

**Course Information**

**Course Title:** Carestream PACS v11.xx System Administration Fundamentals

**Course Length:** Scheduled Tuesday through Friday, approx 30 hours of instruction

**Training Administrator's Email Address:** andrea.ferguson@carestream.com

**Course Description:**

This course provides the fundamental information necessary for the implementation of the Carestream Picture Archive and Communication System. A combination of lecture and hands-on workshops will be provided on configuration and operation of the PACS system software.

**Course Requirements:**

Attendance in this course should occur no more than a few weeks prior to the installation and implementation of the Carestream PACS System. The suggested attendee of this course will be the institution's personnel functioning as the PACS System Administrator, Assistant PACS System Administrator, or IT Department support. The attendee should possess a basic general knowledge of a PACS system, networks, Radiology Information Systems, and the clinical workflow of the institution.

**Course Goals and Objectives**

The goal of the course is to prepare attendees for the installation and implementation of the Carestream PACS System. Students will be able to achieve this goal by being able to:

- Describe the components of a PACS system
- Compare data & workflows in an analog and digital environment
- Summarize how studies are archived, queried and retrieved
- Identify system software components
- Describe the concept of streaming and compression of images
- Identify and construct system users, groups, profiles
- Describe features and functions of the Work Flow Manager Administration tool
- Perform updates and reconciliation of studies in the PACS database
- Illustrate the flow of images to be stored on the PACS system
- Perform the DICOM parsing function to map DICOM fields to other DICOM fields
- Describe the function of the InfoRouter software, construct rules and perform monitoring of jobs
- Describe the IS Link software and its relationship with Radiology Orders and Reports
- Describe, utilize and configure CD Direct key features and functions
- Describe, utilize and configure the email key features and functions
- Describe, utilize and configure the Data Import key features and functions
- Describe, utilize and configure the Non-DICOM Import key features and functions
- List the eight (8) key functions of the PACS System Administrator
- Develop pre-implementation strategy for the PACS, manage the project during installation and implementation of the PACS, and take total ownership of the PACS system at the completion of the implementation
- Develop a list of tasks and necessary knowledge to properly manage the PACS system
- Navigate Archive Explorer
- Navigate to, select and use various tools in the display area
- Differentiate between viewbox layout and group layout, as well as navigate through stacked viewers
- Utilize the PowerViewer toolsets
- Adjust parameters of MPR, and utilize its functions
- Utilize the 3D toolsets
- Define, edit, create, quantify and annotate vessel analysis
- Utilized the system's mammography toolset
- Describe basic functions of OrthoView, Cardiac Analysis, Cardiac PACS, PET-CT/MRI Fusion, and Volume Matching
- Describe, interpret and utilize DICOM Header information

- Describe, configure and utilize Display Protocols
- List and perform how to start and stop system processes
- Perform system check
- Monitor license status
- Describe and perform daily, weekly and situational preventative maintenance procedures
- Demonstrate a working knowledge of Digital Dashboard
- Monitor log files
- Monitor Audit Trail events
- Describe configuration of the PACS WFM server
- Describe the Life Cycle configuration and Autodelete priorities
- Describe what the RMS software agents perform
- Demonstrate proficiency in troubleshooting various common issues
- Describe how to contact Carestream Support Center, and the information to be provided for the issue

These skills will be introduced through lecture, and will be reinforced with hands-on exercises.

**Course Agenda**

Tuesday	
9:00am – 12:00pm	Course Introduction
	Course Objectives
	Explanation of System Administrator Responsibilities
	Overview of Workflow – Analog vs. Digital
	Virtual Tour of Hospital
	Overview of Image Workflow
	Overview of Storage Workflow
12:00pm – 1:15pm	Lunch Break
1:15pm – 5:00pm	Carestream PACS v11.xx Overview
	User Administration (Demonstration, Discussion & Hands-on lab)
	Database Administration (Demonstration, Discussion & Hands-on lab)
	InfoRouter (Demonstration, Discussion & Hands-on lab)
	ISLink (Demonstration, Discussion & Hands-on lab)
Wednesday	
9:00am – 12:00pm	CD Direct (Demonstration, Discussion & Hands-on lab)
	Email (Demonstration, Discussion & Hands-on lab)
	Data Importing (Demonstration, Discussion & Hands-on lab)
	DICOM (Demonstration, Discussion & Hands-on lab)
	Documents (Demonstration, Discussion & Hands-on lab)
	System Configuration (Demonstration, Discussion & Hands-on lab)
	Troubleshooting (Demonstration, Discussion & Hands-on lab)
12:00pm – 1:15pm	Lunch Break
1:15pm – 5:00pm	PACS Admin Role (Demonstration, Discussion & Hands-on lab)
	Carestream Client (Demonstration, Discussion & Hands-on lab)

	Archive Explorer (Demonstration, Discussion & Hands-on lab)
	Display Area (Demonstration, Discussion & Hands-on lab)
	DICOM Tags (Demonstration, Discussion & Hands-on lab)
Thursday	
9:00am – 12:00pm	Display Area Con't (Demonstration, Discussion & Hands-on lab)
	Viewbox Layout (Demonstration, Discussion & Hands-on lab)
	MPR & 3D (Demonstration, Discussion & Hands-on lab)
	Vessel Analysis (Demonstration, Discussion & Hands-on lab)
	Mammography (Demonstration, Discussion & Hands-on lab)
12:00pm – 1:15pm	Lunch Break
1:15pm – 5:00pm	Display Protocols (Demonstration, Discussion & Hands-on lab)
	System Monitoring – Dashboard, Logs, Audit Trail (Demonstration, Discussion & Hands-on lab)
Friday	
9:00am – 1:00pm	Q&A Session
	PACS System Administration Exam