

Sign off

<i>Date</i>	<i>Role</i>	<i>Name</i>	<i>Signature</i>

1 PACS admin

<i>Synapse admin task</i>	<i>Check</i>
Good understanding of the PACS system diagram - PAS to CRIS interfaces - CRIS to PACS interface - EPR order comms to CRIS interface - CRIS to EPR results interface - Role of the Trust Interace Engine (TIE)	<input type="checkbox"/> Competent
Understanding of PACS providers backup arrangement (onsite/offsite, recovery time)	<input type="checkbox"/> Competent
Access and understanding the file structure on the Fuji VR profile server.	<input type="checkbox"/> Competent
Fuji report monitor set up	<input type="checkbox"/> Competent
Synapse 4 MPR integration	<input type="checkbox"/> Competent
Process of new modality integration	<input type="checkbox"/> Competent
Synapse admin tool (SWAT) - Synapse machines and machine groups - Synapse folders and access rights	<input type="checkbox"/> Competent
Synapse open accounts (awareness of)	<input type="checkbox"/> Competent
Exam status relationship between CRIS and Synapse	<input type="checkbox"/> Competent
Understanding of Status Reset on Synapse in relation to CRIS and DICOM studies arriving	<input type="checkbox"/> Competent

Synapse maintenance task	Check
Synapse sever patching arrangement	<input type="checkbox"/> Competent
Logging tickets, reference numbers in emails, using SLA, escalation process, ticket progress monitoring on both PACS and RIS suppliers portals.	<input type="checkbox"/> Competent
Delete single images in a study	<input type="checkbox"/> Competent
Delete a series of images	<input type="checkbox"/> Competent
Move a series of images between two studies	<input type="checkbox"/> Competent
Move an image from one patient into another patients folder	<input type="checkbox"/> Competent
Undelete an image or series	<input type="checkbox"/> Competent
Add new user to Synapse with start date, department, role data	<input type="checkbox"/> Competent
Disable a user with end date	<input type="checkbox"/> Competent
Understanding Synapse anomalies - Using the Synapse audit tools and doing the Sherlock Holmes thing - Untangling an erroneous patient or study merge	<input type="checkbox"/> Competent
Changing the DICOM header	<input type="checkbox"/> Competent
Masking incorrect PID part of the bitmap on US images	<input type="checkbox"/> Competent
Changing the date of an exam on Synapse	<input type="checkbox"/> Competent

2 PACS tools

<i>Task</i>	<i>Check</i>
Using the Synapse 3D application	<input type="checkbox"/> Competent
Using Synapse Mobility	<input type="checkbox"/> Competent
Using Syncrodose	<input type="checkbox"/> Competent
Using Orthopeadic templating tool	<input type="checkbox"/> Competent
Understanding the CD robot integration (web, PACS, using templates)	<input type="checkbox"/> Competent

3 RIS admin

<i>RIS admin tasks</i>	<i>Check</i>
Installing CRIS - Production, Test and Training - CRIS first time run parameters	<input type="checkbox"/> Competent
Inspect the CRIS JAVA logs and how to switch on enhanced logging.	<input type="checkbox"/> Competent
Location of the CRIS log file	<input type="checkbox"/> Competent
Inspecting CRIS interface messages	<input type="checkbox"/> Competent
Understanding the CRIS database tables - key tables: patient, event, exam, report tables - inter table relationship - table front end relationship - room and department tables	<input type="checkbox"/> Competent
Understanding the CRIS XR setting hierarchy	<input type="checkbox"/> Competent
Understanding the most common XR settings (What? Are they documented anywhere?)	
OrderComms interconnectivity and data dependency	<input type="checkbox"/> Competent
Understanding of the FTP XR parameters which enable request card, dictation voice file, voice profiles	<input type="checkbox"/> Competent
Understanding the VR integration into CRIS (if you do, please educate me). - enable VR in XR settings - location of configuration in CRIS personal settings - correcting a corrupted VR profiles - re-installing Dragon	<input type="checkbox"/> Competent
Awareness of CRIS text alerts add-on via the Information department	<input type="checkbox"/> Competent
Procedure for adding and end dating exam codes	<input type="checkbox"/> Competent
Procedure for adding and end dating referrers	<input type="checkbox"/> Competent
Understanding CRIS letter structure. <i>(Note no tick box, it would be unfair).</i> - amending letter content and not breaking the system - amending labels	
CRIS diary pages front end and back end and how to create new diary pages	<input type="checkbox"/> Competent

<i>RIS admin tasks</i>	<i>Check</i>
Understanding CRIS status codes and how they relate to the workflows	<input type="checkbox"/> Competent
Maintaining the CRIS user database - SSO configuration - CRIS sitecodes table to populate drop down boxes	<input type="checkbox"/> Competent
Understanding CRIS user roles, groups and security settings	<input type="checkbox"/> Competent
CRIS inactivity time out XR settings	<input type="checkbox"/> Competent
CRIS search limitation on “CRIS no” to configure it to either use accession no or hospital ID no.	<input type="checkbox"/> Competent
Limitation of CRIS Zebra label printers with configuration linked to the user, not the PC.	<input type="checkbox"/> Competent
CRIS foot pedal installation	<input type="checkbox"/> Competent

<i>CRIS maintenance tasks</i>	<i>Check</i>
Delete a CRIS digital dictation to support re-dictation	<input type="checkbox"/> Competent
Delete digital dictation recordings monthly	<input type="checkbox"/> Competent
Changing the radiologists assigned to a report	<input type="checkbox"/> Competent
CRIS merging, updating, linking and matching records	<input type="checkbox"/> Competent

<i>CRIS statistics module</i>	<i>Check</i>
Build or clone stat templates and amend to requirements	<input type="checkbox"/> Competent
Schedule a stat template	<input type="checkbox"/> Competent
Knowing where CRIS stat output is stored via XRT settings	<input type="checkbox"/> Competent
Good understanding of the CRIS relationship between event key, exam key, accession numbers, and report clinical header with exam sections.	<input type="checkbox"/> Competent
Understanding of left and right joins	<input type="checkbox"/> Competent
Daily CRIS safety net extract	<input type="checkbox"/> Competent

<i>CRIS statistics module</i>	<i>Check</i>
Understanding the Information department use of CRIS extracts	<input type="checkbox"/> Competent

4 Modality admin

<i>Task</i>	<i>Check</i>
Adding and removing CR/XR exam codes with associated projections.	<input type="checkbox"/> Competent
Retrieve exposure data from XR modalities (re-take analysis)	<input type="checkbox"/> Competent
Re-deliver a CR study	<input type="checkbox"/> Competent
Export a study from CR/DR console	<input type="checkbox"/> Competent
Managing failed stitches	<input type="checkbox"/> Competent
Managing wrong patient selected from a work list	<input type="checkbox"/> Competent

5 Data imports and exports

<i>Task</i>	<i>Check</i>
Import contents of a CD or memory stick to Quarantine	<input type="checkbox"/> Competent
Competent in the full IEP import procedure	<input type="checkbox"/> Competent
Understand of the configuration of CRISImporter software tool	<input type="checkbox"/> Competent
Run and maintain the KPI extracts	<input type="checkbox"/> Competent
Run and process CRIS DID extracts	<input type="checkbox"/> Competent
Anonymising DICOM data exports (various methods)	<input type="checkbox"/> Competent

6 Generic knowledge

<i>Task</i>	<i>Check</i>
Acquired knowledge about the DICOM standard	<input type="checkbox"/> Competent
Acquired knowledge about the HL7 standard	<input type="checkbox"/> Competent
Basic understanding of networking (TCP/IP). This should include subnet, IP range, and the function of ports.	<input type="checkbox"/> Competent
Understanding the role of network switches and firewalls	<input type="checkbox"/> Competent
Understanding and using the CRIS/PACS down procedures	<input type="checkbox"/> Competent
Up to date with Information Governance training	<input type="checkbox"/> Competent
Understanding the impact of Anti-Virus software and awareness of exclusion folders used in AV scanning.	<input type="checkbox"/> Competent
Good understanding of how to use spreadsheets used to refine CRIS stat extracts. - convert CRIS time number to Excel date-time value	<input type="checkbox"/> Competent
Understanding the different requirement for report and review displays	<input type="checkbox"/> Competent