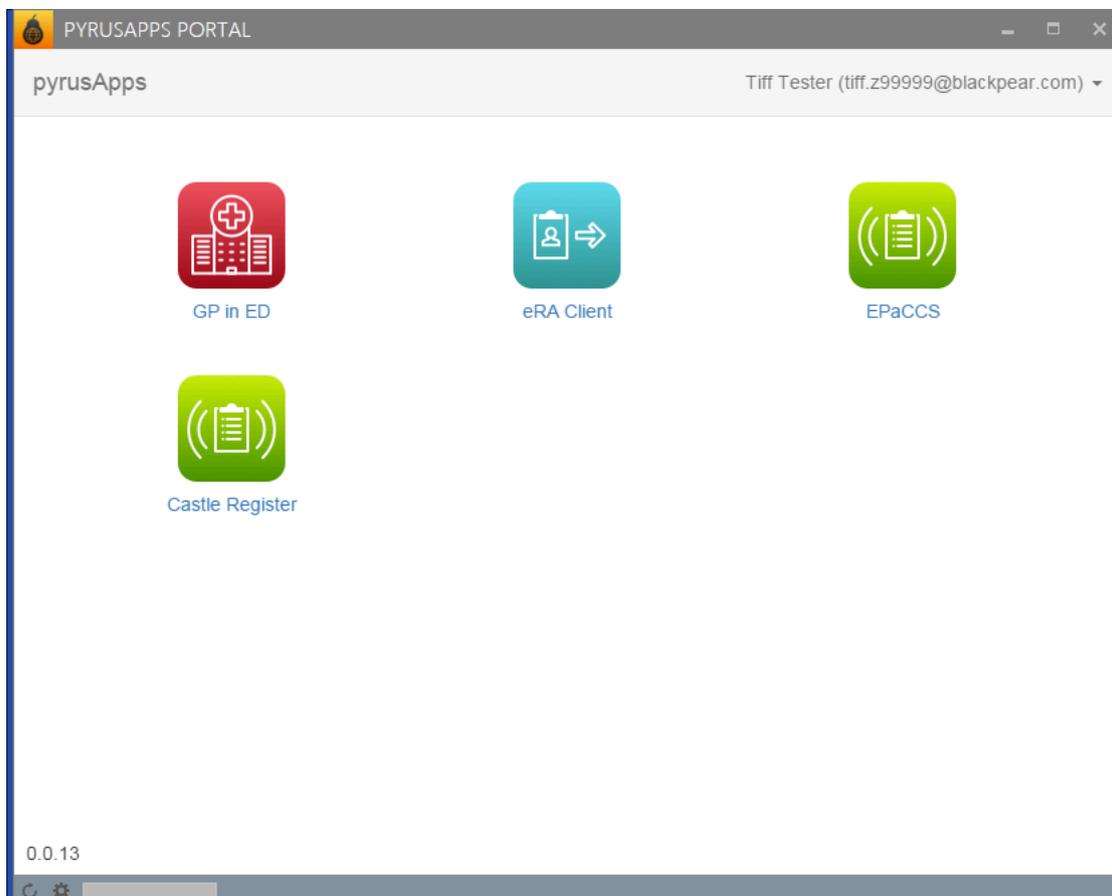
1. Log in to your GP clinical system.
2. Open the patient for whom you would like to create a shared plan.
3. Open Pyrusium located on the start menu



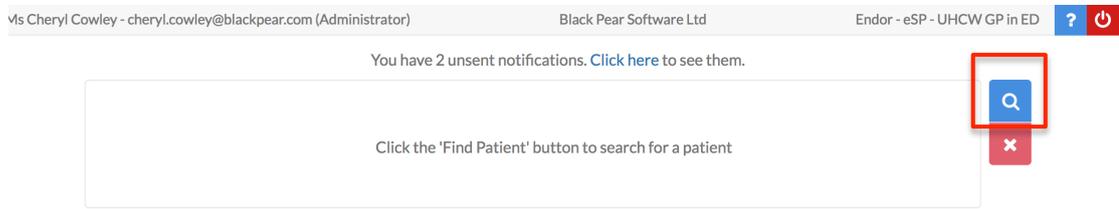
4. For the first time, you will be prompted to log in using your Black Pear licensing credentials. After the first time, you will be logged in automatically as your credentials attach to your clinical system login:



5. You will see a landing page. Select the appropriate app:



6. On first entry into eSP you may be prompted to login.
7. On entry into eSP, the app will pick up the currently open patient within the GP clinical system. Alternatively, click on the “Find Patient’ button to search for the required patient:



Enter patient details for the record you wish to retrieve and then click ‘Search’:

Find Patient ✕

NHS Number	NHS Number	Birthdate	dd/mm/yyyy
Family Name	Morris	Given Name	Mary
Gender	Gender		

8. A list of patients that satisfy the search criteria will be displayed. Select the required patient from the list:

Patients with existing eSP records:

Name	NHS Number	DoB	Address
Mary Morris	9467335646	1932-04-15	158 Park Lane, Birstall, Moor Allerton, West Yorkshire, OL14 1XX

9. A list of available shared plans for the service will be displayed. Next to each of the shared plans, is a number indicating the number of forms there are for a particular plan type. Please note, End of Life plans will only ever have one plan with all carers contributing to the same plan. Where there are no plans, click the + button to create a new plan or click the ‘eye’ button to amend or view an existing plan:

SMITH, Cong (Mr)	Born 01-Aug-1940 (77y)	Gender M	NHS 8111154003
Address 26 Alandale Crescent, Garforth, Leeds, . LS25 1DH		Phone 07734925924	

Live record from Partner Test CDB29390

Shared Plans

Information for GP from Community Matron - No pyrusCloud record found	+
Information for GP from a UHCW GP in ED - No pyrusCloud record found	+
Front Door Frailty - Rapid Comprehensive Geriatric Assessment - No pyrusCloud record found	+
▶ Integrated Neighbourhood Team: Referral and Triage Form - last created Mar 6, 2017 15:41 PM	+
▶ CASTLE Register - updated Feb 6, 2017 13:42 PM	ⓘ

10. The appropriate form will display. In the example below, the following information is given:

- patient consent
- date the plan was created
- who last amended the plan
- date of next review

MORRIS, Mary (Mrs)	Born 15-Apr-1932 (85y)	Gender F	NHS 9467335646
Address 158 Park Lane, Birstall, Moor Allerton, West Yorkshire, OL14 1XX		Phone 01918022386	

Patient consent

Consent

Consent given for sharing end of life care coordination record

CASTLE Register

Date CASTLE Register form created

03-Aug-2017

Created on: 03-Aug-2017
Last amended: 29-Nov-2017 12:17 by: Tiff Hodkinson of Black Pear Software Ltd

Date of next review ⓘ

29-Nov-2017

Cancel Save

11. On creation of a new form for a new patient, you will be presented with a dialogue box requesting you complete mandatory fields:

cheryl.cowley@blackpear.com (Administrator) Endor - eSP - Cove

Creating new end of life care record
 Please complete the mandatory consent field (1/3)

BROWN, Helen (Miss)	Born 27-Jul-1983 (34y)	Gender F	NHS 7498422274
Address 28 Grove road, Bank End, Shipley, West Yorkshire, LS9		Phone 04766350132	

Patient consent

Consent

Cancel
Save

12. In the example below, patient consent was already recorded in the patient's record and has been automatically imported. You are therefore asked to complete the second mandatory field i.e. the primary end of life diagnosis

cheryl.cowley@blackpear.com (Administrator) Endor - eSP - Cove

Creating new end of life care record
 Imported from GP record:
 Patient consent
 Please complete the primary diagnosis field (1/2)

Previewing: End of life care diagnosis Print ▾ See changes

Primary End of Life Care Diagnosis

Primary End of Life Care Diagnosis

13. The third field that is presented for completion is optional so if that information is not available at this point in time, click the Cancel button on the subform.

cheryl.cowley@blackpear.com (Administrator) Endor - eSP - Cove

Creating new end of life care record
 Please complete the DNA CPR field (3/3)

BROWN, Helen (Miss)	Born 27-Jul-1983 (34y)	Gender F	NHS 7498422274
Address 28 Grove road, Bank End, Shipley, West Yorkshire, LS9		Phone 04766350132	

CPR decision

Is CPR decision in place?

14. After completion of the suggested fields, the full form will be presented. Choose the sections you wish to complete, saving the sub-forms as required. After you have entered the information you wish to enter, click the Save button at the bottom of the form.

The screenshot shows a form with four sections, each with a header bar and a content area. The sections are: 'Patient Details' (green header), 'Patient's GP Details' (green header), 'CPR decision' (red header), and 'Functional status, disability and communication' (green header). Each section's content area contains a text input field, a green checkmark icon, and a right-pointing arrow icon. At the bottom of the form, there is a 'Cancel' button on the left and a 'Save' button on the right, which is highlighted with a red box.

15. Click 'Save' to save the document back to the clinical system and to the central repository. Wait until you see both sections turn green.

The screenshot shows the PYRUSAPPS PORTAL interface. At the top, there is a navigation bar with 'eSP', 'Support', 'Logout', and 'Dashboard 2'. Below this is a 'Save eSP form' dialog box. The dialog box contains two text input fields: 'Record is ready to post to pyrusCloud' and 'Record is ready to post to the clinical system'. At the bottom of the dialog box, there are two buttons: 'Back to active session' and 'Save'. The 'Save' button is highlighted with a red box.

16. Where possible a PDF entry is written back to the clinical system with a specified selection of Read codes (these will vary from plan to plan and area to area):

Date	Consultation Text
15-Jul-2016	G.P.Surgery BLACKPEAR, myHealthFile (t
Comment	<p>Ambulance service notified of patient on end of life care register Ambulance service notified of patient on end of life care register</p> <p>Review of care plan Review of care plan</p> <p>Consent given for sharing end of life care coordination record Consent given for sharing end of life care coordination record</p> <p>Prescription of palliative care anticipatory medication Prescription of palliative care anticipatory medication</p>
Attachment	Care plan  Care plan

17. On saving to the central repository, where appropriate, information will be made available within third party solutions such as Adastra in Out of Hours/NHS 111. For end of life care plans, ambulance forms may also be automatically generated and emailed to ambulance services (NB: Check with your local EPaCCS Project Manager).

18. Sample screenshot of care plan displaying in Adastra:

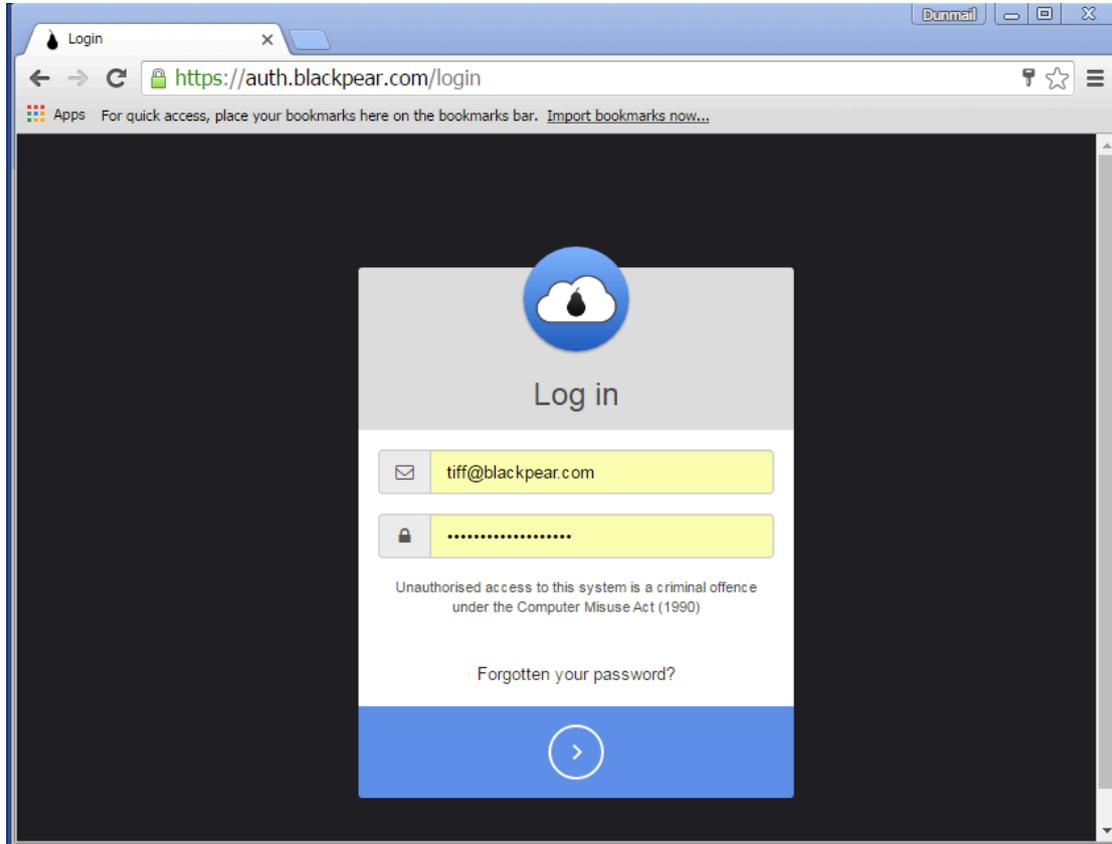


The screenshot shows the Adastra software interface. On the right side, there is a 'Note Details' section titled 'End of Life Care Preferences'. Below the title, it says 'Note Text' and 'Black Pear and Adastra enabling shared care [Note Source: Black Pear Adastra API]'. Underneath, there is a 'Note Questions' section with a table of care plan details.

End of Life Care Preferences	
Primary End of Life Care Diagnosis	Oesophageal cancer
Preferred Place of Care	Care Home Details: St Oswalds
Preferred Place of Death	Care Home
DNIACPR Decision	Not for attempted CPR (cardiopulmonary resuscitation) Is patient aware? Yes Is family aware? No If No, state reason: Awaiting discussion Location of document: Dining room dresser - middle drawer
Main Informal Carer	Has an informal carer Mrs Josie Smith 11 Main Street, Small Village, Largetown ZZ1 1XX Tel no: 0123 456789
Anticipatory Medication	Has been prescribed: Yes List of medication: Analgesic, McKinley Syringe Pump Chart Completed: No
Advance Decision to Refuse Treatment	Has ADRT (advance decision to refuse treatment) (Mental Capacity Act 2005) Location of document: Dining room dresser - middle drawer
Other relevant issues or preferences about provision of care	Gary has strong religious beliefs (mormon)
Further information for ambulance service	Patient is deaf and visually impaired

Accessing eSP outside of GP Practices:

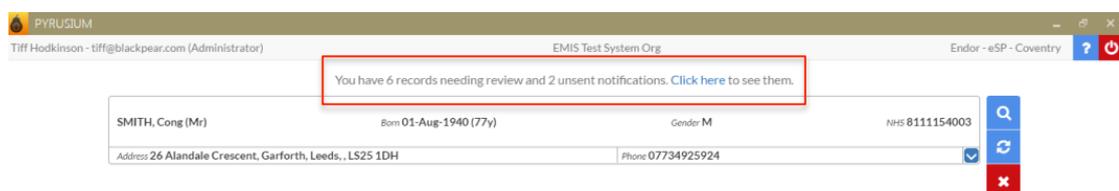
1. Currently only available within N3 endpoints, other Health Care Professionals can access the shared plans by browsing within a modern browser (e.g. IE v10+, Chrome) to <https://pyrusapps.blackpear.com>.
2. Log in with your Black Pear credentials:



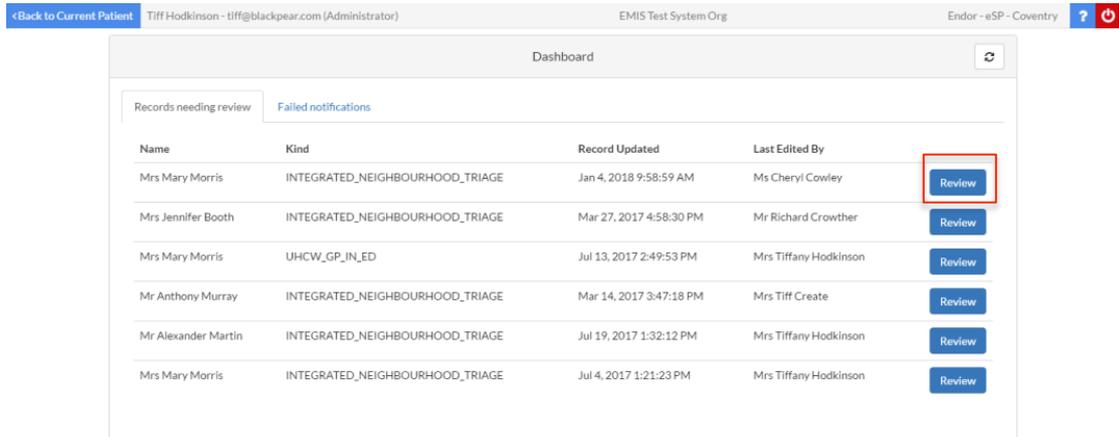
3. Once logged in, functionality to view and amend records is as per the GP practices. On saving the records, the information is saved to the central repository and a notification is sent back to the GP Practice to review the changes and accept back to the GP record.

To accept amendments back into a GP record:

1. Where HCPs outside of the GP practice have made amendments, a nominated email address will receive a notification to indicate that a record has been adjusted.
2. On receipt of this email, open the main clinical system (if not already open) and then open Pyrusium. At the top of the screen, there will be message saying there are records to be reviewed:



3. Click on "Click here" to display the list of amended records. Click on the Review button:

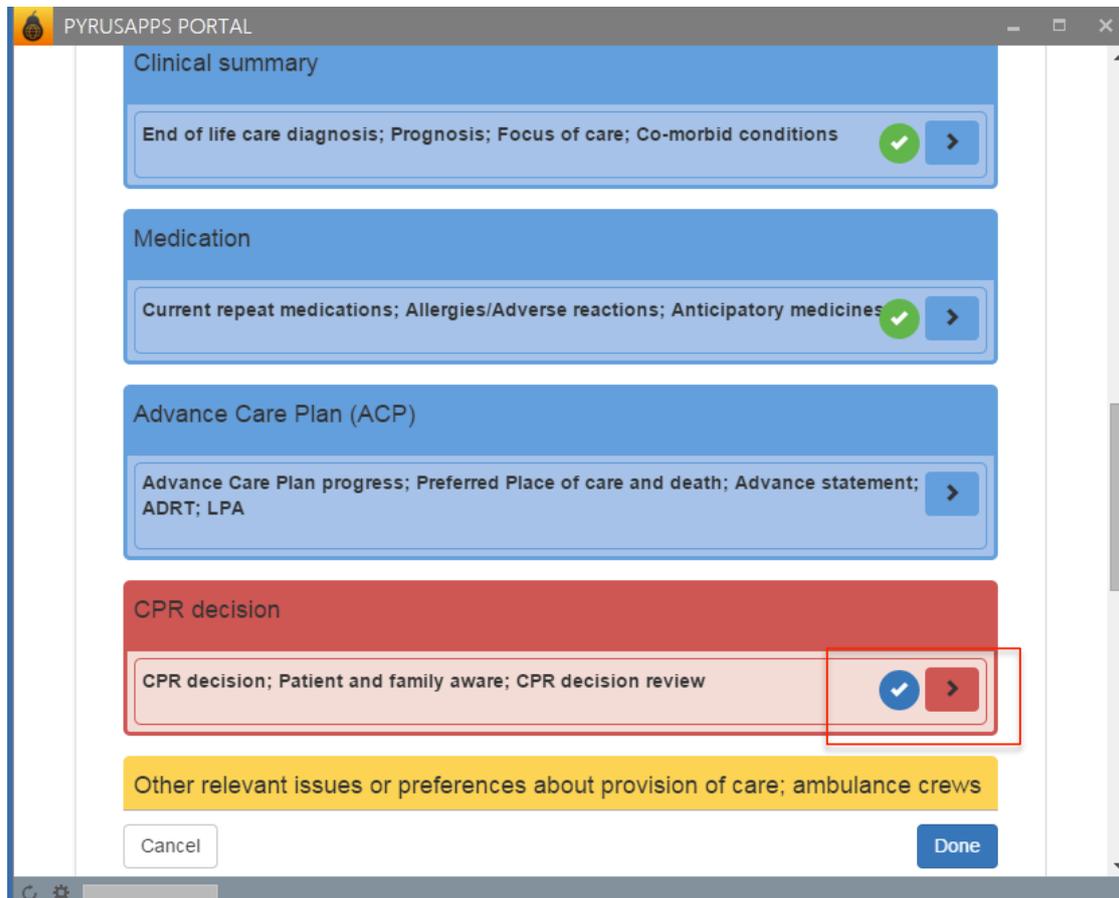


Dashboard

Records needing review | Failed notifications

Name	Kind	Record Updated	Last Edited By	
Mrs Mary Morris	INTEGRATED_NEIGHBOURHOOD_TRIAGE	Jan 4, 2018 9:58:59 AM	Ms Cheryl Cowley	Review
Mrs Jennifer Booth	INTEGRATED_NEIGHBOURHOOD_TRIAGE	Mar 27, 2017 4:58:30 PM	Mr Richard Crowther	Review
Mrs Mary Morris	UHCW_GP_IN_ED	Jul 13, 2017 2:49:53 PM	Mrs Tiffany Hodkinson	Review
Mr Anthony Murray	INTEGRATED_NEIGHBOURHOOD_TRIAGE	Mar 14, 2017 3:47:18 PM	Mrs Tiff Create	Review
Mr Alexander Martin	INTEGRATED_NEIGHBOURHOOD_TRIAGE	Jul 19, 2017 1:32:12 PM	Mrs Tiffany Hodkinson	Review
Mrs Mary Morris	INTEGRATED_NEIGHBOURHOOD_TRIAGE	Jul 4, 2017 1:21:23 PM	Mrs Tiffany Hodkinson	Review

4. Amendments made to the form will display in blue:



PYRUSAPPS PORTAL

Clinical summary

End of life care diagnosis; Prognosis; Focus of care; Co-morbid conditions ✓ >

Medication

Current repeat medications; Allergies/Adverse reactions; Anticipatory medicines ✓ >

Advance Care Plan (ACP)

Advance Care Plan progress; Preferred Place of care and death; Advance statement; ADRT; LPA >

CPR decision

CPR decision; Patient and family aware; CPR decision review ✓ >

Other relevant issues or preferences about provision of care; ambulance crews

Cancel Done

Is CPR decision in place?
 Do not attempt CPR decision made ▼

Is the Patient aware ?
 Yes ▼

Is the family aware?
 No ▼

Reason the family are not aware of CPR decision
 Awaiting discussion ▼

Is Main Carer aware?
 Yes ▼

5. After viewing the changes, exit the form by clicking the Done button. Click the Accept button to save the changes back to the main clinical system:

PYRUSAPPS PORTAL

eSP Support Logout Dashboard 3

Accept Document

pyrusCloud ready to remove tag

Clinical system data ready to post

Back to Dashboard Accept