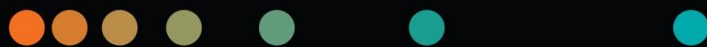
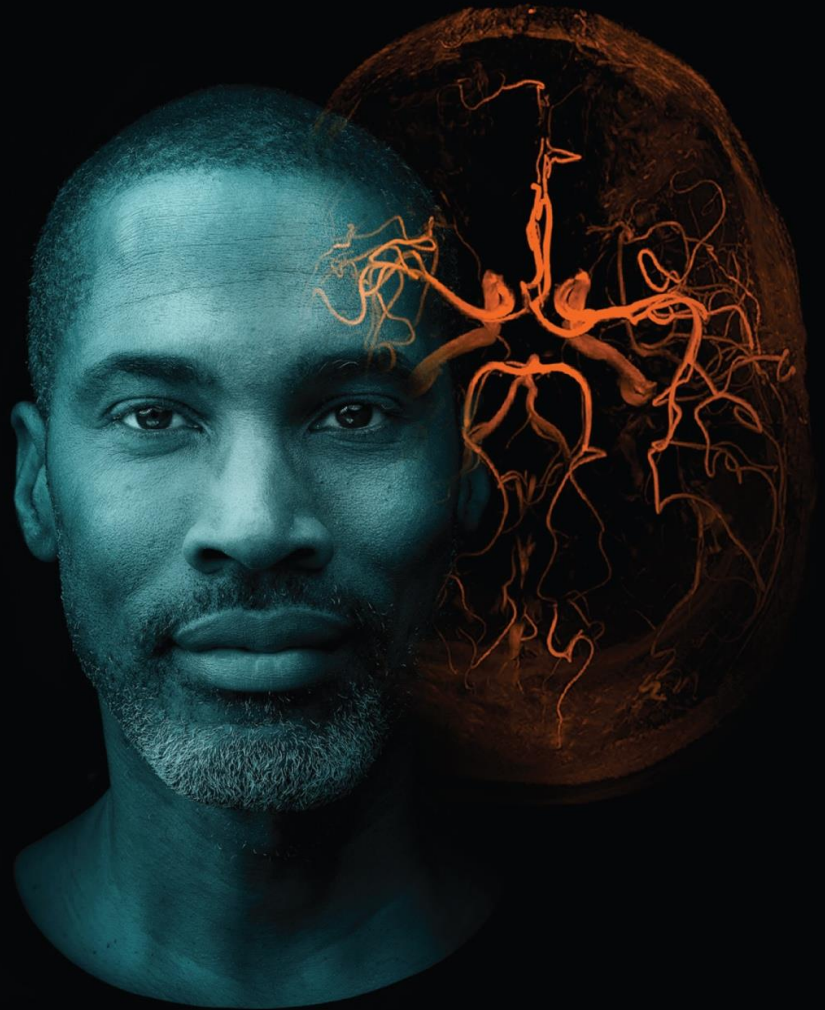


POCcelerator™ Data Management System

# Super User

Virtual Training Workbook



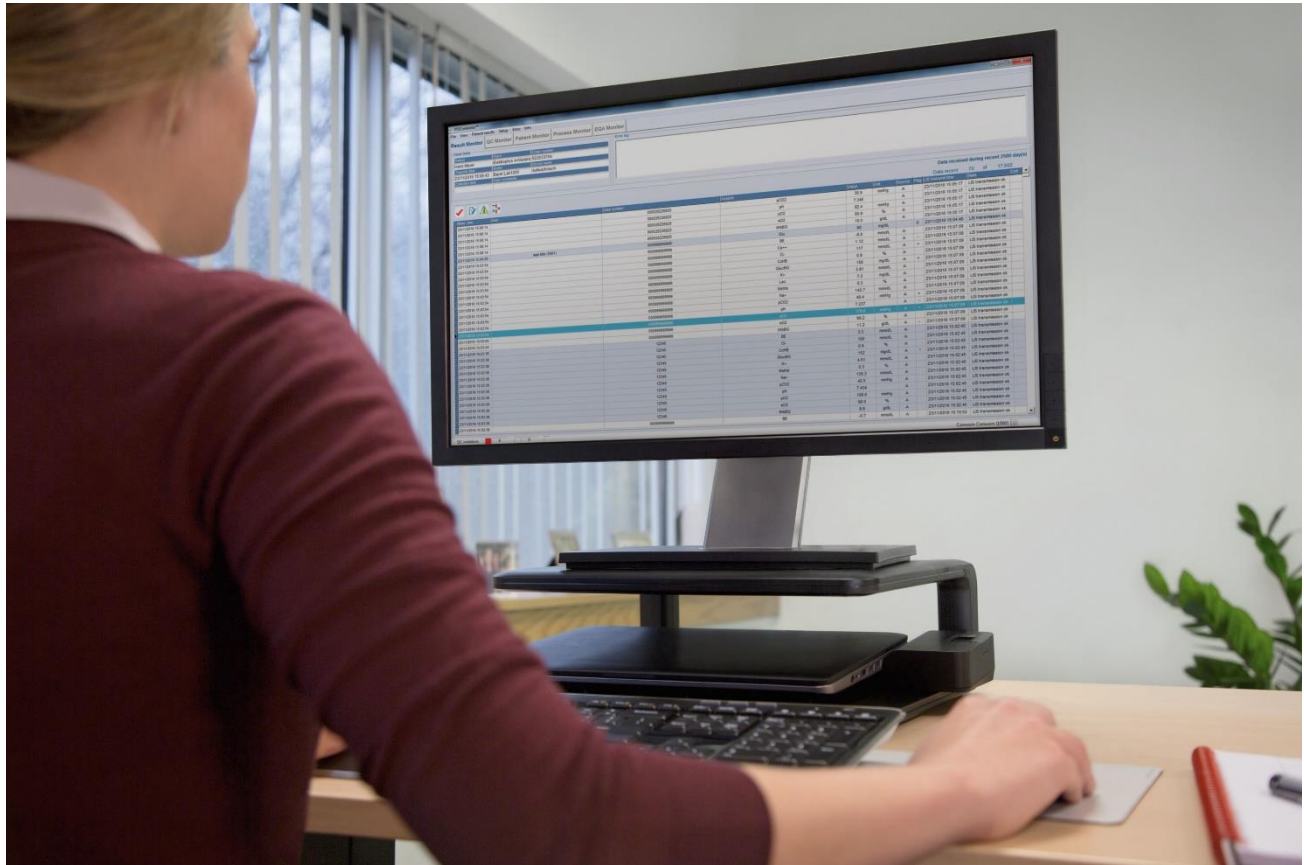


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# Siemens Healthineers

## POCcelerator™ Data Management System

### Super User Virtual Training Workbook



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## Table of Contents

- 1: Welcome
- 2: Result Monitor
- 3: QC Configuration
- 4: Process Monitor
- 5: Customizing

# 1 Welcome

Siemens Healthineers Training would like to welcome you to Super User training for POCcelerator™ Data Management System.

This course is designed to teach you the skills needed to operate, maintain, customize, and troubleshoot the POCcelerator™ Data Management System.

Our staff welcomes the opportunity to present this training program to you.

## Course Objectives

After participating in this training, you will be able to:

- Summarize how to review and resolve patient result status
- Evaluate errors via the error log and patient record validation window
- Create a new QC Lot definition
- Generate a QC definition for a new lot using the Copy Data function
- View and confirm device errors
- Enter reagent data and reagent assignments
- Create Ward and Device authorizations
- Add a new user
- Modify Operator certifications
- Add a device
- Modify the location/ward of a device

# POCcelerator™ Data Management System

## Course Validation Checklist

The participant places a checkmark beside the competency when it is completed. When all competencies are checked, the instructor and participant sign and date below as record of completion.

Topics	Competencies	Completed
Result Monitor	Summarize how to review and resolve patient result status	
	Evaluate errors via the error log and patient record validation window	
Quality Control Monitor	Create a new QC lot definition	
	Generate a QC definition for a new lot using the Copy Data function	
Process Monitor	View and confirm device errors in POCcelerator and in POC Web	
Customizations	Enter reagent data and reagent assignments	
	Create Ward and Device authorizations	
	Add a new user	
	Modify Operator certifications	
	Add a device	
	Modify the location/ward of a device	



Instructor: \_\_\_\_\_

Participant: \_\_\_\_\_

Date: \_\_\_\_\_

What was most helpful to you during this program?

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How can we improve this program to make it more meaningful to you?

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## 2 Result Monitor

## Result Monitor

### Resources

- POCcelerator™ Data Management PEP to Go
- POCcelerator™ Data Management System Operator's Guide

### Objectives

After completing this module, you will be able to:

- Summarize how to review and resolve patient result status
- Evaluate errors via the error log and patient record validation window

## Review and resolve patient result status

File View Patient results Setup Extra Info

**Result Monitor** | QC Monitor | Process Monitor | EQA Monitor

Detail fields

Patient	Ward	Order number
	ER->ICU->University	
Transfer time	Model	Device name
6/1/2020 10:55:48 AM	RapidPoint 5xx	RapidPoint 5xx;1001
Collection time	User comments	
6/1/2020 10:55:43 AM		

Error log

Data received during recent 500 day(s)

Data record 6 of 227

Meas. time	User	Case number	Analyte	Value	Unit	Type	Flag	LS transmit time	State	Cmt.
6/1/2020 10:55:43 AM	Bruce Banner (7654321)	123456	Ca++	1.02	mmo/L				Transmission in pro...	
6/1/2020 10:55:43 AM	Bruce Banner (7654321)	123456	Cl-	102	mmo/L				Error	
6/1/2020 10:55:43 AM	Bruce Banner (7654321)	123456	COHb	0.002	%				Error	
6/1/2020 10:55:43 AM	Bruce Banner (7654321)	123456	Glu (BG)	110	mg/dL				Transmission in pro...	
6/1/2020 10:55:43 AM	Bruce Banner (7654321)	123456	HHb	0.004	%				Transmission in pro...	
6/1/2020 10:55:43 AM	Bruce Banner (7654321)	123456	K+	3.50	mmo/L				Transmission in pro...	

**Reception ok** - Measurement result has not been checked yet. If this status is visible for a long time please contact the POCcelerator support hotline.

**Error** - Result has generated an error. Check the error log for an explanation.

**LIS transmission ok** - Result has been sent to the LIS successfully.

**Transmission in progress** - Measurement result has been sent to the LIS but LIS did not confirm the arrival of the result yet.

**Sent with errors** - An erroneous measurement result has been transferred to the LIS manually by pressing the error override button.

## Correct errors via the error log

1

3

2

Meas. time	User	Case number	Analyte	Value	Unit	Type	Flag	LIS transmit time	State	Cmt.
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	Ca++	1.09	mmol/L				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	Cl-	100	mmol/L				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	COHb	0.002	%				Transmission in pro...	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	Glu (BG)	105	mg/dL				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	HHb	0.004	%				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	K+	3.50	mmol/L				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	Lac	1.0	mg/dL				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	MetHb	0.003	%				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	Na+	144	mmol/L				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	O2Hb	0.002	%				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	pCO2	30	mmHg				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	pH	7.9					Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	pO2	90	mmHg				Error	
5/7/2020 11:29:11 AM	Barbara Gordon (1...	004	tHb	15.1	g/dL				Error	
5/7/2020 11:22:15 AM	Barbara Gordon (1...	003	Ca++	1.09	mmol/L				Error	
5/7/2020 11:22:15 AM	Barbara Gordon (1...	003	Cl-	100	mmol/L				Error	

QC violations ■ 30 ■ 2

POC admin (pocadmin)

1. Select Result Monitor
2. Highlight the desired measurement result and any associated error icons will appear in the error log
3. Select the desired error icon
  - The appropriate setup window appears
4. Investigate and correct the error, if possible
5. Errors corrected via a setup window, confirm input by selecting Save
6. If measurement is now error free it is transferred to the LIS automatically and the status of the result will change from Error (via an intermediate short Transmission in progress) to LIS transmission ok

---

## Exercise 1 – Result Monitor

1. Navigate to the Result Monitor screen. Use the Filter data records icon to open the Filter data window, then set the search parameters to search for Case number, contains, 123456, then click on Accept.
  - a. What State is the Na<sup>+</sup> result from 6/1/2020?
  - b. What does this state mean?
  - c. What State should the Na<sup>+</sup> resolve to once received by the LIS?
  - d. What errors are preventing the Ca<sup>++</sup> result from 5/14/2020 from transmitting to the LIS?
  - e. Double click on the message in the Error log, what information is displayed?
  - f. What is the explanation of this Error as described in PEP to Go?
  - g. Highlight the Ca<sup>++</sup> result from 5/14/2020 and use the Error override button to manually transfer to the LIS. Type a message in the comment field. What State does the result change to?

## 3 Quality Control Configuration

## QC Configuration

### Resources

- POCcelerator™ Data Management PEP to Go
- POCcelerator™ Data Management System Operator's Guide

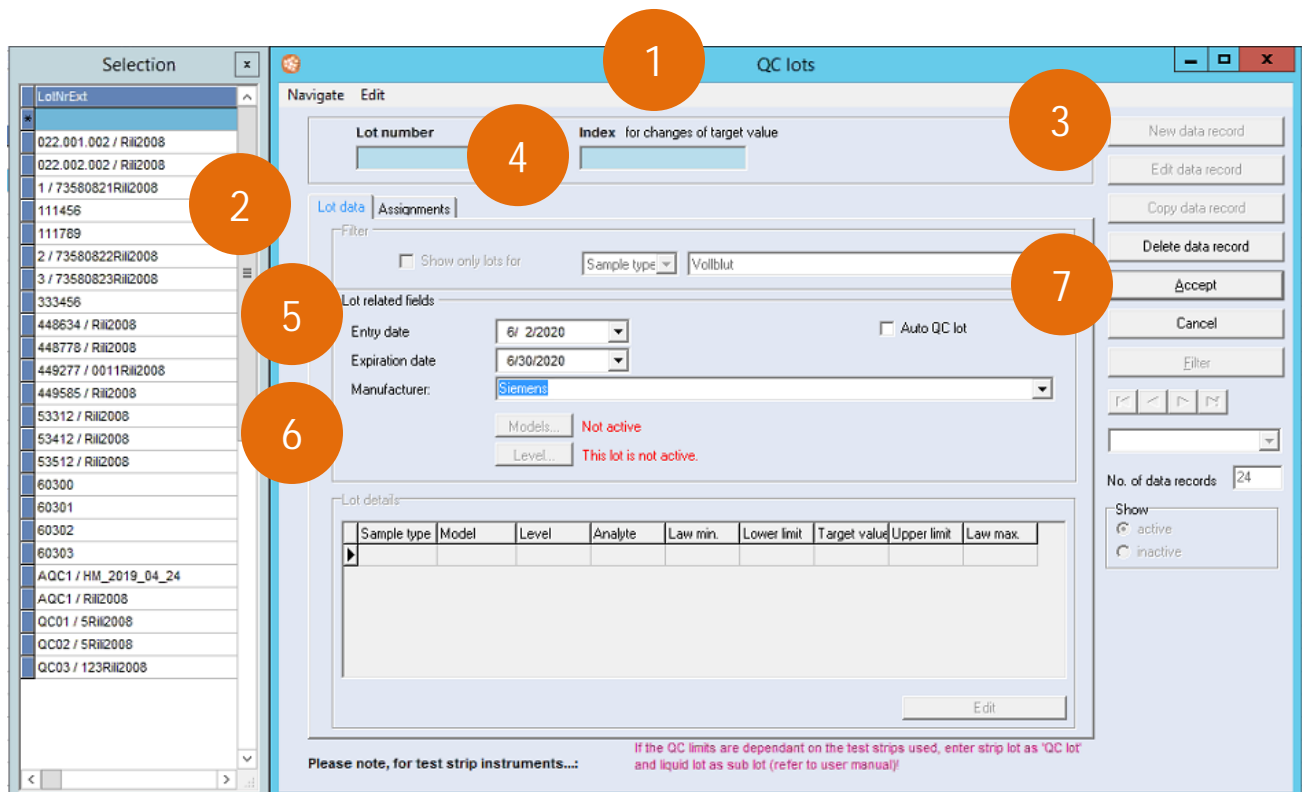
### Objectives

After completing this module, you will be able to:

- Create a new QC lot definition
- Generate a QC definition for a new lot using the Copy Data function



## Enter a QC lot, target value and limits



1. In the menu bar, select Setup > Controls > QC lots
  - The QC lots window appears
2. Select Lot data tab
3. Select New data record
4. Enter the lot number
5. Enter the entry and expiration dates in the Lot related fields section and select the Auto QC lot checkbox, if applicable
6. Select the lot manufacturer from the dropdown list
7. Select Accept

**Note:** Once entered, QC lots are only editable as long as there are no QC measurements for this lot. If QC measurements for a QC lot already exist and a change needs to be made to target value and limits, a copy of the lot with a unique index must be created.

## Enter a QC lot, target value and limits

Selection

index:Field

\*  
RapidPoint 5xx Level 1 Ca++

Navigate Edit

QC lot details

Lot

Lot number 60201 Index for changes of target value

Filter

Sample: Whole blood Model: RapidPoint 5xx Level: Level 1

Quantitative

Analyte	Lower limit	Target value	Upper limit	Law max.	Decimals	Unit
Ca++	10.60	9.45	10.60	10.60	2	mmol/L
Cl-						
Glu (BG)						
H+b						
K+						
Lac						
MetHb						

Please note, for test strip instruments...  
If the QC limits are dependant on the test strips used, enter strip lot as 'QC lot' and liquid lot as sub lot (refer to user manual!)

New data record  
Edit data record  
Copy data record  
Delete data record  
Accept  
Cancel  
Copy all data records

No. of data records 1

When editing the QC limits, ensure that the previous target value has been deleted or target value will not recalculate with the new limits.

To enter target values and limits:

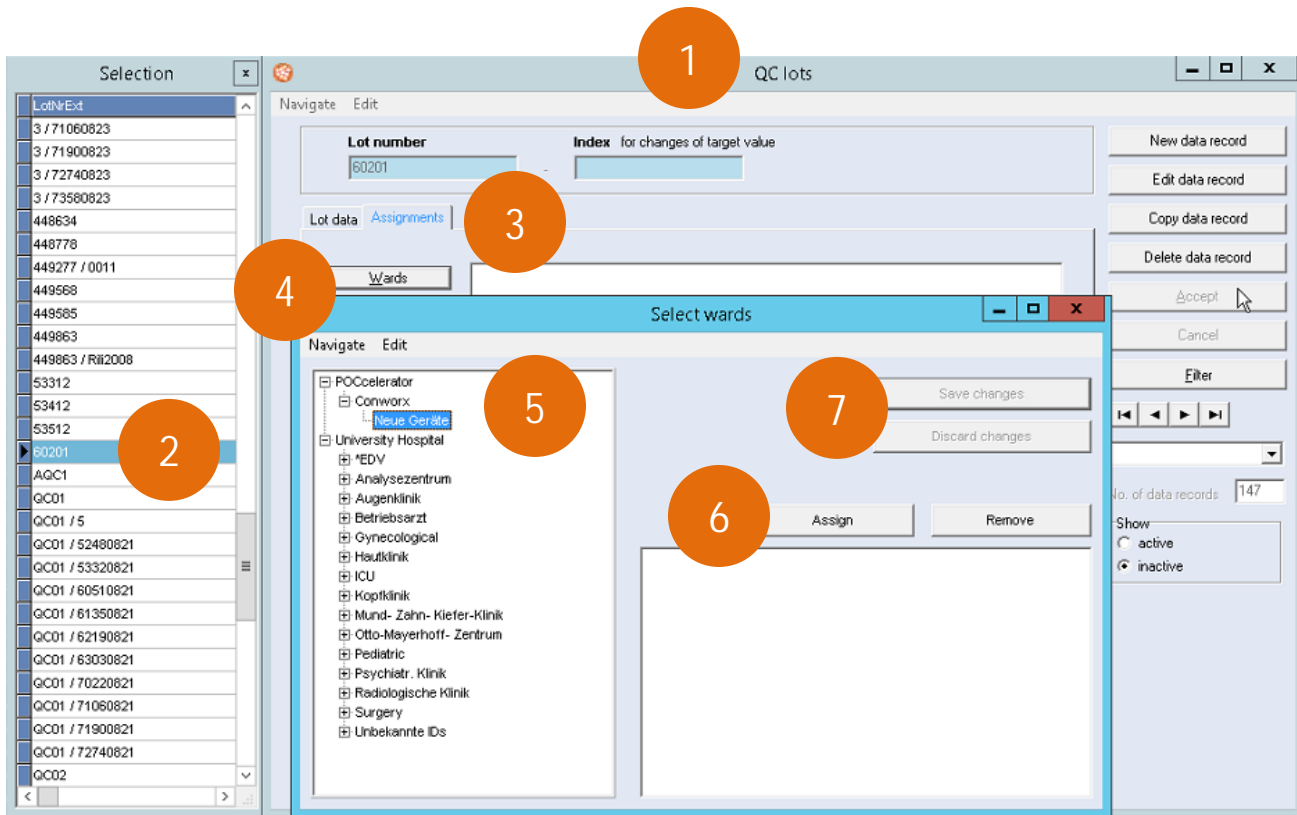
1. Navigate to the QC lot details window
2. To define new limits select the sample type, model and level from dropdown lists
3. Select New data record
4. Select an analyte from dropdown list
  - Input of quantitative values
    - i. Define target value and limits of the QC lot for the desired analyte. If target value is not specified, then the target value is automatically calculated as an average of the limits
    - ii. Select Accept

---

## Exercise 2 – QC Lot Entry

1. Navigate to the QC Lots window. Click New data record. Input the following information:
  - Lot number: 20201
  - Entry date: Today's date
  - Expiration date: Last day of the month
  - Manufacturer: Siemens
  - What is written in red text after specifying the information above?
  
2. Click on Edit under Lot details, a new window appears.
  - a. Is the New data record button active?
    - Set the Filters to the following:
    - Sample: Whole Blood
    - Model: RapidPoint 5xx
    - Level: Level 1
  
  - b. Is the new data record button now active?
  
3. Click on New data record, enter the analyte information as follows:
  - Analyte: Ca<sup>++</sup>
  - Lower limit: 8.3
  - Upper limit: 10.6
  - Click Accept
  - a. Does the Target Value calculate automatically?
    - Change the Filter for Level to Level 2, enter the analyte information as follows:
    - Analyte: Ca<sup>++</sup>
    - Lower limit: 10.7
    - Upper limit: 11.2
    - Click Accept, close the QC Lot Details window
  
  - b. Is the QC lot active for all Models and Levels?

## Enter QC Lot Assignments



A QC lot will be downloaded to a device if the lot is assigned to the ward the device is located on.

Assign a QC lot to a ward:

1. In the menu bar, select Setup > Controls > QC lots. The QC lots window appears.
2. Select the desired lot number
3. Select Assignments tab
4. Select Wards. The Select wards window appears.
5. Select the desired hospital, department or ward from the tree structure
6. Select Assign
7. Select Save changes

## Exercise 3 – QC Lot Assignment

1. Navigate to the QC Lots window. High lot 20201. Click on the Assignments tab. Click on Wards. Are there any wards currently assigned?
2. Select the University Hospital in the system tree. Then click on Assign. How can a user tell what wards are assigned to a QC lot?

# 4 Process Monitor

## Process Monitor

### Resources

- POCcelerator™ Data Management PEP to Go
- POCcelerator™ Data Management System Operator's Guide

### Objectives

After completing this module, you will be able to:

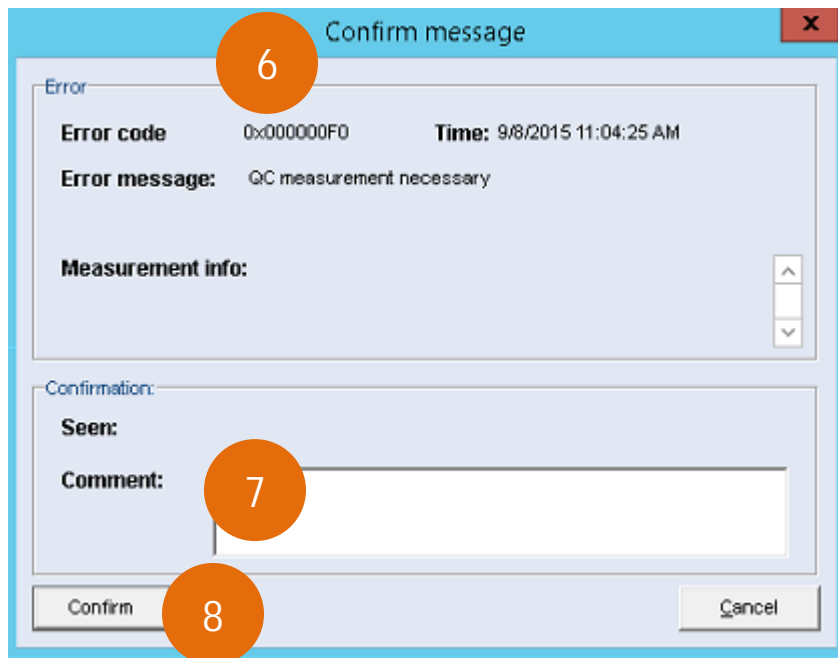
- View and confirm device errors



## View and Confirm Monitor Frequency Errors

The screenshot displays the POCcelerator software interface. The 'Process Monitor' tab is active. On the left, a tree view shows a filter for 'QC frequency is a...'. The main area shows a table of error messages with columns for Time, Error code, Message, User, and Confirmed. The status bar at the bottom indicates 'QC violations' with 30 red and 2 yellow bars. The user is identified as 'POC admin (pocadmin)'.

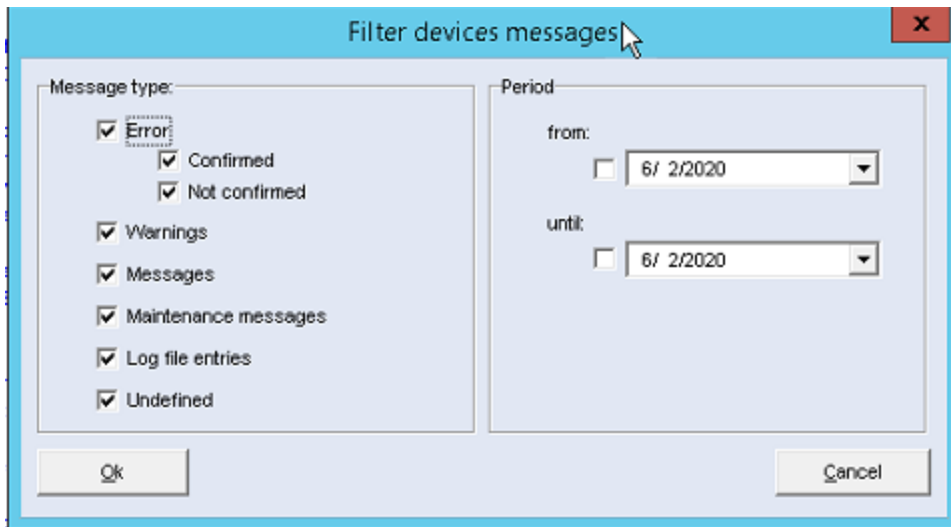
1. Select Process Monitor
2. Double click on a red monitor frequency error signal light
  - QC frequency
  - Download error
  - Reporting frequency
3. A filter is set in the device overview area displaying all associated devices along with their errors
  - A set filter is indicated by blue bars above and below the signal light and a pink active filter bar above the device overview area
4. To list uncommented error messages only, unselect Messages and confirmed errors filters
5. Filtered results are displayed in the table
6. Investigate the error and correct, if possible, double click on the device error symbol
  - The Confirm message window appears






7. Enter a free text comment
8. Select Confirm
  - Error symbol changes from  to 

# View Error Reports



1. Select Process Monitor
2. Select the desired device from the device overview area
3. Right click and select Error report > Show
  - The Filter devices messages window appears
1. Enter the desired period of time and type of message
2. Select Ok



**Documentation process-monitor for point-of-care systems**

6/2/2020

*Model:* Bayer Lab1265

*Device:* RapidLab 1265 - Delivery Ward

*Serial no.:* 12116

*Ward:* Delivery ward

<i>Message type:</i>	<i>Confirmed:</i>	<i>Not confirmed:</i>
Error:	0	0
Message:	0	7
Undefined:	0	0

*Messages until: 6/2/2020*

<i>Date / time</i>	<i>Error code</i>	<i>Error</i>
9/18/2008 4:45:18 PM	0x00000F0	QC measurement necessary
9/18/2008 4:45:18 PM	0x00000F1	Device notification is missing
12/4/2012 9:22:11 AM	0x00000F0	QC measurement necessary
4/11/2014 9:12:12 AM	0x00000F0	QC measurement necessary
4/11/2014 9:12:12 AM	0x00000F1	Device notification is missing
1/8/2015 10:54:55 AM	0x00000F1	Device notification is missing
3/26/2020 3:55:11 PM	0x00000F1	Device notification is missing

**Amount:** 7

## Exercise 4 – Device and Monitor Frequency Errors and Error reports

1. Navigate to the Process Monitor Screen. Navigate to the following path and highlight:  
University Hospital → ICU → ICU 1 → ACI-ICU 1 (Accucheck inform UJ45016427)
  - Double click on the error that says 'QC measurement necessary', enter comment "QC rerun scheduled' and select confirm .
    - a. What color did the status symbol change to?
  
2. In the Process Monitor Screen, double click on the Reporting Frequency error signal light. What happens in the system overview tree?
  
3. Remove any active filters in the Process Monitor Screen. Navigate to the following path and highlight:  
University Hospital → Gynecological → Delivery Ward → RapidLab 1265 – Delivery Ward (Bayer Lab1265, 12116)
  - Right click on the device on the system tree and select Error report → show.
  
  - Check off the checkbox next to until and confirm today's date is set. Select Ok.
    - a. What is the name of the report that is generated?

## 5 Customizing

## Customizations

### Resources

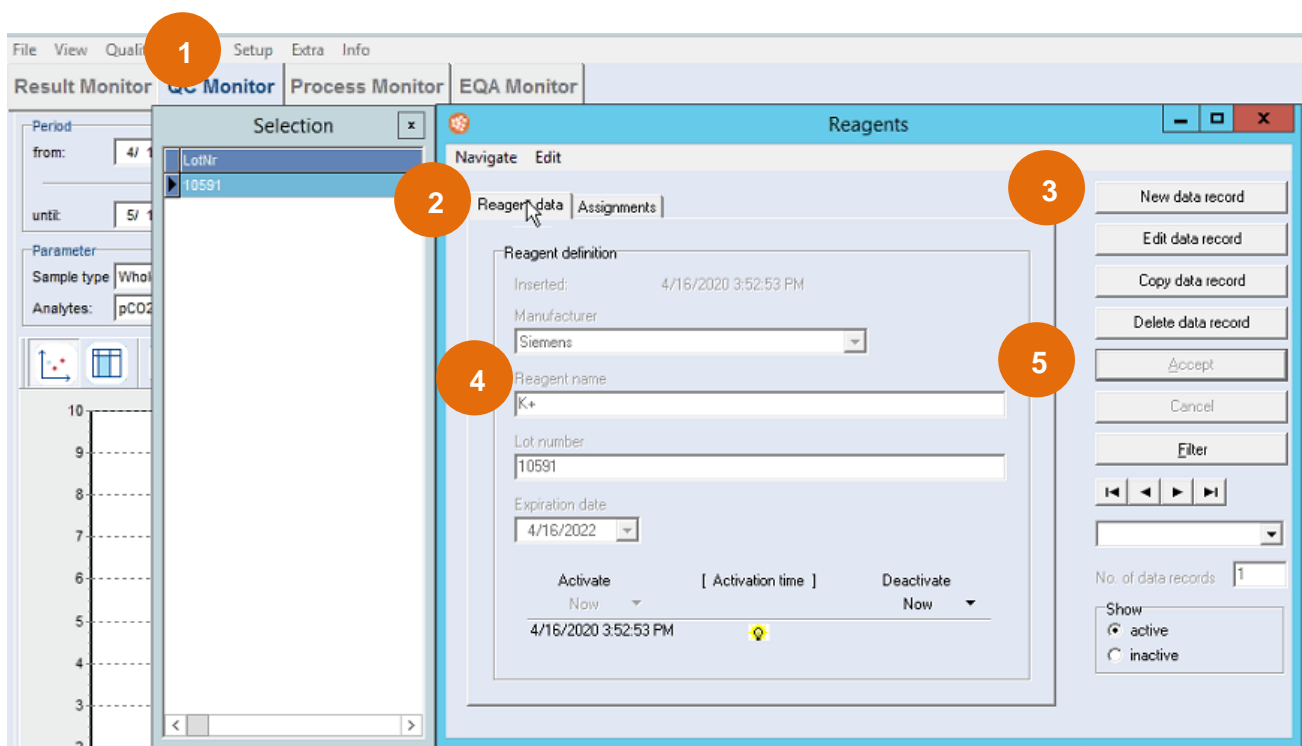
- POCcelerator™ Data Management PEP to Go
- POCcelerator™ Data Management System Operator's Guide

### Objectives

After completing this module, you will be able to:

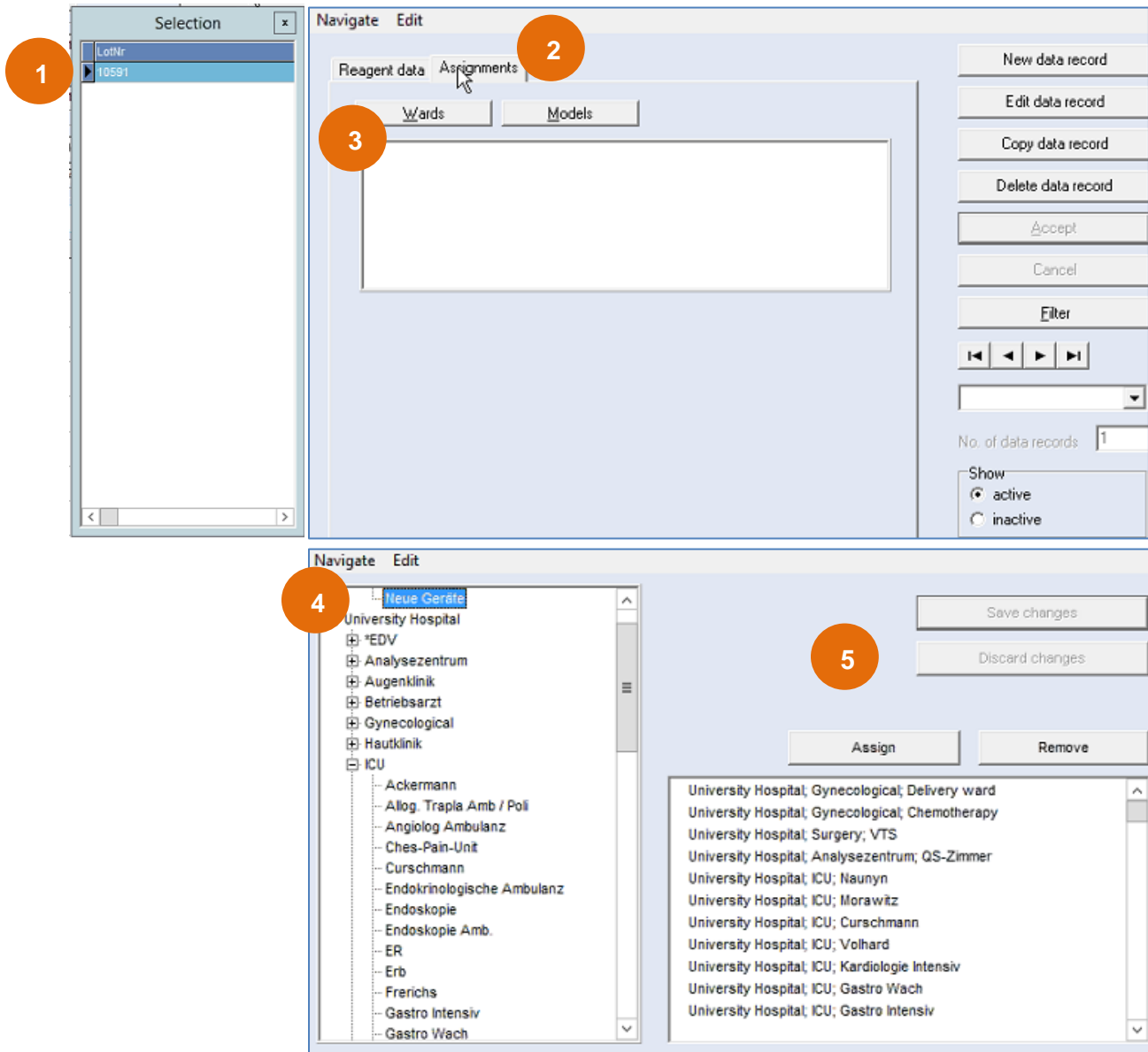
- Enter reagent data and reagent assignments
- Create Ward and Device authorizations
- Add a new user
- Modify Operator certifications
- Add a device
- Modify the location/device of a device

## Enter Reagent Data



1. In the menu bar, select Setup > Reagents
2. Select the Reagent data tab
3. Select New data record
4. Enter reagent definition information
5. Select Accept

## Enter Reagent Assignments



1. Select the desired lot number in the Selection panel for the Reagent window.
2. Select Assignments tab
3. Select Wards
4. Select the desired hospital, department or ward
5. Select Assign, Save changes.

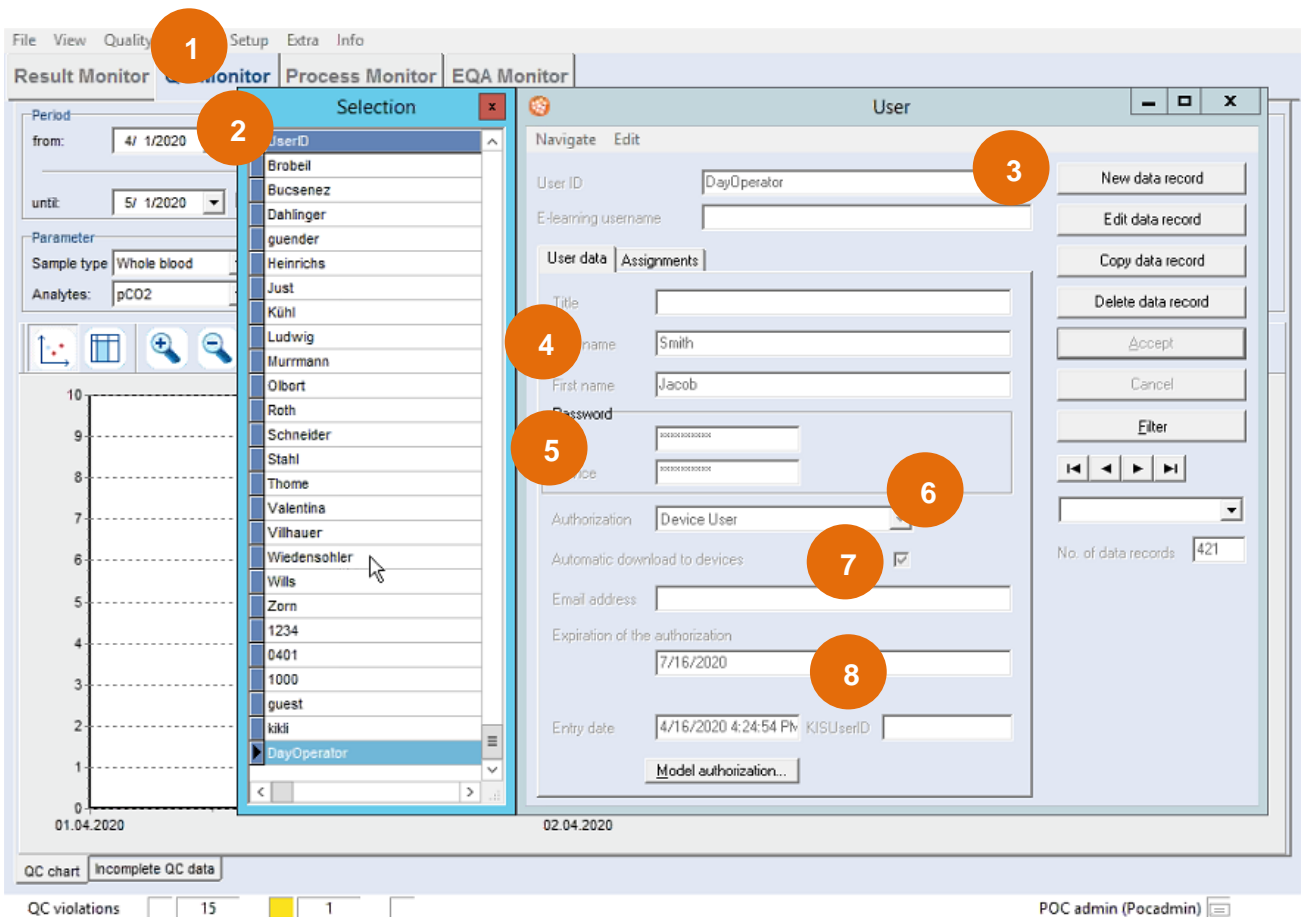
---

## Exercise 5 - Enter Reagent Data

1. Navigate to the Reagent window by selecting Setup → Reagents
  - a. Click on New Data Record
  - b. Enter the following reagent information:
    - i. Manufacturer: Siemens
    - ii. Reagent name: Glu
    - iii. Lot number: 9521
    - iv. Expiration Date: 4/16/2022
  - c. After reagent definition is added, assign reagent to University Hospital → ICU → ICU 1 and ICU 2.



## Add a new user



1. Select Setup > User in the menu bar
2. Select User data tab
3. Select New data record button
4. Enter User information
5. Create a Password
6. Select the Authorization level from the dropdown list
7. Select the Automatic download to devices checkbox, if applicable
8. Expiration of the authorization can be left blank (no expiration)

## Model Authorizations

1. From the User data tab, select the desired user
2. Select Model authorization button
3. Select New data record button
4. Select the Model from the dropdown list and enter the Expiration date
5. Select Accept

## Ward and Device Authorizations

1. From the User data tab, select the desired user
2. Select Assignments tab
3. Select Authorization for Ward button

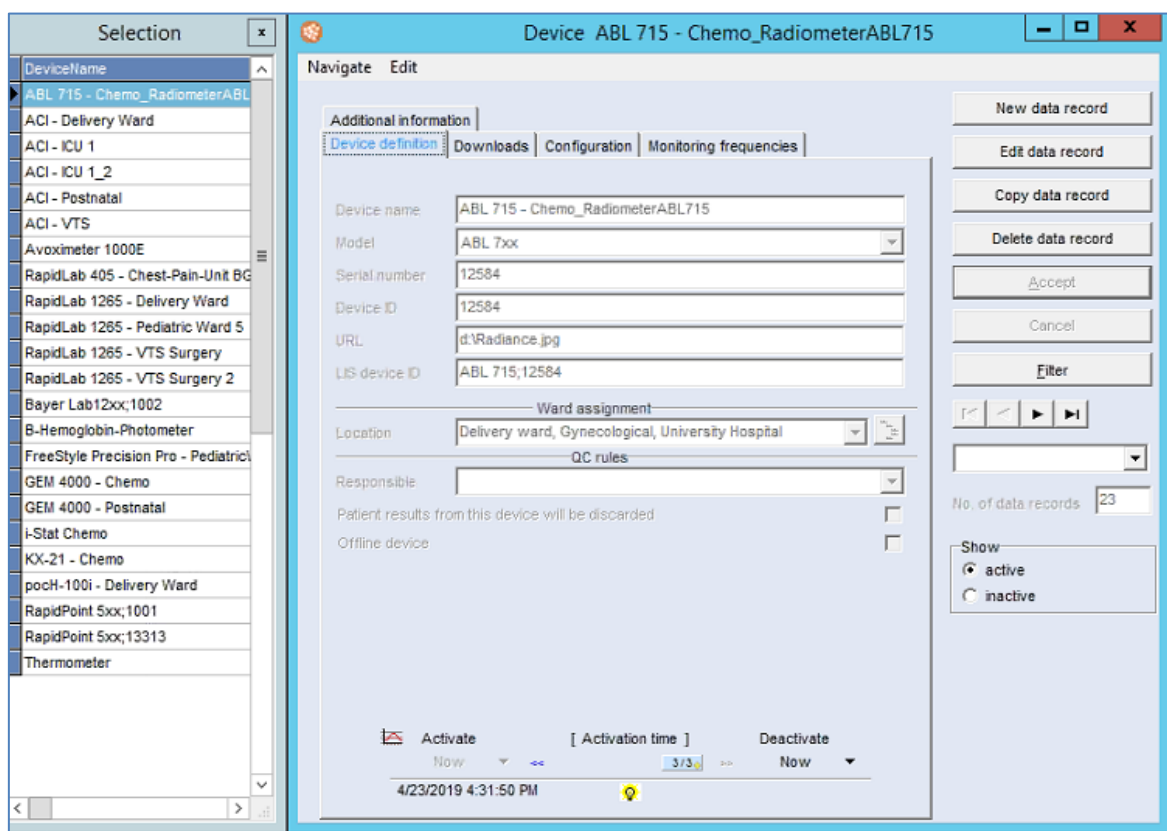
## Exercise 6- Create a new user account

Create a new user with the following information:

- User ID: JohnnyAppleseed
  - Last Name: Appleseed
  - First Name: Johnny
  - Password: Siemens1
  - Authorization: Device User.
  - Select the Automatic download to devices checkbox.
  - Expiration of the authorization: Expiration after 3 months.
1. What button must be clicked before authorizing a user for access to ward and devices?
  2. How can a POCadmin authorize a user to access all wards in an organization?

## Add Devices

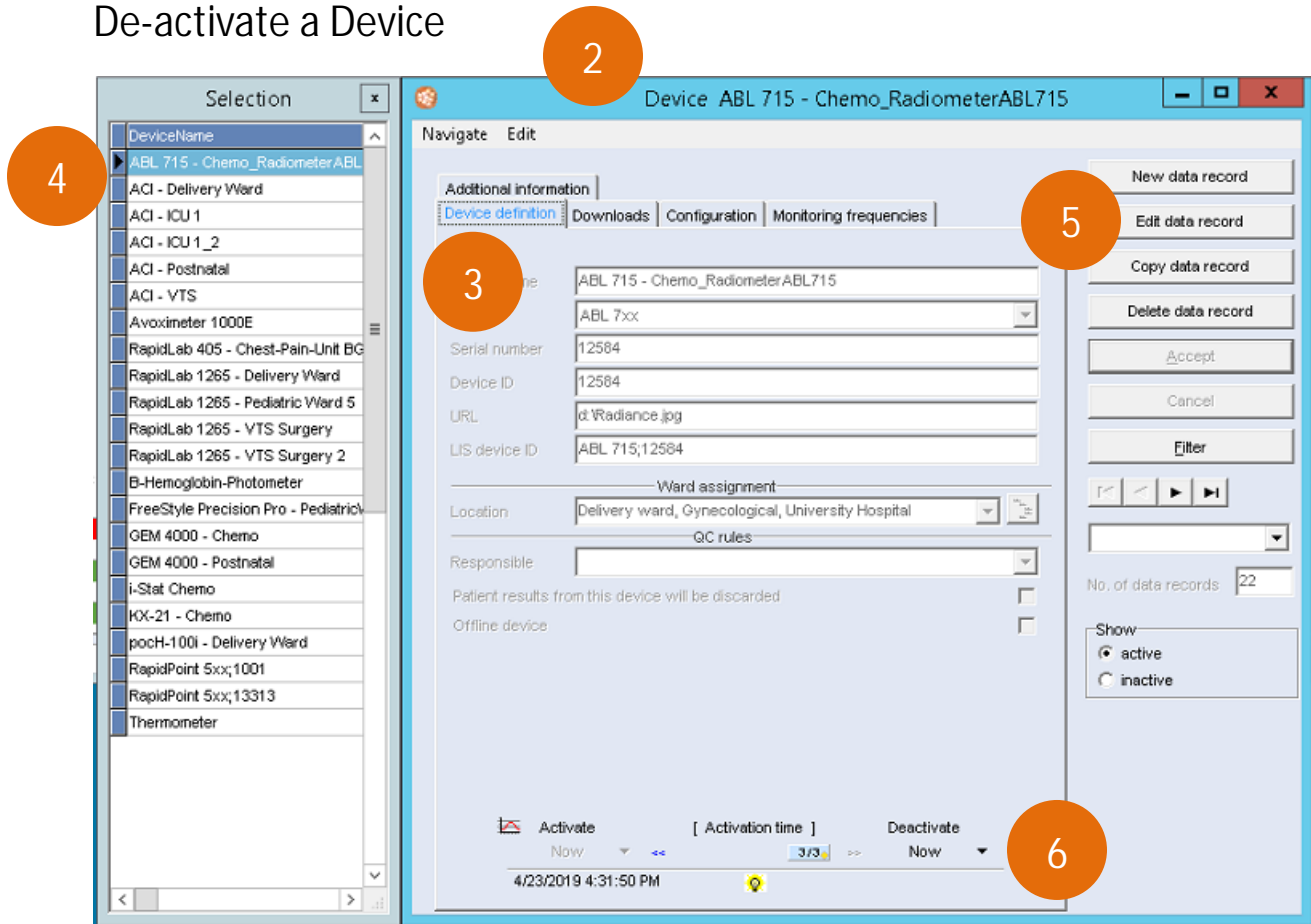
If a device is connected to POCcelerator software for the first time, the model and the device are automatically created in the setup data after the first successful data transfer (listed under the ward titled New Device). Once a device is created, it is not possible to delete if patient and QC data already exist. A device can be deactivated if not in use, temporarily or permanently.



If devices are not connectable to POCcelerator software, devices must be created manually:

1. In the menu bar, select Setup > Devices > Devices
2. Select Device definition tab
3. Select New data record
4. Define the new device
5. Select Accept

## De-activate a Device



### Procedure:

1. Select Setup → Devices → Devices in the menu bar.
2. The Device window appears.
3. Select the Device definition tab.
4. Select the desired device by a single left mouse click.
5. Select the Edit data record button.
6. Select the Now button below Deactivate to deactivate the data immediately

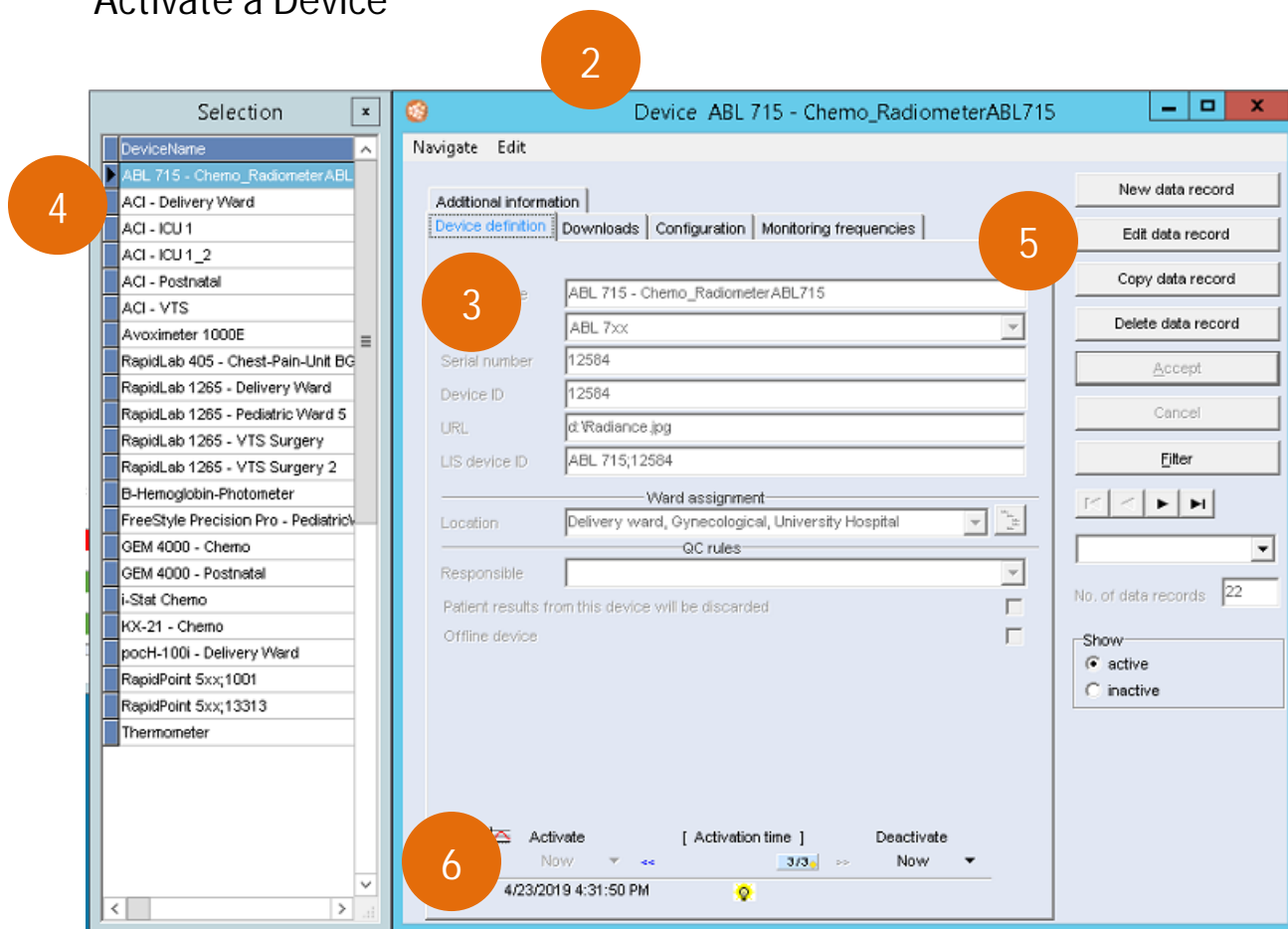
OR

Select  next to Now to define an individual deactivation time.

Note: The time of deactivation may not be in the future.

7. Confirm your input by clicking on the Accept button.
8. The following window appears if the device you are trying to deactivate has information downloaded from POCcelerator still saved in memory. If the device holds no downloaded data then it will be deactivated without notice.

## Activate a Device



### Procedure:

1. Select Setup → Devices → Devices in the menu bar.
2. The Device window appears.
3. Select the Device definition tab.
4. Select the desired device by a single left mouse click.
5. Select the Edit data record button.
6. Select the Now button below Activate to deactivate the data immediately

OR

Select  next to Now to define an individual deactivation time.

Note: The time of deactivation may not be in the future.

7. Confirm your input by clicking on the Accept button.

