

Lab Location: SGMC & WOMC
Department: Microbiology

Distributed: 5/26/21
Due Date: 6/26/21
Implementation: 6/7/21

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Video Microscope (NetCam) SOP: SGAH.M08 v.3
Description of change(s):
<ul style="list-style-type: none">• Header: changed WAH to WOMC• Section 3: updated review to biennial• Section 5.1: updated password and WAH to WOMC• Section 6: updated form title and number <p>This revised SOP will be implemented on June 7, 2021</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	Video Microscope (NetCam)	
Prepared by	Ron Master	Date: 4/19/2009
Owner	Ron Master	Date: 4/19/2009

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

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1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the use of the Olympus NetCam remote microscopy system.

2. SCOPE

This procedure applies to all employees who perform blood culture Gram stains at hospital laboratories equipped with the Olympus NetCam system and employees at Quest Diagnostics Nichols Institute Chantilly who will perform the Gram stain consults using the NetCam system.

3. RESPONSIBILITY

Responsible Party	Task
Laboratory (Medical) Director	<ul style="list-style-type: none"> Approve the procedure.
Microbiology Department Director	<ul style="list-style-type: none"> Communicate the SOP to all areas involved.
Hospital Laboratory Director	<ul style="list-style-type: none"> Implement and maintain this SOP as part of local procedure manuals. Review procedure biennially (may be delegated). Ensure applicable training and competency is done. Ensure appropriate resources are assigned and department is in compliance with this standard operating procedure (SOP)
Microbiology Department Manager/ Supervisor/Lead Tech	<ul style="list-style-type: none"> Implement and maintain this SOP as part of local procedure manuals. Review procedure biennially. Ensure applicable training and competency is done. Ensure appropriate resources are assigned and department is in compliance with this standard operating procedure (SOP).
Designated Microbiology Department Personnel	<ul style="list-style-type: none"> Comply with the procedure and demonstrate competency.

4. DEFINITIONS

NetCam: Olympus NetCam system

5. PROCEDURE

5.1 Display and View Images

Step	Action
Hospital Laboratory	
1.	The NetCam computer is the computer in the microbiology laboratory attached to the camera on the microscope by a data cable. Check to see that NetCam computer is powered on by moving mouse to exit PowerSaving mode. If the PC power is not on, press power switch on front panel of the computer (round switch with white dot).
2.	Log in as: WOMC

Step	Action
	User name: wah-netcam Password: Quest2016 Log on to: CHYWD0390XZT (This computer) [If computer previously used for NetCam, this field will not be displayed] SGMC User name: sgah-netcam Password: Quest2016 Log on to: CHYWD0390XZY (This computer) [If computer previously used for NetCam, this field will not be displayed]
3.	Turn on microscope power switch (switch on top, right side of microscope)
4.	Set magnification changer to 1.25 with wheel located between oculars and objectives
5.	Place slide on stage and find representative field on slide
6.	Check to be sure prism push-pull lever on right side of oculars is the half-way position (light to both camera and oculars) [eye + camera icons]
7.	Launch MicroSuite Pathology program on NetCam computer by double clicking the icon on the computer desktop. (If shortcut is not present, Start, Programs, MicroSuite Pathology Edition, MicroSuite Pathology Edition)
8.	Single click on Acquire icon (top left icon, video camera icon)
9.	Adjust the focus of the image on the monitor by slight adjustment of the microscope fine focus knob.
10.	Single click on NetCam On/Off icon (2 squares)
11.	Call Chantilly micro at 703-802-7090. State that you have a Gram stain to review on-line.
Chantilly Laboratory /Remote Access	
12.	Chantilly microbiology technologist will transfer call or return call to: WOMC Microbiology at 240-637-5880 or SGMC Microbiology at 240-826-6091
13.	Chantilly microbiology technologist will launch the viewer using icon on desktop. If icon is not present, use Internet Explorer to access the address: WOMC: http://10.98.111.3/netcam/index.html SGMC: http://10.98.110.25/netcam/index.html
14.	Chantilly microbiology technologist will click on “start NetCam Client” button
15.	Chantilly microbiology technologist will click on “Connect” button
Both Laboratories	
16.	Review sufficient number of fields to make a determination

5.2 To Disconnect

Step	Action
	Hospital Laboratory
1.	Click on NetCam On/Off icon to end the live feed (2 squares)
2.	Click on Acquire icon to stop image display (video camera icon, top left icon)
3.	Click on File (upper left) then select Exit
4.	Turn off microscope. CLEAN OIL IMMERSION LENS.
	Chantilly Laboratory
5.	Click on "Disconnect" button
6.	Close Internet Explorer by Selecting "File," then "Close"

If...	Then...
Technologists at Chantilly and the hospital laboratory agree on results	The hospital laboratory technologist will record the result on the Microbiology Stain Referral and Consult Form and report the result in the LIS. The Chantilly technologist will record result on the Adventist Gram Stain Consult Form.
Technologists at Chantilly and the hospital laboratory do not agree on results	Hold slide for day shift microbiology technologist to read or if STAT send slide to Chantilly. Mark forms as "Image unsatisfactory"

6. RELATED DOCUMENTS

Gram Stain, Microbiology procedure
 Microbiology Stain Referral and Consult Form (AG.F555)

7. REFERENCES

Olympus MicroSuite Pathology Manual

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP M035.002		
000	5/24/11	5.1: Change password, SGAH phone #, NetCam On/Off icon description, computer names 9: Deleted form B	R. Master	R. Master
001	11/1/17	Header: added WAH Section 5: replaced SGAH with SGMC Section 6: moved form from section 9 Footer: version # leading zeros dropped due to new EDCS in use as of 10/7/13	L Barrett	R Master
2	5/21/21	Header: changed WAH to WOMC Section 3: updated review to biennial Section 5.1: updated password and WAH to WOMC Section 6: updated form title and number	R. Master	R. Master

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9. ADDENDA AND APPENDICES

None