

## Carestream PACS System Administrator Training for Clinical Profile

CATALOG # 153 4791

<b>Target Group</b>	<b>Duration (days)</b>	<b>Participant number /session</b>
Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profile	4 days	Min. 4 – max. 6 persons

### Course Location

Technology & Innovation Center- Genova EAMER P.na S.Lorenzo- Porto Antico 16128 -Genova Tel: (+39) 010-2450 –820 Fax: (+39) 010-2450 –883	
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### Objective & Learning outcome

The CARESTREAM PACS System Administrator (SA) training for Clinical profiles is designed for Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profiles, without a specific IT background, who are taking the responsibility of PACS System Administrator and are requested to proficiently perform basic administration tasks on installed systems. It provides a thorough understanding of hospital adopted architecture and workflow PACS solution. The participant will gain knowledge of installed system building blocks and a clear understanding of the expected SA operations including: patient reconciliation, user/group creations and administration, system check, error detection and issue information reporting. The Hospital SA will be able after the training to check the system to insure that system operations are correctly running or successfully completed. He will gain confidence with SA system technical documents such as user guide, and SA reference guide (online help) and any other tool that allows the optimization of expected activities.

The student will learn furthermore how to collect input on desired workflow and customization of system configuration from Hospital key users and how to report them using appropriate tool to Carestream Health Project Manager responsible for implementation.

The student will also understand the CS problem escalation process and how to effectively apply it.

### Training program Content

Training performed by designated Carestream Health specialists in a designated Carestream Health training area with equipment supplied by Carestream Health. The course is structured with theoretical session integrated with wide practical hands on.

#### Course introduction

Course objectives, introduction on System Administrator role, background verification.

#### Digital and Storage Workflow (Theory)

Complete Image and Data flow, Data migration, Storage concepts, User rights and privileges, License policy.

<b>Training program Content</b>
<p><b>Carestream PACS building blocks (Theory and Hands on)</b>            Workflow manager, Database Admin Tool, IS-link, Pre-fetch, E-mail module, DICOM parsing, Carestream Client, Info-Router, RIS-PACS workstation, User Management, CD direct.            Detailed configuration information on all of the items above</p>
<p><b>System Service (Theory and Hands on)</b></p> <ul style="list-style-type: none"> <li>- Periodic maintenance (Theory and practical exercises)              System backup, SW check, database check by monitoring script (GUI); Check Image and data flow integrity - example: Modality to Satellite Work Flow Manager (WFM) to Main WFM to Clinical Data Archive (CDA) ; Study Reconciliation &amp; data integrity check, RIS-PACS communication check.</li> <li>- Troubleshooting (Hands on and exercises)              Problem detection by User Interface modules – example: Failed movement commands, failed user login, missing RIS reports; Problem fixing or reporting according to its complexity, Search for mis-identified studies (Wrong patient ID or name) and issue information reporting.</li> <li>- Contingency plan and special procedures (Theory)              Description, Activation, Management</li> <li>- CD Direct Troubleshooting              Reboot process, check available media, check &amp; management CD queue, check CD Direct configuration.</li> <li>- Demonstration of workflow through Inforouter</li> </ul>
<p><b>Statistics (Theory and practical examples – included in system service)</b>            Use of Audit Trail interface to collect data and make relevant statistics, describe how to archive and share statistics results</p>
<p><b>System Security (Theory)</b>            Security logs (by user Interface, Audit Trail)</p>
<p><b>CDA building blocks (Theory and Hands on)</b>            Hardware components (including introduction to different architecture solutions), Backup workflow, System Interface (GUI).</p>
<p><b>Clinical system administration (Theory and hand on)</b></p> <ul style="list-style-type: none"> <li>- Diagnostic Workstation:              Archive explorer (Customization and usage. Example: creating folders, add/remove filters), Main diagnostic tools, Viewer Window, Application tools, Functionality check, Printing, burning and saving, 3D Viewing tools              Power Viewer features: MPR, Volume Matching, Volume Rendering, Significant Series, Registration and Relate Tools</li> <li>- Display protocols:              Function SADP, DP Editor, Collection of needs from Key users for display protocols customization</li> </ul>
<p><b>Course conclusions and wrap-up</b>            Assessment of learning outcomes, Participant feedback collection, Delivery of course certificate</p>

<b>Prerequisites</b>
Before attending, the participant should have the following pre-requisite:
<b>Must</b>
<ul style="list-style-type: none"> <li>• Basic knowledge of PACS environment and digital imaging workflow</li> <li>• Basic computer (WINDOWS OS and EXPLORER...) and networking skills</li> <li>• Deep clinical background</li> <li>• Basic DICOM, HL7</li> </ul>
<b>Highly recommended</b>
<ul style="list-style-type: none"> <li>• Language: fluent technical English</li> </ul>

<b>Requested student tools</b>
No special requirements

<b>Deliverables</b>
Training material Certificate of attendance

<b>Other information</b>
Training, where possible will be performed in English. The course fee includes all manuals, instructions, and provided training tools. It does not include travel, accommodation or subsistence.

<b>Note about safety:</b>
Carestream Heath will undertake all necessary precautions to ensure compliance with safety standards. It is the customer's responsibility to ensure that while on their site the System Administrator complies with and works within the expected local Health and Safety requirements and guidelines.

<b>Tuition &amp; Cancellation Policy</b>
Please get in contact with your Carestream Heath representative. Travel, lodging, meals, and car rental fees are not included in the tuition. The cancellation policy is: 90 days before course start date . . . . . 100% refund Between 89 and 15 days . . . . . 50% refund Less than 15 days . . . . .0% refund  In the event that a course has less than 3 participants, Carestream Heath reserves the right to cancel the course.  If a course is cancelled, we will make every effort to enrol you in the next available course.

<b>Schedule</b>
<ul style="list-style-type: none"> <li>• Classes begin first day at 2.00 p.m. and conclude last day at 1.00 p.m. All other days the timetable is: from 9 am to 6 p.m. Any class timing changes will be communicated.</li> <li>• Participants must allow at least 3 hours between completion of class and travel departure.</li> </ul>

- The program is structured with lectures, participant self-study readings, and lab exercises.

For details, please get in touch with

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For more information, please visit our Website:

<http://www.carestream.com/genoa>