Carestream RIS Version 11 System Administrator Training
CATALOG

Target Group	Duration (days)	Participant number /session
CS RIS System Administrators	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	Hospital Sites

Objective & Learning outcome

The Carestream RIS v11 System Administrator (SA) training is designed for the institution's personnel functioning as the RIS System Administrator, Assistant RIS Administrator or designee, or IT department support personnel.

A combination of lecture-based and "hands-on" guided instruction will be provided on topics ranging from the basic configuration(s) of a Carestream Health RIS, to the function and operation available to users of the system. The RIS System Administrator will receive training specific to performing routine maintenance, system configuration, and general administration and management of the Carestream RIS.

The participant will acquire at the training completion:

- Clear understanding of SA the roles and responsibilities
- Knowledge to describe in details the Carestream RIS system components and how they interact.
- Confidence and ability to navigate trough the application from scheduling to report
- Ability to convert current hospital workflow to RIS workflow.
- Skills to identify of the components that comprise the core build in Carestream RIS system
- Deep knowledge on the user administration management including understanding of differences between users and user groups, "roles" approach concept and its use and the ability to manage User and User groups including rights and privileges
- A clear understanding and use of Speech Magic Services, workflow and components
- Knowledge of RIS letters s, standard answers and auto text.
- Skills on reports creation and management
- Acquire confidence on how to provide end user support
- Ability to troubleshoot basic issues and properly escalate information to Carestream Personnel for more complex issues

The participants will gain confidence with system technical documents such us user manual, administrator manual and any other tool / documents that allows the optimization of expected activities.

Training program Content

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

Program content

Theory includes:

- RIS Workflow
  - o Overview of RIS v11
    - ▪ Glossary of terms, configuration vs. customization vs. code change
- Building Blocks
  - o Procedure, studies, study groups Configuration
    - ▪ Study group codes, body part, laterality, study & procedure codes, study group mapping, study to procedure mapping, Procedure selector Config.
  - o Scheduling features
    - ▪ Advanced search criteria, hide/show modalities, resource request, rescheduling
- Workflow Configuration
  - o Organization and modality Configuration
    - ▪ Organization and modality structures, schedule templates modality to study map
  - o User configuration
    - ▪ User maintenance, user groups, permissions, resources, resource to study
  - o Series
    - ▪ Purpose of series, creating and scheduling series
- Documents and dictation
  - o Document Editor/manager
    - ▪ Letter preparation, Questionnaires, standard answers, auto text
  - o Speech
    - ▪ User admin, voice recognition, speech interactive commands, navigating the result docs, correcting test context adaptation guidelines
- Management Reports
  - o Management report parameters
- Film management
  - o Configuration components
  - o Loaning film jackets and inserts
- Mammography workflow
- Troubleshooting and escalation process
  - o Troubleshooting section in system administrator manual
  - o How to handle issues and information to include when reporting a problem
- Data Collection
  - o Info to collect for import
  - o Info to collect for lookup table
- R2I interface overview & configuration
- Definition of SA roles and responsibilities
  - o Decision making, data collection, system build (data entry), coordinating test, post go live duties

Hands on include:

Workflow from scheduling to final report including: new order & schedule, document dictate, transcribe and sign.

Training program Content

Building blocks including: create study group, study, procedure, map procedure to study, map study to study group, procedure selector Config, create org, create modality, create availability template Map modality to study, insure user had correct study group schedule.

Patient preparation letters including: Create letters, questionnaires, standard answers & auto text.

Detecting with documents including: Map new documents to studies, schedule and process that study, dictate procedure using all components of the document

Reports including: Create, schedule and report on a CT chest/abdomen/pelvis. Create, schedule and report on a series.

Course conclusions and wrap-up
Assessment of learning outcomes, Participant feedback collection, Delivery of course certificate

Prerequisites

Before attending, the participant should have the following pre-requisite:

Must

- Good knowledge of the clinical workflow specific to the attendees' institution
- Basic general knowledge of RIS components, HL7 interfaces and networking
- Basic knowledge of using MS Windows applications

Highly recommended

- Language: fluent technical English

Requested student tools

No special requirements

Deliverables

Training Material
Certificate of attendance

Other information

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.

Note about safety:

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.

Tuition & Cancellation Policy

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.

Schedule

- Classes begin first day at 14.00 a.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.

- Participants must allow at least 3 hours between completion of class and travel departure.

The program is structured with lectures

For details, please get in touch with

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