

TRAINING UPDATE

Lab Location: SGMC & WOMC
Department: Micro

Date Distributed: 12/1/2021
Due Date: 12/30/2021

DESCRIPTION OF REVISION

Name of procedure:

Video Microscope (NetCam) AHC.M08 v4

Description of change(s):

Section 4: changed software name to cellSens

Section 5.1: changed multiple steps for new software

Section 5.1.2: changed PC username and password

Section 5.1.7: changed software name to cellSens

Section 5.1.13: changed browser and IP addresses

Section 5.1.12: added Hospital Microbiology Technical Director
phone number

Section 5.2: changed steps to Disconnect

Footer: Updated prefix to AHC

The revised SOP will be implemented December 7, 2021

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	• Approve the procedure.
Microbiology Department Director	• Communicate the SOP to all areas involved.

Responsible Party	Task
Hospital Laboratory Director	<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)
Hospital and 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 annually. Ensure applicable training and competency is done. Ensure appropriate resources are assigned and department is in compliance with this standard operating procedure (SOP).
Designated Hospital and Microbiology Department Personnel	<ul style="list-style-type: none"> Comply with the procedure and demonstrate competency.

4. DEFINITIONS

NetCam: Olympus cellSens and 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.
2.	Log in as: WOMC Username: .\wah-netcam Password: Quest2011 SGMC User name: .\sgah-netcam Password: Quest2016
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

Step	Action
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 cellSens program on NetCam computer by double clicking the icon on the computer desktop.
8.	Single click on "Live" icon (box in top left of screen)
9.	Adjust the focus of the image on the monitor by slight adjustment of the microscope fine focus knob.
10.	Single click on "NetCam" tab at bottom left of screen
11.	Single click on "Start NetCam" button (top left of screen)
12.	Call Hospital Microbiology Technical Director at 703-431-2297 or Chantilly microbiology lab at 703-802-7090. State that you have a Gram stain to review on-line.
	Chantilly Laboratory / Remote Access
13.	Chantilly microbiology technologist or 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 Chrome browser and type the appropriate address in the search bar. WOMC: https://10.35.126.105 SGMC: https://BALWDJ0DWXD1 then "Enter"
14.	Click on "Advanced"
15.	Click on "Proceed to 10.35.126.105" or "Proceed to BALWDJ0DWXD1"
16.	Username: Quest Password: Quest2011@
17.	Click on "Connect" button
	Both Laboratories
18.	Review sufficient number of fields to make a determination

5.2 To Disconnect

Step	Action
	Hospital Laboratory
1.	Click on "stop NetCam button" at top right of screen to end the video transmission
2.	Click on the "Camera Control" tab at bottom left of screen
3.	Single click on the "Live" button at top right of screen to stop video
4.	Click on File (upper left) then select Exit
5.	Turn off microscope. CLEAN OIL IMMERSION LENS.

Step	Action
	Chantilly Laboratory
6.	Click on “Disconnect” button at upper right of screen
7.	Close Chrome browser 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 cellSens 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 zero’s 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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3	11/23/21	Section 4: changed software name to cellSens Section 5.1: changed multiple steps for new software Section 5.1.2: changed PC username and password Section 5.1.7: changed software name to cellSens Section 5.1.13: changed browser and IP addresses 5.1.12: added Hospital Microbiology Technical Director phone number Section 5.2: changed steps to Disconnect Footer: Updated prefix to AHC	R. Master L Barrett	R. Master

9. ADDENDA AND APPENDICES

None