

# Basic Skills Checklist KEY

## Symphony

This Skills Checklist is provided for information purposes only, focuses on the Draeger Medical product referenced and related concepts, and is not a substitute for reading the applicable Instructions for Use. The skills checklist assists in training how to use or operate this product. It does not address issues of medical practice or clinical judgement related to the use of this product.

The checklist is intended only as a suggestion for your consideration; it may or may not be consistent with your institutional expectations for staff competency. It is the responsibility of each institution or provider to make their own determinations regarding matters of training and clinical protocol for their employees and the products that they use.

Skill	Answers
1. Logon to Symphony.	<ol style="list-style-type: none"><li>1. Double click <b>Symphony</b> icon.</li><li>2. Enter user name and password.</li><li>3. <b>Enter</b>.</li></ol>
2. Navigate CENSUS SCREEN.	<ol style="list-style-type: none"><li>1. Sort by Care unit, patient name, or Bed Label.</li><li>2. Double click on Patient to access information.</li></ol>
3. Identify and state information displayed in patient area. Access more information.	<ol style="list-style-type: none"><li>1. Patient name, Medical Record number, Date of Birth.</li><li>2. Click information area to access more data.</li><li>3. Click on unit label to see location history.</li></ol>
4. Change duration of Status Page.	<ol style="list-style-type: none"><li>1. Click on down arrow next to duration.</li><li>2. Select different duration.</li><li>3. Click to confirm.</li></ol>
5. Choose etCO <sub>2</sub> waveform for display.	<ol style="list-style-type: none"><li>1. Click on arrow in box above strip.</li><li>2. Choose etCO<sub>2</sub>, click to confirm.</li></ol>
6. Print Report.	<ol style="list-style-type: none"><li>1. Click on the <b>Report</b> icon on upper right of page.</li><li>2. Save to <b>Print PDF</b> format report.</li></ol>
7. Access the WAVES Screen.	<ol style="list-style-type: none"><li>1. Click on <b>Waves</b> tab.</li></ol>
8. Change the Channels to 4.	<ol style="list-style-type: none"><li>1. Click the arrow in the Channel box.</li><li>2. Choose 4.</li><li>3. Click to confirm.</li></ol>
9. Use >< arrows to navigate time.	<ol style="list-style-type: none"><li>1. Click the &gt; or &lt; arrow to move forward or back in time.</li></ol>
10. Use up/down arrows to change displayed waveforms.	<ol style="list-style-type: none"><li>1. Use up and down arrows and select waveforms.</li></ol>
11. Navigate Trend view navigator.	<ol style="list-style-type: none"><li>1. Change time interval.</li><li>2. Click on event and display.</li></ol>
12. Access the EVENTS SCREEN and print a report.	<ol style="list-style-type: none"><li>1. Click on the <b>Events</b> tab.</li><li>2. Use arrows to display older or newer events.</li><li>3. Click <b>Printer</b> icon to include in report.</li><li>4. Click <b>Report icon</b> to print report, Click OK.</li></ol>
13. Access ECG screen.	<ol style="list-style-type: none"><li>1. Click on <b>ECG Tab</b>.</li></ol>
14. Format ECG screen.	<ol style="list-style-type: none"><li>1. Click arrow next to "3x4 Einthoven" to select format.</li><li>2. Click on <b>ECG</b> segment.</li><li>3. Click on magnifying glass to enlarge the segment.</li></ol>
15. Print ECG report.	<ol style="list-style-type: none"><li>1. After formatting, Click <b>Report icon</b> to save <b>PDF</b> formatted report.</li></ol>
16. Access TRENDS: change interval and duration.	<ol style="list-style-type: none"><li>1. Click on the <b>Trend Tab</b>.</li><li>2. Click on the <b>interval arrow</b> and select 15 minutes for tabular trends.</li><li>3. Go to <b>Graphic trends</b> (Lower on page).</li><li>4. Click on the <b>Duration arrow</b> and select 8 hours.</li></ol>
17. Access and explain BED VIEW.	<ol style="list-style-type: none"><li>1. Describe View.</li><li>2. Explain Near real time.</li></ol>

**Skill****Answers**

18. Identify and explain Buttons on top right of screen.

1. **Census** – takes you to Census screen.
2. **Help Key** – Instructions for device use.
3. **User Key** – Defines user access privileges.
4. **Logout Key** – User should logout after each session.

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19. Logout.

1. Click the **Logout** icon (Closing Book).
  2. Time out will automatically logout user after the time determined has expired with no interaction.
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