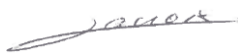
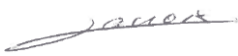



HOSPITAL INSTALLATION

Diane

VERSION HISTORY			
Version	Date of writing	Name of editor	Nature of modification
01	31/08/2018	Kevin Lacroix	Documentation creation
02	19/09/2018	Kevin Lacroix	Modification of links to other documents
03	11/07/2019	Kevin Lacroix	Modification of graphic charter

Name, role, initials of editor	Name, role, initials of auditor	Name, role, initials of approver
Kevin Lacroix Deployment Manager 	Kevin Lacroix Deployment Manager 	Daphné Deneux Head of services 
Date: 11/07/2019	Date: 11/07/2019	Date: 11/07/2019

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1. Introduction

Before taking any other action, you must ensure that everything is ready for the installation to be carried out.

To do this, the procedure for installing the server and customer workstations (BM-INS-PR02-E) must have been carried out.

In addition, it is also important to ensure that the audit (BM-INS-PR09-E) has been carried out to establish the specific needs of the customer and that the equipment has arrived at the hospital. Of course, a purchase order for the installation must also be available.

2. Upstream preparation

Find out in advance where you should go on arriving, the person you will be meeting and what their telephone number is. If you are late, you must contact the person waiting for you to give them your estimated time of arrival.

You should also have the contact details of the project manager so that you can contact them if need be while on site. It is also advisable to go over the most recent exchanges and schedules agreed with the hospital in order to know exactly what should be installed on site (which should also correspond with the purchase order and delivery note).

Any equipment that has not been ordered should be installed by the customer before our arrival (unless there is a written email stating that this should not be done). You should also ensure that the network ports are patched and that the equipment we have sent is accessible from inside the operating theatre.

Finally, it is important to take all the tools required for the installation (screwdriver, USB with our drivers, wire cutters, clamp ring, hex key, information on configuration of biomedical devices).

3. On site

It is important that our work is organised to avoid hindering the staff members present during the intervention. In general, the operating theatre manager will organise the schedule so that we can work in the different theatres/rooms when they are available.

NB: Never enter a room without the prior agreement of an on-site expert.

The installation has several objectives:

- To ensure that all computers are physically present in the expected locations (compared with audit)
- To ensure that the computers comply with the prerequisite configuration (hardware and software)
- To ensure that each computer has access to the DIANE database
- To ensure that DIANE can be launched smoothly in the hospital's latest version
- To ensure that the workstation hierarchy in the software is correct
- To ensure that the connection between the biomedical devices and the computers is working correctly (the various modes are given in the document INS-PR13)
- To ensure that the device cables do not hinder users in their usual routines.

Take comprehensive notes during the intervention (see template INS-EN13-E)

If issues arise during the intervention, inform the hospital's IT department as quickly as possible in order to find a solution (as the time spent on site is relatively short).

4. End of the intervention and reporting

It is important to take some time at the end of the intervention to go over any issues that may have arisen with the IT department. This is also the moment to have the intervention report for the installation signed and inform them that a complete report of the intervention will be sent within a fortnight (template INS-EN13-E).

Once you have completed your report, you must send it to your hospital contact and to Bow Medical.