Hosted Synapse® Radiology PACS Administration Course (Raleigh, NC)

Level I (Foundation) and Level II (Advanced)

INTENDED AUDIENCE

These multi-day courses are for Synapse® PACS Administrators and technical support staff. Level I (Foundation) is designed for new Synapse administrators, while Level II (Advanced) is designed for more-experienced Synapse administrators. While the courses and exercises are primarily targeted to Synapse PACS systems, many of the topics presented are fundamental to the management and administration of most web-based PACS systems.

- *The level of professional experience and knowledge of the Synapse application/administration will vary among participants. Instructors are prepared for these variances and strive to optimize the training experience for all participants. Advanced course participants who have attended the Foundation course may find value in reviewing the course content prior to attending the Advanced course. The Synapse System Administration Team recommends a minimum of 90 days between attending the Foundation and Advanced Courses. This will optimize retention and better prepare the attendee for advanced learning opportunities.*

TRAINING METHODS

Synapse System Administration Trainers will guide participants through the course content and share field knowledge and expertise that covers a range of topics needed to establish and maintain the Synapse application. Each participant will be provided supplemental training resources, e.g., presentations, supporting documents, tools, etc. This will reinforce the training as well as provide convenient means of review after the course has been completed. During the course, participants will use a fully functional Synapse Workstation with VMware's host-based virtualized platform. This workstation will be connected to a live, current release of Synapse PACS that contains an anonymized patient study database for hands-on learning.

COURSE DESCRIPTIONS

(I) Included in Foundation course
(II) Included in Advanced course

These comprehensive courses provide detailed instruction in Synapse PACS administration and management. They consist of a series of sessions supplemented with animated multimedia presentations and student exercises. Some sessions include, but are not limited to:

- In-depth review of the newest release of Synapse user interface
- Synapse-related browser considerations
- Synapse system architecture
- Introduction to HL7 protocol and HIIS Monitor (I)
- Introduction to virtualization platforms (II)
- Introduction to DICOM protocol (I)
- Introduction to Synapse DICOM Server Control Panel operations (II)
- Backups and disaster recovery (I)
- Synapse Clients settings, e.g., Image Display, Reading Protocols, Workflow, PowerJacket

- SWAT overview
  - Synapse administrator-level access (Level II shows application engineer-level)
  - Dashboard
  - System
  - Workstation
  - Enterprise
- RIS Scheduler (I)
  - Installation
  - Adding/modifying data
- Identifying and resolving Synapse anomalies
- Relating Procedure Codes
  - Use of visually related Procedure Code Tool (II)
  - Importing process (II)
- Creating/managing Reading Protocols
- Using Synapse CD Import Tool (II)
- Introduction to Synapse Mobility (II)
- Third-party tools (II)
- PACS Administrator roles and responsibilities
- Upgrade planning and considerations

OBJECTIVES

Upon the completion of this course, participants should be able to:

- Confidently navigate the Synapse application with awareness of client settings and their effect on the user experience. This knowledge will allow participants to support end users in the use of common Synapse features and functions.
- Optimize browser configurations, which are more specific to the Synapse PACS product and web browser-based applications.
- Understand and explain the concept of virtualization and the inherent benefits of installing applications on a VMware virtualized platform. (II)
- Configure Synapse Client settings to satisfy user preferences and support various workflows.
- Configure Synapse PowerJacket display options for displaying patient/study-associated data, e.g., documents, reports, and notes.
- Understand and explain the purpose of the various fields and configurable options available within DICOM Server Service. (II)
- Use the Synapse Web Administration Tool (SWAT) to:
  - Create and manage user roles and users
  - Manage user access rights to folders
  - Create forwarding profiles
  - Create and manage custom folders
  - Configure and manage event logs
  - Configure DICOM devices with focus on defining storage query/retrieve and or modality worklists (II)
  - Trace misfiled patient images or series
  - Generate folder-based reports
  - Manage and understand database backup strategy
  - Manage other ancillary tables (Body Part Mapping, Related Procedure Codes, Procedure Codes, Common View Matching Criteria, etc.)

- Articulate the services (programs) and software components that comprise Synapse and the data flow between the various servers and associated clients. (I)
- Enable Synapse debugging logs for troubleshooting connectivity problems. (II)
- Understand the fundamentals of the HL7 and DICOM protocols. (I)
- Understand the cautions of customer-facing features in SWAT intended for use only by FUJIFILM Medical Systems, U.S.A., Inc.'s field service personnel. (II)
- Identify and resolve patient study anomalies. Understand how to identify anomaly sources and possible means to minimize or eliminate them. Understand the patient and study matching logic of Synapse.
- Understand the requirements associated with creating and managing custom reading protocols using the Reading Protocol Editor.
- Use the RIS Scheduler application for scheduling/modifying studies or resolving data inconsistencies in the Synapse database. (I)
- Use the latest versions of the Synapse CD Import Tool. (II)
- Explain some of the features and benefits of the Synapse Mobility product. (II)
- Know how to manually monitor system resources and identify potential problems (e.g., running out of storage space, storage servers not archiving, etc.).
- Know how to prepare an individualized daily, weekly, monthly, and yearly task schedule (checklist) for prompting and managing periodic operational tasks.
- Understand the difference between disaster recovery and business continuance strategies and contingencies.
- Effectively understand how to prepare, communicate, and plan for system upgrade testing.

FUJIFILM Medical Systems U.S.A., Inc.
81 Hartwell Avenue, Suite 300
Lexington, MA 02421 (781) 323-5300
www.fujimed.com

DOC-0048450