

Southwestern Ontario Diagnostic Imaging Network

SWODIN PACS User Group

Terms of Reference v1.1

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Document Control

Document Version History

Version Name	Revision Date	Changes Made and by Whom
0.1	2018/12/24	Kathy Sophocleous – Draft Version
0.2	2019/01/29	Kathy Sophocleous – post feedback and review from Katherine Williams. Broadened purpose language and scope
1.0	2019/02/05	Version name
1.1	2019/12/20	Added LWHA to Appendix A

Document Owner(s)

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Document Purpose

The terms of reference defines the purpose and scope of the Southwestern Ontario Diagnostic Imaging Network (SWODIN) PACS User group.

What is SWODIN

Located in London, Ontario - The Southwestern Ontario Diagnostic Imaging Network (SWODIN) connects Radiologists, referring Physicians and Specialists at hospitals across Southwestern Ontario, allowing them to instantly access, store, and view Diagnostic Images and reports.

SWODIN not only provides a network, but also supports significant lines of business such as PACS (Picture Archiving and Communication System), DI-r (Diagnostic Imaging Repository), ENITS (Emergency Neuro Imaging Transfer System), and Speech Recognition and DI images for Cardiology.

In August 2017, LHSC/SJHC entered into a long term relationship with Agfa Healthcare Inc. to implement a fully scalable PACS solution consisting of hardware, software and services to replace the current London and Region PACS solution and the SWODIN DI-r Regional Viewer. The transition to Agfa PACS was successfully rolled out June 19-22, 2018 to all organizations that shared the previous platform. The Huron Perth Healthcare Alliance became the first group of hospitals to transmit an image using the Agfa Enterprise Imaging solution.

SWODIN PACS VISION

“A single, comprehensive, Enterprise Imaging solution that supports all clinical needs for all medically acquired imaging data.”

SWODIN PACS User Group

Purpose

The SWODIN PACS User Group functions to champion the SWODIN PACS and help maximize its value to the Southwestern Ontario Diagnostic Imaging Network. The user group will offer its members a sense of community and the ability to share information with professionals who understand the needs of the PACS end user. The user group will serve as a forum by which members can look for support, share knowledge and experience and hear from the solution provider. The members will act as a focus group on SWODIN PACS services by providing ongoing feedback with regards to the feelings, perceptions and thoughts of all PACS stakeholders, contributing to ongoing development of the solution and the support

model provided. Members will disseminate information from SWODIN to their respective organizations when and where applicable.

Scope

The group will:

- Recommend changes to the system
- Recommend process improvements
- Recommend enhancements
- Encourage standardization of processes and contribute to the establishment of Best Practice Guidelines
- Communicate changes and progress to all stakeholders within their organization(s)
- Evaluate and provide feedback from stakeholders on changes and/or progress implemented
- Participate in planning education, training and communication with respect to changes, updates and upgrades of the SWODIN PACS solution.
- Participate in testing with respect to changes, updates and upgrades of the SWODIN PACS solution
- Participate in subgroups
- Participate in education events

* Any recommendations from this group which may impact or require a change to the SWODIN PACS at the System/Enterprise level will be submitted to the SWODIN PACS Change Control Committee for review.

Membership

The membership of the SWODIN PACS User Group will consist of two representatives from each of the participating organizations. It is expected that the representatives from each organization will consist of the site PACS Administrator (or alternate title) and one additional resource. Each organization will be required to identify one site resource as the primary/single point of contact in order to facilitate communications and planning requirements with regards to some of the scope listings.

Where required, the number of representatives from each organization may be adjusted if the organizations size/number of campuses or organizational structure warrants it. Any requests to increase

the number of representatives must be submitted to the Coordinator of the SWODIN PACS for consideration

The landscape of the SWODIN Enterprise Imaging (EI) PACS is continuously changing. Appendix A is a living document that will be updated as organizations onboard to the SWODIN PACS.

Meeting Frequency

Meetings will be scheduled bimonthly on the last Tuesday of the month at 1:00PM. This meeting schedule will begin in January of each year.

Meetings will be hosted via WebEx with the option to attend in person at LHSC two times per year. The in person options will be provided in May and November.

Meeting Agenda

A standard agenda template will be created for the user group meetings with an opportunity to add agenda items at least 5 working days prior to the scheduled meeting. The final agenda and any associated documents will be released the morning of the user group meeting.

Meeting Chair

The user group meeting will be hosted and chaired by a SWODIN PACS representative. A SWODIN PACS customer representative will be elected to co-chair the meeting on a one-year term.

Appendix A: SWODIN PACS Participants

1. Alexandra Marine and General Hospital
2. Huron Perth Healthcare Alliance
 - a. Clinton Public Hospital
 - b. Seaforth Community Hospital
 - c. St. Mary's Memorial Hospital
 - d. Stratford General Hospital
3. London Health Sciences Centre
 - a. University Hospital
 - b. Victoria Hospital
4. Listowel Wingham Hospitals Alliance
 - a. Listowel Memorial Hospital
 - b. Wingham and District Hospital
5. Middlesex Hospital Alliance
 - a. Four Counties Health Services
 - b. Strathroy Middlesex General Hospital
6. South Huron Hospital Association
7. St. Joseph's Health Care
8. St. Thomas Elgin General Hospital
9. The Alexandra Hospital
10. Tillsonburg District Memorial Hospital
11. Woodstock General Hospital