

## Telemedicine Engineering Training at APAN44 in Dalian, China August 27(Sun)- September 1 (Fri), 2017

### - Outline for **Trainees** -

#### Aim

1. How the telemedicine event is realized  
(Flow of all staff: doctors, engineers, coordinators and all)
2. Required quality level for telemedicine
3. Teleconferencing systems
4. Technical preparations and teamwork
5. How to work on problems
6. To deepen friendship in medical community

#### Requirements

1. Make the report (A4 size paper) with photos about your achievement in the training program.
2. Attend the engineering workshop on Sep. 1 (Fri) as a presenter/commentator.
3. Attend all sessions

#### Schedule

- Aug. 26 (Sat) : Arrive in Dalian. China  
Aug. 27 (Sun) : Venue set up  
Aug. 28 (Mon) – Sep. 1 (Fri) : Join medical working group sessions  
Sep. 1 (Fri) : Join the workshop  
Sep. 1 (Fri) night or 2 (Sat) : Leave Dalian, China

#### Support

1. Round-trip air fare (discounted, economy)
2. Accommodations
3. Registration fee
4. Visa supplication fee

## - Contents of Training -

### 1. Session in Charge: act as chief / venue engineer

#### Engineer's workflow (as a format)

- |                        |   |
|------------------------|---|
| <b>~1 month before</b> | <ul style="list-style-type: none"> <li>- TEMDEC inform you the session you will be in charge and mailing list of all session's engineers .</li> <li>- Please check which sessions you will be in charge.</li> <li>- Chief engineer contact with the organizer to start the collaboration.</li> <li>- Engineers start to communicate and work with the engineers, who is in charge of the same session.</li> </ul> |
| <b>~2 weeks before</b> | <ul style="list-style-type: none"> <li>- Chief engineer decide the system to be used.</li> <li>- Chief engineer make a schedule for test.</li> <li>- Chief engineer decide a chatting system during session.</li> <li>- Chief engineer send technical announcement such as how to connect, schedule for test and chatting system during session to the mailing list.</li> </ul>                                   |
| <b>1 week before</b>   | <ul style="list-style-type: none"> <li>- Chief engineer organize connection tests for the session.</li> <li>- Venue engineers join to the test.</li> <li>- All engineers help solve the problems in all participating sites.</li> </ul>   |
| <b>APAN week</b>       | <ul style="list-style-type: none"> <li>- Brief and explain to team members about the setup, configuration of the Network, Audio System and Video System control.</li> <li>- Assign team members roles and responsibilities to particular system.</li> <li>- Prepare for the incident during the session, control the MCU, communicate by chat with engineers in each sites.</li> </ul>                            |

#### An example of table of session engineers

Aug	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri
9:00–10:30	test	Plenary	<b>Health1</b>	<b>Tech</b>	Plenary
			Choi(C1), Chiang(C2,V)	Chiang(C,V)	
11:00–12:30	test	<b>Health2</b>	<b>HPB</b>	<b>MIS</b>	General
		Choi(C1), Chiang(C2,V)	Junghun Lee(C1,V?) ,Kudo(C2), Inho Lee(V?)	Wiraphon(C1,V), Chakaphan(C2,V), Houkabe(C3)	
12:30–14:00	-	-	-	-	-
14:00–15:30	test	<b>Fetus</b>	<b>AIG</b>	<b>Indonesia</b>	
		Albert(C), Tomimatsu(V)	Mohan(C1), Satya(C2,V), Minh(C3,V)	Tomimatsu(C1,V), Houkabe(C2),	
16:00–17:30	test	<b>ILBS</b>	<b>Endosc</b>	Training	
		Dinesh(C1), Minh(C2,V)	Tomimatsu(C1,V), Houkabe(C2)		

C,C1,C2,C3: Chief engineer, V: Venue local engineer

## 2. Other sessions : monitoring and troubleshooting

### Workflow

**~1 month before**

- Engineers will be divided to teams. Each members of the team will be in charge about network(streaming), audio/image, presentation for sessions.
- Please check which group you will be belong to.

**APAN week**

- Please act and work with your group members by leadership of trainer.
- Study the setup of network, audio system and video system used for the event. Please ask if you are unsure about the setup or configuration and control.

Basic Team	Trainer	Trainee	
A Team	Zahir	Nabil	Ishaq
B Team	Chiang	Gani	Repu
C Team	CD Minh	Minh(Hue)	
D Team	Tunggul	Aqsa	
E Team	Quy	Thai	
Wild card	Shunta		

Tech	13:30-15:00, Feb. 13 (Mon)					Ready for Next
Chair	Chief	Venue	NW(streaming)	Audio/Image	Presentation	A Team
Chaing, Zahir	Minh	B Team	C Team	D Team	E Team	

JIPMER	15:30-17:00, Feb. 13 (Mon)				
Chair	Chief	Venue	NW(streaming)	Audio/Image	Presentation
-	Ishaq Tunggul	A Team	C Team	D Team	E Team

### Team schedule

### Role and to do

Role	To do
Network (Streaming)	<ul style="list-style-type: none"> <li>● Monitor the connectivity, streaming</li> <li>● Test (Ping, routing etc.)</li> <li>● Troubleshoot</li> </ul>
Audio/Image	<ul style="list-style-type: none"> <li>● Join the communication test</li> <li>● Check the audio quality (Balance, echo, noise, smoothness )</li> <li>● Check the image quality (Noise, smoothness, brightness)</li> <li>● Troubleshoot</li> </ul>
Presentation	<ul style="list-style-type: none"> <li>● Get the presentation files</li> <li>● Control presentation PC</li> <li>● Monitor the image quality (Noise, smoothness)</li> <li>● Troubleshoot</li> </ul>

## 3. To deepen friendship in medical community

- Please be positive, communicate each other and mix around.
- If you have something worry about, please ask trainers of your group.

