# System Management Training Course Overview (Remote)

The CRIS Post Go Live System Management Training Course has been developed into a modular course to enable customers to access training remotely using MS Teams.

COURSE NOTES / GUIDANCE

* **COURSE DURATION & DELIVERY** – This course is currently only available remotely using MS Teams but will be undertaken using the customers own Training System and delegates will have the opportunity to undertake practical, hands-on exercises. Since the course is in a modular format it can be undertaken over a period of days to suit customer requirements. Wellbeing recommends however, since there are obvious links between modules that they are completed in the space of no more than a 3-week period to allow for continuity. There is a total of approximately 13 hours of training to complete the whole course
* **MAXIMUM NO. OF DELEGATES PER SESSION -** CRIS System Management training will be delivered remotely using MS Teams to a ***Maximum of 4 Delegates.***
* **RADIOLOGY & CRIS SYSTEM KNOWLEDGE –** The CRIS Post Go Live System Management course assumes prior experience of Core CRIS from a user’s perspective. Those delegates that are new to CRIS should have undertaken the Core CRIS training Part 1 course prior to attending this course.

\*\*\*IMPORTANT PLEASE NOTE\*\*\*

Delegates who have no previous CRIS or Radiology based experience WILL NOT BE ELIGIBLE to attend this course and Wellbeing Software reserve the right to refuse attendance to anyone who does not meet this pre-requisite.

TRAINING PRE-REQUISITES / ACTIONS

* **Provide names & roles of all delegates attending the session**
* **Ensure all delegates can access MS Teams**
* **Ensure all delegates have their local CRIS training system installed**
* **Download copies of all associated course documentation**

\*\*\*IMPORTANT PLEASE NOTE\*\*\*

Once Wellbeing Software and the Trust have formally agreed on the date of CRIS training course, the Trust will be liable for the whole fee / equivalent training days unless we receive written notification of cancellation.

For bookings cancelled two or more weeks before a course is due to start, 100% per cent of course fees paid will be refunded to the applicant.

No refund will be made for bookings cancelled less than two weeks before the event, except in exceptional circumstances and then only at the discretion of the Training Manager.

Wellbeing Software also reserve the right to cancel and charge for any training where the Trust does not formally confirm that the above actions have been undertaken by the training deadline, or in the event it transpires that despite formal confirmation the set-up is not as required upon commencing the session.

CRIS SYSTEM MANAGEMENT TRAINING MODULES 1 to 5

Module 1: General Housekeeping and List Management – 2.5 Hours

COURSE OVERVIEW

* Introduction and outline of topics to be covered.
* List Management- Filter options, adding and removing columns and column filters, creating filter profiles.
* General Overview of CRIS Worklists and the features of each list based on workflow / patient journey.
* Overview of most frequently used Widgets – Message of the Day, Radiologist widget and Deceased widget.
* Overview of selected Tools Menu Options including Devices, Session, Server, Java Console and Refresh Tables.
* Q/A Discussion and Recap.

Module 2: Patient and Event Correction- 2.5 Hours

COURSE OVERVIEW

* Linking and Unlinking PAS and CRIS Records
* Merging and Unmerging duplicate CRIS Records
* Recreating requests on the correct patient record
* Import and Export of scanned documents
* Correcting the request on the incorrect record up to and after attendance.
* Linking and Unlinking Orders
* Q/A Discussion and Recap

Module 3 : People Tables – 2.5 Hours

COURSE OVERVIEW

* Introduction and outline of topics to be covered.
* Resource Groups – Purpose and set up
* Resources - Purpose and set up
* Staff Table - Adding a new User, editing an existing entry, resetting passwords, user preferences.
* Security Settings - Screen tour and general explanation of Roles and Activities, adding a Role or Activity to a user profile via the Staff Table. Adding an Activity to a Role, adding a new security setting to a Role, creating a new Role or Activity.
* Referrers Table - Searching for a Referrer, adding a new Referrer, best practice on coding conventions.
* Referrer Links Table - Linking a Referrer to your organisation and to a General Practice
* Q&A discussion and Recap

Module 4: Places Tables – 2.5 Hours

COURSE OVERVIEW

* Introduction and outline of topics to be covered.
* Trusts Table
* Referral Source Table - Purpose and set up
* Sites Table
* Referrer Locations – Set up and purpose – links with the correct Patient Type and Request Category
* Departments Table
* Departments Table
* Rooms Table - Setting up a new room
* Q&A discussion and Recap

Module 5: Other Tables– 3 Hours

* Introduction and outline of topics to be covered
* Exams per Hospital Table - Purpose and set up
* Diary Set Up - Setting up a new default room template, copying a template forward, editing an existing template, copying forward existing diaries
* General Tables - Examination Codes, Speciality, Alarms – Purpose and set up
* Reports - Coded Phrases/Auto-reports and User Dictionary
* Post Exam - Contrast media, Projections, and Reasons.
* Post Exam - Post Exam Defaults
* Stock Table
* Status Table
* Vetting- Protocol Setup - Overview of folder structure, editing an existing protocol, creating a new protocol
* Access to supporting documentation / e-learning via the training portal
* Q&A discussion and Recap

# Document Control

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