



Super User Training

Cardiology
Training Checklist

Cardiology Super User Training

Training Checklist

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TECHNOLOGIST

Prerequisite: Overview of the Diagnostic Desktop video [Click here](#)

WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Diagnostic Desktop	
<input type="checkbox"/>	Select correct AO or task list	
<input type="checkbox"/>	Locate patient study	
<input type="checkbox"/>	Start reading task	
<input type="checkbox"/>	View tabs in list area <ul style="list-style-type: none"> - Details tab - Image tab 	
<input type="checkbox"/>	How to add comments in the details tab <ul style="list-style-type: none"> - Tech comments - Study specific comments - Private vs. public 	
<input type="checkbox"/>	View the study and report tab	
<input type="checkbox"/>	TOMTEC REPORTING	
<input type="checkbox"/>	Select Study and Open Reporting	
<input type="checkbox"/>	Show the different options to open Reporting	
<input type="checkbox"/>	Select desired report workspace	
<input type="checkbox"/>	Change report workspace	
<input type="checkbox"/>	Exporting measurements	
<input type="checkbox"/>	Show or hide all measurements	
<input type="checkbox"/>	Hide dynamic preview	
<input type="checkbox"/>	Demonstrate the different content tabs	
<input type="checkbox"/>	Demonstrate ability to fill content with dropdowns	
<input type="checkbox"/>	Show manual text can be done in Comment section	
<input type="checkbox"/>	Show manual text can be done in preview section (& limitations)	
<input type="checkbox"/>	Adding/Removing content from summary	
<input type="checkbox"/>	Create a macro	
<input type="checkbox"/>	Demonstrate how to manage a macro	
<input type="checkbox"/>	Upload, download, edit, delete, and share	
<input type="checkbox"/>	Set Report to Preliminary	
<input type="checkbox"/>	Demonstrate populating report with prior	
<input type="checkbox"/>	Ability to hover to show normal values box on measurements	
<input type="checkbox"/>	Insert images into report (drag and drop and jpg option) Set to Preliminary report status	

<input type="checkbox"/>	Set to Finalized and Authenticate	
<input type="checkbox"/>	Adding an addendum	
<input type="checkbox"/>	Set Report Status back to "Started"	
<input type="checkbox"/>	Print or view PDF of report	
	TOMTEC IMAGE REVIEW	
	For Cath: Level/Window/Sharpening Returning Level/Window back to default Marking a Mask Frame Applying subtraction/peak Opacification Comprehension of DSA tool	
	Filtering thumbnails All, 2D, 3D, Bookmarks, SR, PDF	
	Patient History Tab Functionality Types of study able to review Explanation of "safe guards" Clicking on patient name to view previous Clicking on eyeball to view previous	
	Review Tab Layout	
<input type="checkbox"/>	Double clicking in tile vs. changing tile #	
<input type="checkbox"/>	Drag and drop	
<input type="checkbox"/>	Cine Controls	
<input type="checkbox"/>	Keyboard/mouse controls	
<input type="checkbox"/>	Adjusting playback speed	
	Hot spots	
<input type="checkbox"/>	Brightness/Contrast (entire study vs. single image)	
<input type="checkbox"/>	Pan	
<input type="checkbox"/>	Zoom	
<input type="checkbox"/>	Rotate	
<input type="checkbox"/>	up/down & L/R invert	
<input type="checkbox"/>	lock image	
<input type="checkbox"/>	Secondary Capture	
<input type="checkbox"/>	Save image/clip	
<input type="checkbox"/>	Reset (entire study vs. single image)	
	Cath:	
<input type="checkbox"/>	Level/Window/Sharpening	
<input type="checkbox"/>	Returning Level/Window back to default	
<input type="checkbox"/>	Marking a Mask Frame	
<input type="checkbox"/>	Applying subtraction/peak Opacification	
<input type="checkbox"/>	Comprehension of DSA tool	
	Cardiac Measurements Tab	
<input type="checkbox"/>	Scrolling through cardiac cycle	
<input type="checkbox"/>	Selecting a single cycle	

<input type="checkbox"/>	Use of generic measuring tools	
<input type="checkbox"/>	Labeling a generic measurement	
	Recommended practice measurements	
<input type="checkbox"/>	Teichholz 2D measurements	
<input type="checkbox"/>	2D LVOT	
<input type="checkbox"/>	2D Ao diam diastole	
<input type="checkbox"/>	2D LA diam systole	
<input type="checkbox"/>	Manual Simpson's	
<input type="checkbox"/>	LA volumes	
<input type="checkbox"/>	RV FAC	
<input type="checkbox"/>	MMode TAPSE	
<input type="checkbox"/>	TR peak velocity/gradient	
<input type="checkbox"/>	AVA per continuity equation (VTI)	
<input type="checkbox"/>	MV diastoloty	
<input type="checkbox"/>	E point	
<input type="checkbox"/>	A point	
<input type="checkbox"/>	Dec Slope/Time	
<input type="checkbox"/>	IVRT	
<input type="checkbox"/>	E'	
<input type="checkbox"/>	A'	
<input type="checkbox"/>	Comprehension of "eyeball" buttons	
	MEASUREMENT WORKSHEET	
<input type="checkbox"/>	Returning to specific measurements	
<input type="checkbox"/>	Functionality with cart measurements	
<input type="checkbox"/>	Default of average - ability to change	
<input type="checkbox"/>	Deleting measurements	
<input type="checkbox"/>	Manual Entry	
<input type="checkbox"/>	Exporting measurements to report	
	Tools Tab	
<input type="checkbox"/>	Annotations/arrows	
<input type="checkbox"/>	Anonymization	
<input type="checkbox"/>	SETTING WHEEL	
	ABOUT "?"	
<input type="checkbox"/>	TomTec Version	
<input type="checkbox"/>	Documentation	
	Echo-Com 5 (Stress Echo)	
<input type="checkbox"/>	Review functionality	
<input type="checkbox"/>	Reviewing stacked images (or more than 4 views)	
<input type="checkbox"/>	Relabelling an image	

<input type="checkbox"/>	Customizing Overlays	
	Cardiac Auto Tools (if applicable)	
<input type="checkbox"/>	<i>Auto LV</i>	
<input type="checkbox"/>	Correct image selection	
<input type="checkbox"/>	Selecting a single cycle	
<input type="checkbox"/>	Launching auto tool	
<input type="checkbox"/>	Flow of clicking from image to image	
<input type="checkbox"/>	Use of "eyeball"	
<input type="checkbox"/>	Proper editing	
<input type="checkbox"/>	<i>Auto Strain</i>	
<input type="checkbox"/>	Correct image selection	
<input type="checkbox"/>	Selecting a single cycle	
<input type="checkbox"/>	Use of AVC	
<input type="checkbox"/>	Launching auto tool	
<input type="checkbox"/>	Flow of clicking from image to image	
<input type="checkbox"/>	Proper editing	
<input type="checkbox"/>	Comprehension of bullseye	
<input type="checkbox"/>	Comprehension of graph	
<input type="checkbox"/>	Understanding of strain values	
<input type="checkbox"/>	Understanding how TomTec measures strain	
<input type="checkbox"/>	Review Icon such as <ul style="list-style-type: none"> - Adhoc search - Task List - Return to details page - Close Image Area - Hanging Protocol Gallery 	
<input type="checkbox"/>	Review Smart Region Hot spot features	
<input type="checkbox"/>	Side by side prior study comparison	
<input type="checkbox"/>	Perform and export measurement to the structured report	
<input type="checkbox"/>	Review measurement worksheet within viewer	
<input type="checkbox"/>	Reset image order	
<input type="checkbox"/>	Save a secondary capture image	
<input type="checkbox"/>	Enter findings into the structured report	
<input type="checkbox"/>	Review measurements within structured report and measurement tab	
<input type="checkbox"/>	<Site specific workflow> <ul style="list-style-type: none"> - Message boards (comments) - Keywords - Scanning 	
<input type="checkbox"/>	Complete reading task or assign task to another user or group	
<input type="checkbox"/>	Show study has been removed from worklist	
<input type="checkbox"/>	Show study has advanced to next workflow or completed reading task	

UNIT TRAINING

Complete	Topic	Comments
<input type="checkbox"/>	Toolbar icons - Include multi-login user	
<input type="checkbox"/>	Simple search - Include search location	
<input type="checkbox"/>	Activity Overview(s) - To Do, Follow-up and Conferences	
<input type="checkbox"/>	Assigning study to another user or group - Include assigning reading task to specific reading physician	
<input type="checkbox"/>	Desktop customization if applicable - Columns - Layouts	
<input type="checkbox"/>	Options (F12)	
<input type="checkbox"/>	Text Page details - Current / Prior - Reports - Scan documents - <Site Specific>	
<input type="checkbox"/>	Image Visualization - Mark ups / Annotations <ul style="list-style-type: none"> o Customize mark measurement display - Save presentation state - Current / Prior icons - Patient Banner	
<input type="checkbox"/>	Print/Export - DICOM transfer - Printing - Burn CD - Save to media	
<input type="checkbox"/>	QC (Cardio Staff only) - Fix-up/merge - Split - Segment	
<input type="checkbox"/>	Hanging Protocol knowledge	
<input type="checkbox"/>	XERO Viewer knowledge	

CARDIOLOGIST

Prerequisite: Overview of the Diagnostic Desktop video [Click here](#)

WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Diagnostic Desktop	
<input checked="" type="checkbox"/>	Simple search Include search location	
<input type="checkbox"/>	Locate worklist; activities overview	
<input type="checkbox"/>	Locate studies for reading	
<input type="checkbox"/>	Start Reading <ul style="list-style-type: none"> - Single study - Batch reading (start list) or manually selecting multiple patients at a time 	
<input type="checkbox"/>	View study details <ul style="list-style-type: none"> - Include prior reports - Comparisons <ul style="list-style-type: none"> o How to access comparisons How to pull in by double click or RMC	
<input type="checkbox"/>	Review Images in image viewer	
<input type="checkbox"/>	Review Icon such as <ul style="list-style-type: none"> - Adhoc search - Task List - Return to details page - Close Image Area - Hanging Protocol Gallery 	
<input type="checkbox"/>	Review Smart Region Hot spot features	
<input type="checkbox"/>	Side by side prior study comparison	
<input type="checkbox"/>	Perform and export measurement to the structured report	
<input type="checkbox"/>	Review measurement worksheet within viewer	
<input type="checkbox"/>	Reset image order	
<input type="checkbox"/>	Save a secondary capture image	
<input type="checkbox"/>	Enter/Edit findings in the structured report	
<input type="checkbox"/>	Review measurements within structured report and measurement tab	
<input type="checkbox"/>	Sign and confirm report	
<input type="checkbox"/>	Confirm completed exam falls off worklist	
<input type="checkbox"/>	XERO Viewer knowledge	

UNIT TRAINING

Complete	Topic	Comments
<input type="checkbox"/>	Toolbar Icons	
<input type="checkbox"/>	Simple search - Include search location	
<input type="checkbox"/>	Activity Overview(s) - To Do, Follow-up and Conferences	
<input type="checkbox"/>	Desktop customization if applicable - Columns - Layouts	
<input type="checkbox"/>	Options (F12)	
<input type="checkbox"/>	Assigning study to another user or group	
<input type="checkbox"/>	Print/Export - DICOM transfer - Printing - Burn CD Save to media	
<input type="checkbox"/>	CD import	
<input type="checkbox"/>	Import from Desktop	
<input type="checkbox"/>	Create QC Task Text Page details - Current / Prior - Reports - Scan documents - <Site Specific>	
<input type="checkbox"/>	Image Visualization - Mark ups / Annotations - Save presentation state - Current / Prior icons - Patient Banner - Tools o ROI o Cobb Angle o RMC tool options with F12 options o Other tools o How to configure default measurement displays (ie: ROI tools)	
<input type="checkbox"/>	Teaching Files	

IMAGE LIBRARY

Prerequisite: Overview of the Acquisition Desktop video [click here](#)

WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Acquisition Desktop	
<input type="checkbox"/>	Locate worklist; activities overview	
<input type="checkbox"/>	How to search for studies using the magnify glass	
<input type="checkbox"/>	How to view image(s) in thumbnails in the image tab	
<input type="checkbox"/>	Open details	
<input type="checkbox"/>	View and enter study or technologist comments	
<input type="checkbox"/>	Lengend Review of Text page <ul style="list-style-type: none">- Include prior reports- Comparisons- Scan documents	
<input type="checkbox"/>	<Site specific workflow>	

UNIT TRAINING

Complete	Topic	Comments
<input type="checkbox"/>	Toolbar icons - Include multi-login user	
<input type="checkbox"/>	Simple search - Include search location	
<input type="checkbox"/>	Activity Overview(s) - To Do, Follow-up and Conferences	
<input type="checkbox"/>	Assigning study to another user or group	
<input type="checkbox"/>	Desktop customization if applicable - Columns - Layouts	
<input type="checkbox"/>	Text Page details - Current / Prior - Reports - Scan documents - Technologist Comments - <Site Specific>	
<input type="checkbox"/>	Options (F12)	
<input type="checkbox"/>	QC - Create a QC task - Fix-up/merge - Split - Segment - Delete	
<input type="checkbox"/>	Print/Export - DICOM transfer - Printing - Burn CD - Save to media	
<input type="checkbox"/>	CD import	
<input type="checkbox"/>	Import file from Desktop	
<input type="checkbox"/>	Patient Merge	
<input type="checkbox"/>	Image Visualization	

CLINICIAN

Prerequisite: Overview of the Clinician Desktop video

WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Clinician Desktop	
<input type="checkbox"/>	Locate worklist; activities overview	
<input type="checkbox"/>	How to search for studies	
<input type="checkbox"/>	Open details <ul style="list-style-type: none">- Include prior reports- Comparisons<ul style="list-style-type: none">o How to access comparisonso How to pull in by double click or RMC- Include prior reports- Comparisons- Scan documents- View and enter comments	
<input type="checkbox"/>	Activity Overview(s) if using To Do, Follow-up and Conferences	
<input type="checkbox"/>	<Site specific workflow>	
<input type="checkbox"/>	Preliminary Report / Discrepancy workflow (site specific)	

UNIT TRAINING

Complete	Topic	Comments
<input type="checkbox"/>	XERO <ul style="list-style-type: none"> - How to launch XERO from Image link - How to view report - How to change display 	
<input type="checkbox"/>	Toolbar icons	
<input type="checkbox"/>	Simple search <ul style="list-style-type: none"> - Include search location if applicable 	
<input type="checkbox"/>	Desktop Customization <ul style="list-style-type: none"> - Search fields - Columns - Options (F12) 	
<input type="checkbox"/>	Text Page Details <ul style="list-style-type: none"> - Patient information - Study information - Comparisons - Reports 	
<input type="checkbox"/>	Print/Export <ul style="list-style-type: none"> - DICOM transfer - Printing - Burn CD - Save to media - CD import 	
<input type="checkbox"/>	Image Visualization <ul style="list-style-type: none"> - Save presentation state - Current / Prior - Patient Banner - Mark ups / Annotations - Tools - Configure tools under right mouse option (F12) - How to configure default measurement displays (ROI tools) 	
<input type="checkbox"/>	MPR features <ul style="list-style-type: none"> - Within viewport - Within HP - Secondary capture 	

TRANSCRIPTIONIST / CORRECTIONIST

Prerequisite: Overview of the Medical Secretary Desktop video [click here](#)

WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Medical Secretary Desktop	
<input type="checkbox"/>	Locate worklist; activities overview	
<input type="checkbox"/>	How to search for studies to review	
<input type="checkbox"/>	Start task for transcribing / correction	
<input type="checkbox"/>	Make edits	
<input type="checkbox"/>	Send back to author; creates sign off task	
<input type="checkbox"/>	<Site specific workflow>	

UNIT TRAINING

Complete	Topic	Comments
<input type="checkbox"/>	Simple search - Include search location	
<input type="checkbox"/>	Toolbar icons	
<input type="checkbox"/>	Create Macros	
<input type="checkbox"/>	Transcriptionists / Correctionist Tasks	
<input type="checkbox"/>	Waiting for Feedback tasks	
<input type="checkbox"/>	Print/Export - DICOM transfer - Printing - Burn CD Save to media	