

TRAINING UPDATE

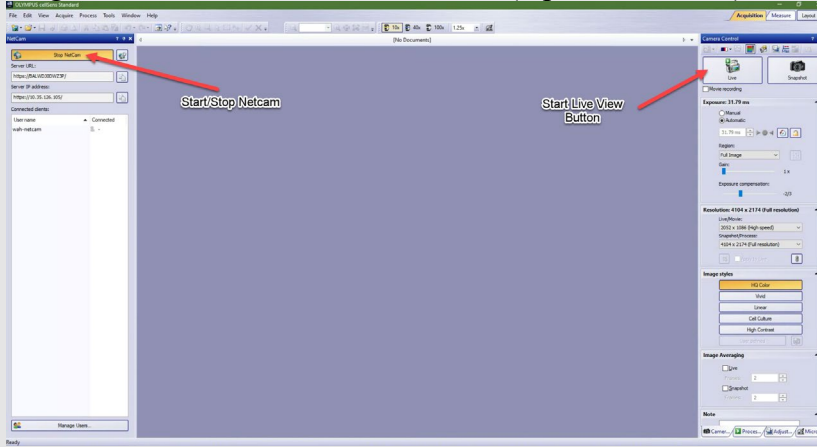
Lab Location: SGMC and WOMC **Date Implemented:** when Approved Nov 2022
Department: Microbiology **Due Date:** 12/8/22

DESCRIPTION OF PROCEDURE REVISION

Name of procedure: Use of NetCam for Remote Viewing of Gram stains

AHC.M08 Video Microscope (NetCam)

1. Passwords have changed. Know where to find username and password to log in to the Quest NetCam PC.
2. Demonstrates how to launch the cellSens software.
3. Understands that no settings may be changed and no functions other than “Live” and “NetCam” may be used.
4. Demonstrates how to turn on and transmit an image.
 Single click on “Live” icon (top right panel)
 Single click on “Start NetCam” button (top left of screen)



5. Know where to find telephone numbers for Hospital Microbiology Technical Director and Chantilly microbiology laboratory.
6. Demonstrates how to properly exit the cellSens software.
 Click on “stop NetCam button” at top left of screen to end the video transmission.
 Single click on the “Live” button at top right of screen to stop video.
 Click on File (upper left) then select Exit.

EMPLOYEE SIGNATURES

I have read the attached procedure and understand the procedure change(s) described.

Signature	Date	Signature	Date
<i>See electronic signatures on MTS</i>			

AHC.M08 Video Microscope (NetCam)

Copy of version 5.0 (in review)

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Printed By Demetra Collier (110199)

Organization Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Microbiology Director	11/17/2022	5.0	Vittal Ponraj	
Approval	Lab Director	11/30/2021	4.0	Nicolas Cacciabeve	
Approval	Micro Director approval	11/30/2021	4.0	Ronald Master	
Approval	QA approval	11/23/2021	4.0	Leslie Barrett (104977)	
Approval	Lab Director	5/25/2021	3.0	Nicolas Cacciabeve	
Approval	Micro Director approval	5/25/2021	3.0	Ronald Master	
Approval	QA approval	5/24/2021	3.0	Leslie Barrett	
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Approval Captured outside MediaLab	Lab Director	11/7/2017	2.0	Nicolas Cacciabeve	Recorded on 11/21/2018 by Leslie Barrett (104977) when document added to MediaLab
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Approvals and periodic reviews that occurred before this document was added to the MediaLab Document Control system may not be listed.

Prior History

Updated prefix 12/8/21

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
4.0	Approved and Current	Major revision	11/23/2021	12/7/2021	Indefinite
3.0	Retired	Major revision	5/24/2021	6/7/2021	12/7/2021
2.0	Retired	First version in Document Control	11/21/2018	11/8/2017	6/7/2021

Linked Documents

Retired or Not Yet Effective
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Current as of 11/11/2022 2:11 PM

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>		

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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. 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.

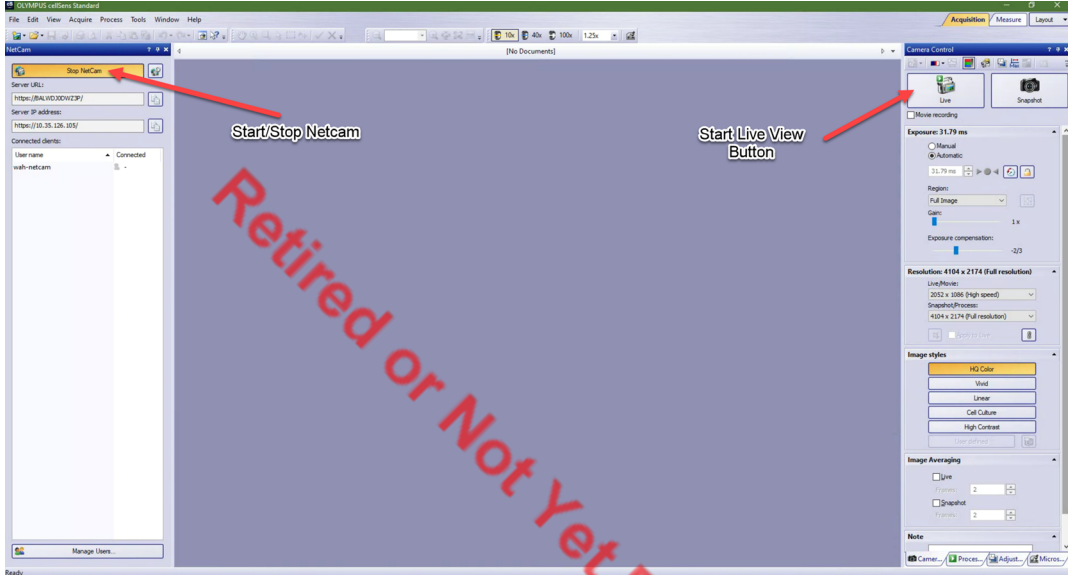
4. DEFINITIONS

NetCam: Olympus cellSens and NetCam system

5. PROCEDURE

5.1 Display and View Images

Step	Action
	Hospital Laboratory
1.	The Quest 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 Power Saving 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: Quest2022! SGMC Username: .\sgah-netcam Password: Quest2022!

Step	Action
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 cellSens program on NetCam computer by double clicking the icon on the computer desktop.
8.	On the Camera Control Panel, Single click on the “Live” icon 
9.	Adjust the focus of the image on the monitor by slight adjustment of the microscope fine focus knob.
10.	Single click on “Start NetCam” button (top left of screen) A ‘NetCam’ sidebar should be visible on the left hand side of the CellSens software. If it isn’t, select the “View” menu, select “Tool Windows”, and select “NetCam”. The “Start NetCam” should now be visible.
11.	Call Hospital Microbiology Technical Director at 713-884-9457 or Chantilly microbiology lab at 703-802-7090 or 703-802-6900 x 65207. State that you have a Gram stain to review on-line.
	Chantilly Laboratory /Remote Access
12.	Chantilly microbiology technologist will return call to: WOMC Microbiology at 240-637-5880 or SGMC Microbiology at 240-826-6091
13.	Chantilly microbiology technologist will double click the Web shortcut for WOMC or SGMC to launch the browser. The address below will be selected if the proper shortcut is used. WOMC: https://BALWDJ0DWZ3P/ SGMC: https://BALWDJ0DWXD1/ then “Enter”

Step	Action
14.	Click on “Advanced”
15.	Click on “Continue to BALWDJ0DWZ3P” (WOMC) Or “Continue to BALWDJ0DWXD1(SGMC)
16.	WOMC Username: wah-netcam WOMC Password: Quest2022! SGMC Username: sgah-netcam SGMC Password: Quest2022!
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 left of screen to end the video transmission
2.	Single click on the “Live” button at top right of screen to stop video
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 browser by clicking the “X” in the upper right corner.

If...	Then...
Technologists at Chantilly and the hospital laboratory agree on results	The hospital laboratory technologist will record the result on the Gram Stain Referral / 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

Versio n	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 5.1 updated password and WAH to WOMC Section 6: updated form title and number	R. Master	R. Master
3	8/17/2021	4 changed software name to cellSens	R. Master	R. Master
3	8/17/2021	5.1.2 changed PC username and password	R. Master	R. Master
3	8/17/2021	5.1.7 changed software name to cellSens	R. Master	R. Master
3	8/17/2021	5.1.13 changed browser and IP addresses	R. Master	R. Master
3	8/17/2021	5.1 changed multiple steps for new software	R. Master	R. Master
3	8/17/2021	5.2 changed steps to Disconnect	R. Master	R. Master
3	11/23/21	5.1. added Hospital Microbiology Technical Director phone #	R. Master	R. Master
4	10/19/2022	5.1 Changed Hospital Microbiology Technical Director phone #	R. Master	R. Master
4	10/19/2022	5.1 Changed SGMC and WOMC computer passwords	R. Master	R. Master
4	10/19/2022	5.1 Added screen layout	R. Master	R. Master
4	11/10/2022	5.1 Changed Remote Access login procedure	R. Master	R. Master
4	11/10/2022	5.1 Changed SGMC and WOMC computer IP addresses	R. Master	R. Master
4	11/10/2022	5.1 Changed SGMC and WOMC usernames and passwords	R. Master	R. Master
4	11/10/2022	5.2 Changed browser Exit step	R. Master	R. Master
4	11/10/22	Footer Changed SOP prefix to AHC	D Collier	R. Master

9. ADDENDA AND APPENDICES

None