

**COPY**

**Summary of Significant Changes at this Revision**

- To include that individual barcodes are now used for user log in and a generic password is also used.
- Page 9 section 5.2

**Purpose and Scope**  
 To guide a user through the routine functions required by their role to review patient and QC data and results. The basic functions required by link trainers are also covered.  
 For guidance on infrequent required tasks please refer to the user manual available on the POCT intra net page.

**Items Required**  
 Networked computer  
 log in access to the Bath RUH network

**Definitions and Abbreviations**  
 QC = Quality control  
 PDF = Portable document format  
 PNG = Portable network graphics

**Grade / Qualifications**  
 HCA up to consultant provided the correct training and assessment has been completed, and the user is deemed competent.

**Competencies Required**  
 Completion of E-learning is required (see appendix 1)

**Risk Assessment:**  
**Current Version of: RA/POCT/7** please find on intranet on the POCT page

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## 1. Introduction

The TEG Manager software application enables remote viewing of diagnostic data from TEG 6s, and the remote management of TEG 6s analysers and their users. It is a web based software that can be accessed from any hospital networked PC allowing users to view near real time and historical results across all analysers for any patient.

The TEG manager allows users to add access for users and manage log in details, it also allows some configuration of the analysers themselves including QC frequency, reference ranges. TEG Manager is comprised of two modules, TEG Viewer and the Device Manager.

## 2. Accessing TEG manager

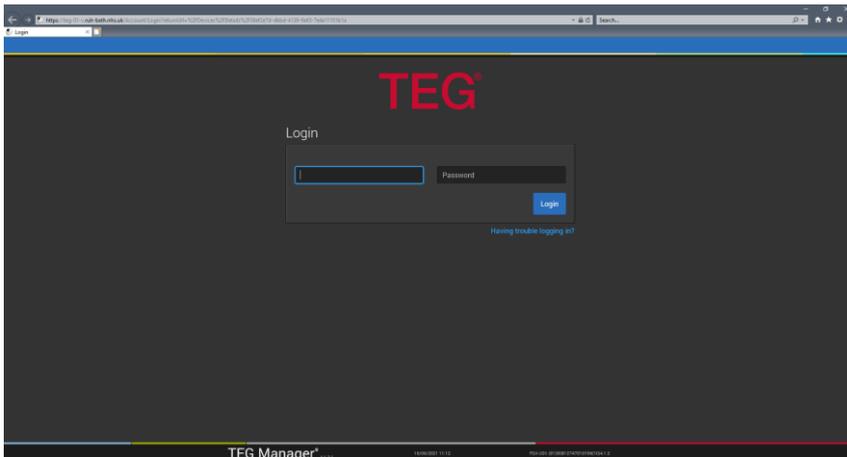
A user log in is required to access TEG manager and this can be obtained by completion of the TEG6 training and presentation of your certificate to the departments link trainer or the POCT team. You will then be given a log in which will allow you access to the TEG 6 analysers and TEG manager. The online E-learning can be accessed as described in appendix 1 (Accessing TEG6 E-learning modules).

### 2.1. Logging in to TEG Manager

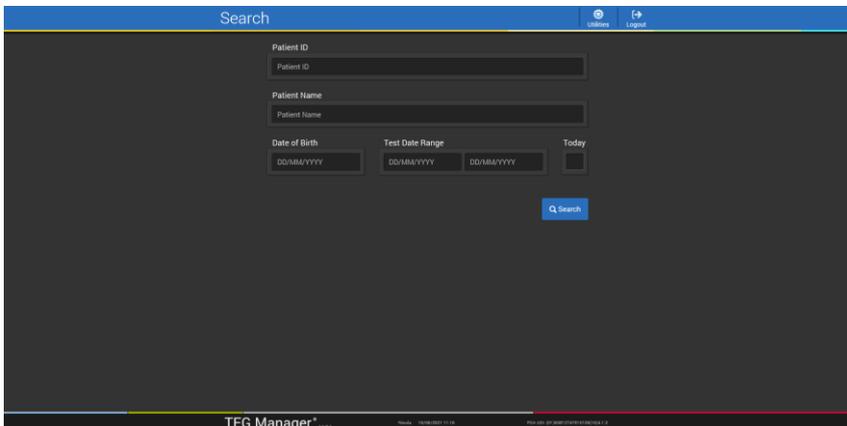
- Follow the link:

<https://teg-01-v.ruh-bath.nhs.uk/Account/Login?returnUrl=%2FDevices%2FDetails%2F08ef2e7d-dbbd-4139-9a65-7e4e11101b1a>

- This will take you to the following screen:



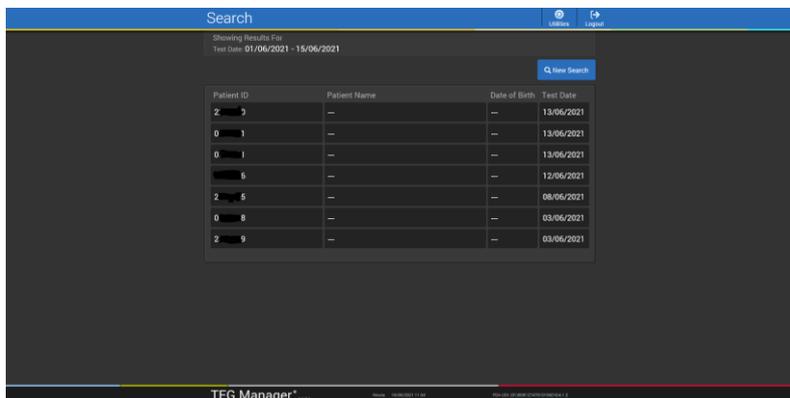
- Enter your user name and password to enter the system, displaying the search function in the viewer screen:



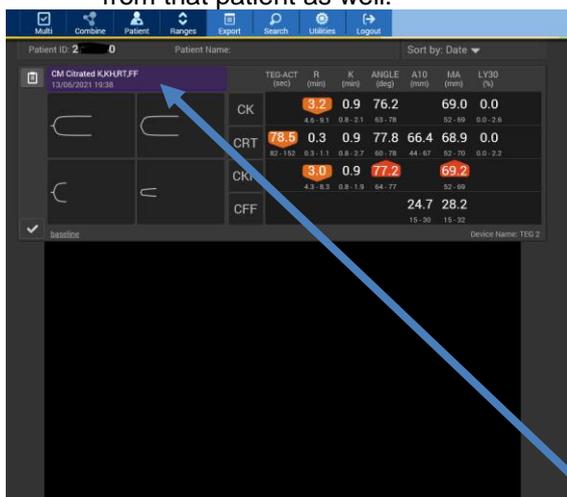
### 3. TEG Viewer

#### 3.1. Reviewing Patient Results

- From the Viewer screen (found in the utilities menu), you can use the patient MRN, name, DOB, or date the test was performed to search for results. There is also a box to tick for quick access to that days results.
- A list of results will be displayed:

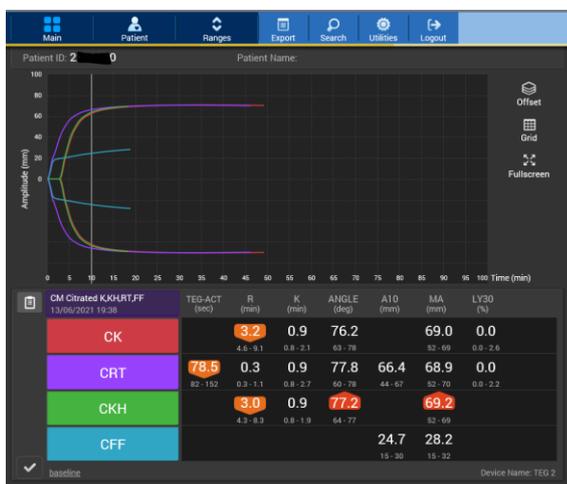


- Click on the desired patient to bring up their results, this will display any previous results available from that patient as well:



Notes can be added to the results by the clicking charting notes button:

- Individual traces can be viewed by double clicking on one trace at a time or all the traces can be viewed together by clicking on the test (in the purple box above the traces):



The traces will be overlapped they can be slightly separated for a clearer view by clicking:

The grid lines can be removed by clicking:

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### 3.2. Create Composite Tracings

- From the patient results screen click on “multi”
- Click on “Combine”
- Then click on the purple box of each set of results to combine (highlighting them blue)
- Then click “Combine”
- The results will be displayed together:



### 3.3. View Update Patient Information



- From the patient results screen click on:
- To display the following screen:

The screenshot shows a 'Patient Information' form with the following fields:

- Patient ID: 2 [redacted]
- First Name: [redacted]
- Middle Name: [redacted]
- Last Name: [redacted]
- Suffix: [redacted]
- DOB: DD/MM/YYYY
- Gender: [redacted]

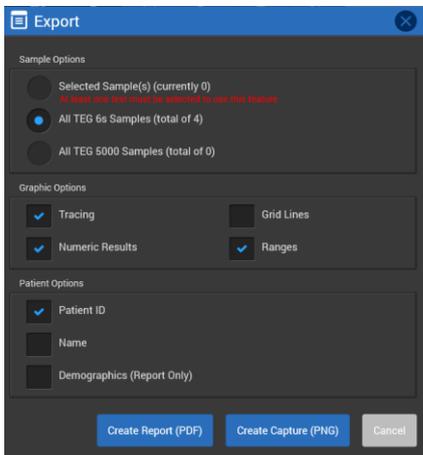
At the bottom of the form are 'Update' and 'Cancel' buttons.

- If you are updating patient information:
  - Edit the desired field(s) and click Update.
  - When prompted, click “Yes” to save your changes, or “No” to cancel.
- If you are viewing patient information, *not* updating it, click “Cancel” to close the screen.
- All fields except the patient ID (MRN) can be edited.

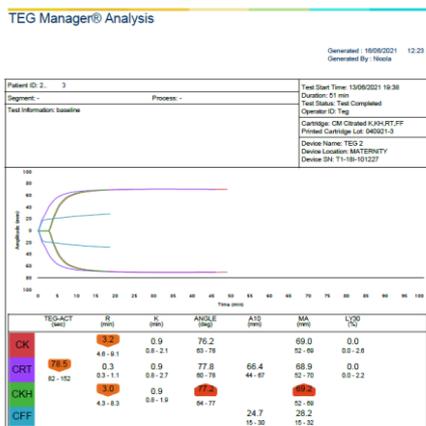
### 3.4. Export Test Results

- From the patients results page (see 3.1) click on the result or results to be printed or saved.

- click on the export button  to display:

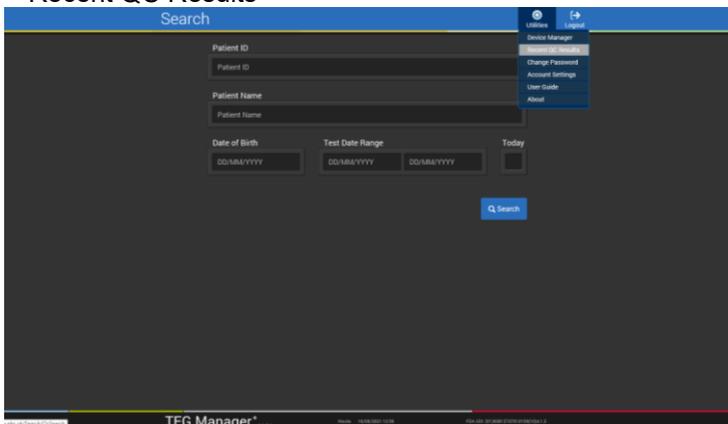


- Click “Create Report (PDF)” or “Create Capture (PNG)”.
- The PDF or PNG file is created automatically.
- View the file, print it, or save it for later viewing:

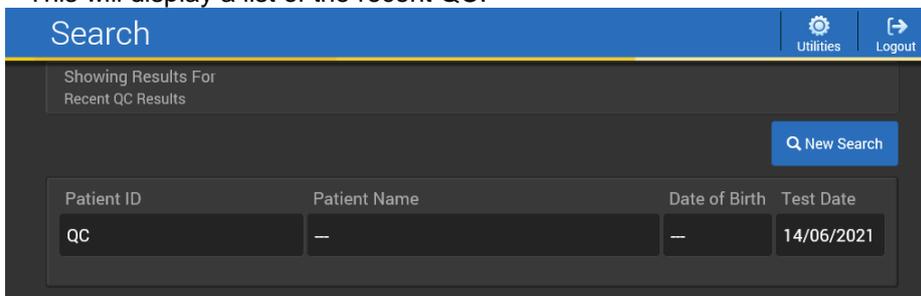


4. Review QC Results

- From any screen go to “Utilities”
- “Recent QC Results”



- This will display a list of the recent QC:



- Click on the QC in the list to display the last 30 QC tests results:

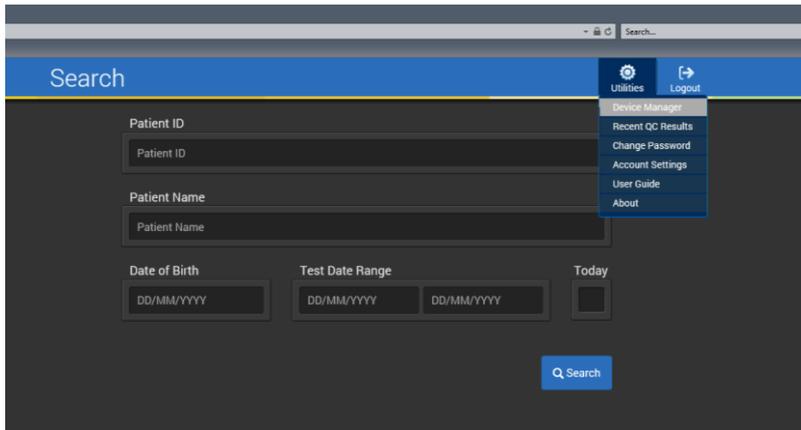
QC Level	Time	R (min)	K (min)	ANGLE (deg)	MA (mm)
QC Level 1	14/06/2021 09:57	1.4	0.5	83.7	64.1
QC Level 1	14/06/2021 09:57	1.4	0.5	83.6	64.1
QC Level 1	14/06/2021 09:57	1.4	0.5	83.9	63.4
QC Level 1	14/06/2021 09:57	1.4	0.5	83.6	63.6
QC Level 2	11/06/2021 22:49	1.2	0.7	77.7	40.9
QC Level 2	11/06/2021 22:49	1.2	0.8	80.6	42.1
QC Level 2	11/06/2021 22:49	1.3	0.7	80.0	40.0
QC Level 2	11/06/2021 22:49	1.2	0.8	80.6	41.4
QC Level 1	11/06/2021 11:01	1.9	0.5	84.8	74.4
QC Level 1	11/06/2021 11:01	1.7	0.4	85.2	73.6
QC Level 1	11/06/2021 11:01	1.7	0.5	84.9	73.6
QC Level 1	11/06/2021 11:01	1.7	0.5	84.9	73.3

## 5. Managing Users

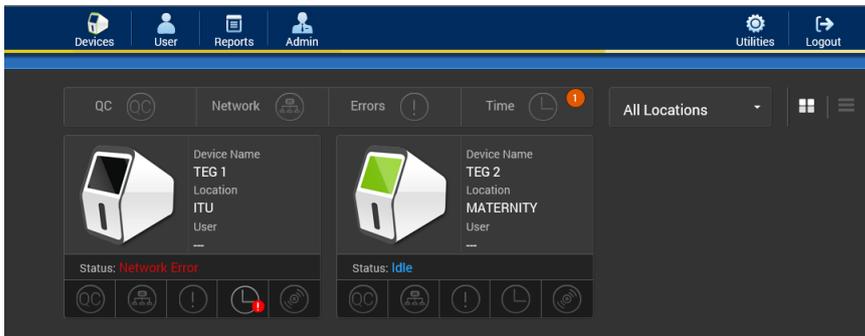
The following processes can only be performed by users that have administrator access to TEG manager, these will be the link trainers for your department or the POCT team.

### 5.1. Accessing the User function

- The user function is available through the “Utilities” button



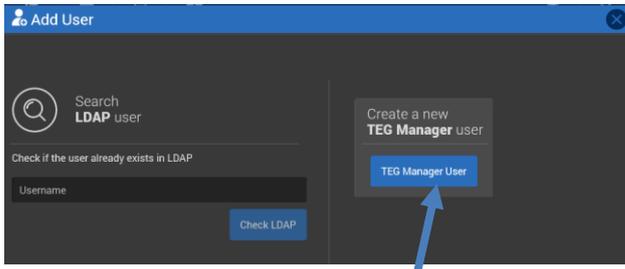
- Click on “Device Manager”
- This displays the analysers and gives access to the “User” button



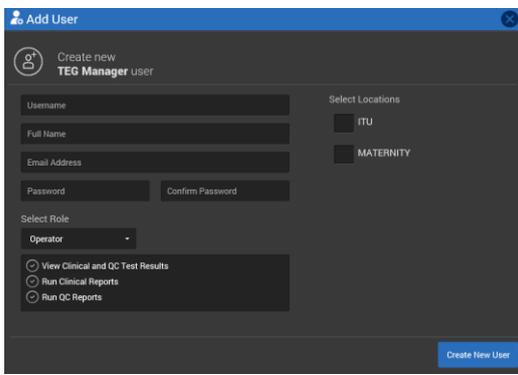
- Click the “User” button
- From the drop down select User
- This takes you to the User list.

**5.2. Add Users**

- From the user list Click “Add User” to display the Add User window:



- Click the blue box “TEG Manager User”
- The following window appears:



- Click on each box and enter the appropriate details
- Note the user name cannot be amended once created
- The user name should be the individuals barcode
- The password should be password1.

**Note:** the first time a user logs into TEG manager they will be required to change their password because of this:

- On set up give users the password of “password2”
- Once set up log in as the user
- Change the password when prompted to “password1”.

This allows the user to scan the barcode attached to the analyser as their password speeding up the process of logging in.

Passwords can be individually chosen if required but must comply with the following:

- Be between 8 and 12 characters
- Contain at least one letter and either one number or symbol
- Not contain either the username or any of the following symbols; \_ | \ ` ~ & @;
- Cannot be a duplicate of any of your previous 10 passwords.
- All users should be added to both analysers as they each act as a contingency for the other
- A role must be selected for the new user:

Role					Permissions
Administrator	Clinician	External Clinician	Operator	Researcher	
✓	✓	✓	✓	✓	View Clinical and QC Test Results
✓	✓	✓	✓	✓	Run Clinical Reports
✓		✓			Administer Device Manager
✓		✓			Manage Users
✓		✓			Manage Devices
✓		✓			Apply Custom Reference Range
✓		✓			Apply QC Range
✓	✓	✓		✓	Run Manager Reports
✓	✓	✓	✓	✓	Run QC Reports
				✓	Run Research Reports
✓					Reassign Test to a New Patient

- Select “**Operator**” from the drop down list for the majority of users
- Select “**Administrator**” from the drop down list for link trainers, who have completed either Haemonetics TEG manager face to face training or completed the TEG manager online training.
- Select “**Researcher**” for some clinicians who specifically request to have access to report data.
- Click “Create New User” to save the details.

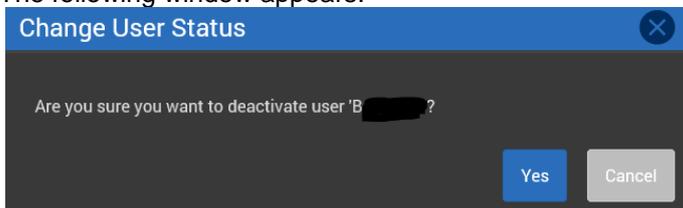
### 5.3. Amend Users

- From the User list click on  button next to the user requiring editing
- The following window appears:

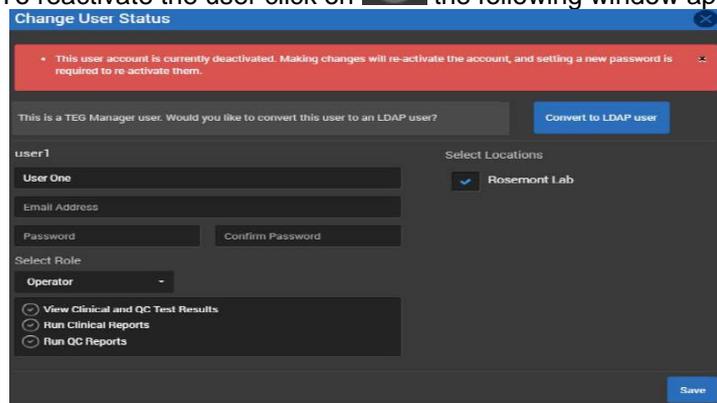
- Edit the required details (keeping to the same passwords requirements as 5.2)
- Click “Save”

### 5.4. Deactivate & Activate a User

- From the User list click on the  button next to the user
- The following window appears:



- Click "Yes" to deactivate the user
- A  button will appear next to the user to depict deactivated instead of the  button
- To reactivate the user click on  the following window appears:



- The user will require a new password to be entered and confirmed
- Click Save

### 6. Related Documents

Document	Location for Hospital Users	Laboratory Reference Number
TEG manager User Manual	POCT intra net page	EXT/POCT/28
Validation	Request from POCT dept.	VAL/POCT/25
Risk assessment	POCT intra net page and SOP folder with analyser	RA/POCT/7
TEG6 analyser SOP	POCT intra net page and SOP folder with analyser	SOP/POCT/61
TEG6 analyser user manual	POCT intra net page	EXT/POCT/12

7. Appendix 1 – Accessing TEG6 E-learning modules



# Enrolment Details

## Congratulations!!

You have been invited to complete the TEG®online training.

### College of TEG - Training modules

The following training & assessment modules are available now. Further modules are in development.



#### Introductory Operator Training & Assessment

This course will introduce you to the TEG® 6s Analyzer and guide you through best practices for operating the device. This will assist with confidently and competently generating results in a timely fashion, providing complete and accurate hemostasis profiles with ease.



#### Introductory Clinical Training & Assessment

This course will guide you through effectively interpreting TEG® 6s Analyzer results and show you how these results can help make more informed clinical decisions. Pinpointing hemostatic disturbances, better equipping you to monitor and maintain the hemostatic balance of your patients.

### Online Access Instructions

1. Go to <https://tegtraining.haemonetics.com>
2. Enter your account details when prompted
  - a. Account Name: RUHBATH
  - b. Account Password: teg146
3. Select desired training module or assessment
4. Enter your first and last name
5. Submit to begin the module
6. Courses take approximately ½ hour
7. Your progress within the module is tracked, you may come back to complete.
8. A certificate can be printed and/or saved upon successful assessment completion

*Any questions please contact [lisa.kelly@haemonetics.com](mailto:lisa.kelly@haemonetics.com)*

STANDARD OPERATING PROCEDURE SOP/POCT/73/2

Title: TEG Manager SOP

Effective date: 16/12/2022

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2	ITU TEG SOP folder

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