

## NMIS Web Training Requirements

Your NMIS web-based training will be much more successful if you can gather up some information for us beforehand. Following are a list of the items your trainer will be looking for:

1. **USER ACCESS:** We need a list of all employees with the corresponding initials they want to use.
2. **SEALED SOURCES:** Gather up the information on all sealed sources including isotope name, description (vial, rod or disk), calibration date, calibration activity, manufacturer and serial number.
3. **DOSE CALIBRATOR:** Please provide the model name, manufacturer and serial number.
4. **DOSE CALIBRATOR CONSTANCY SETUP:** We need to know if you do a background, test, voltage or zero reading. Please provide the readings from a recently completed test that includes the reference sources used and the channels checked.

### **Example:**

#### Reference source information

Isotope	Activity	Cal Date	Manufacturer	Serial #
Co-57	5.2 mCi	10-1-2012	IPL	123456
Cs-137	234 uCi	11-1-2012	Eckert & Zeigler	098765

#### Checking windows for constancy

Ref Source	Window	Activity	Date Reading was done
Cs-137	Tc-99m	193.00 uCi	11-29-2012
Cs-137	I-123	233.00 uCi	11-29-2012

5. **SURVEY METERS AND WIPE INSTRUMENTS:** For each instrument on hand including the instruments only used when the default instrument is out for calibration please provide: model name, instrument type (survey meter, well counter), manufacturer, serial number, instrument units and last calibration date. When doing wipe tests if you are converting CPM to DPM we will need the efficiency of the well counter. We also need to know what QC you perform on these instruments such as background, battery check or check source.

## NMIS Web Training -continued

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6. **EXAMINATION:** We need a complete list of all exams performed in your facility. The following information is required for each exam: exam name, dose amount (prescribed or range), dose units (mCi or uCi), dose route, radiopharmaceutical and kit/miscellaneous drugs used such as PYP for a MuGA scan or Adenosine for stress test.
7. **DOCTORS:** If you want to keep track of physicians in NMIS, make a list of a few of your doctors so we can enter them in for you.
8. **MONITOR AND WIPE AREAS:** Please provide a list of your survey and wipe areas. We need to know the frequency of the test and the trigger limit for each area.
9. **DISPOSAL BIN SETUP:** Think about your hot trash. Do the doses that come from the pharmacy go back to the pharmacy? Do you keep any hot sharps or hot trash in the department? We'll need to know about your disposal needs for Tc99m vs other isotopes.
10. **MANUFACTURERS:** Who is your pharmacy and how you will be receiving inventory (bar code or online)?
11. **PRINTERS:** You will also need to set up and plug in any printers before the training. If the computer was provided by *ec<sup>2</sup> Software Solutions*, the drivers are already installed and all that is required is to plug in the printers. If the computer and/or hardware was not provided by *ec<sup>2</sup> Software Solutions* you will need to install the drivers and plug in the printers before the training. One word of caution, if you are using your own Dymo Label Writer please don't plug it in until you speak with our representative.
12. **BACKUPS:** If your computer is on the hospital network, have your IT department create a folder for backups and make sure you know the location. If the computer is not on the network, then you will need to backup the data to a USB device. Computers provided by *ec<sup>2</sup> Software Solutions* include an NMIS USB Backup Drive Set with separate devices for daily and monthly backups.