Your Hosts

Martin Beran

And

Tammy Barkalow

IR-4 National Education Conference

San Antonio, TX

Welcome

Objectives

- Significantly reduce copying and snail mail
- Web based system

Objectives

- Contain an electronic signature and audit trail
- Allows for system generated notifications and reminders

Objectives

- Searchable for online viewing
- System to provide QA reports from a single location

Objectives

- Relationally based system for monitoring compliance trends
- Reasonably priced

eQA

Historical Background

- IR-4 has attempted to enter the electronic records arena
  - Expensive
  - Take large IT budgets to support
  - Require large development costs
  - None were found implementable

Historical Background

- Two years ago QA was given a challenge by Management
  - Identify the needs for electronic capture and distribution of QA reports
  - Identify plausible systems and report back to management

Historical Background

- Report:
  - 3 plausible electronic Quality Reporting system were identified:
    - Master Control - >$$$$$
    - Intelex - >$$$
    - QSI - <$$

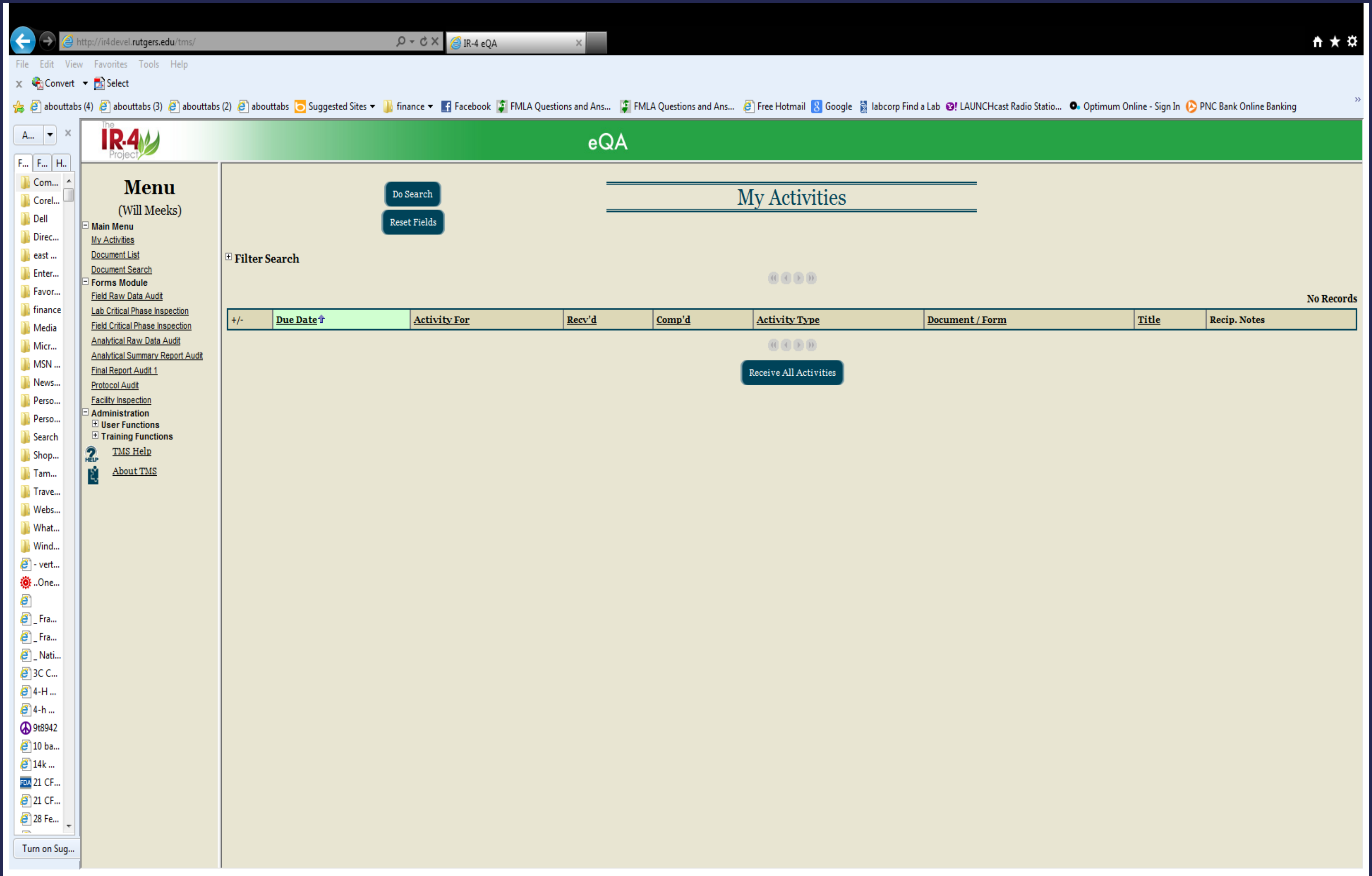
One stood out as the best potential system for the price

Action – investigate QSI, set up evaluation webinars for HQ, The IR-4 QAU and the IR-4 Regional Personnel

Historical Background

- Webinar based previews of the QSI system were conducted July 2011 through Feb. 2012
- Proposal submitted to the PMC in March of 2012
    - APPROVED
- Purchase approved by Rutgers May 15, 2012

Welcome to IR-4 eQA



Implementation

- Timeline:
  - Software was purchased and installed on Rutgers servers June 21, 2012
  - QSI provided training to high level users on July 24-26, 2012 at IR-4 HQ
  - The three implementation teams met via webinars to discuss the generation of the workflows for each of the new QA forms and to test the draft forms as they are generated. This occurred from September 2012 through December 2012.

Implementation

- Timeline, cont. :
  - The conversion teams were expanded at end of October of 2012 in order to further educate IR-4 personnel on the use of the system.
  - 7 of 9 audit forms have been created and tested. Two forms are in progress
  - Entry of users, permission groups and location specifics into eQA software has progressed in January and February in order to establish our privacy goals.

Implementation Teams

- Team 1- Field Form Conversion Team
  - David Studstill, Dan Heider, Maury Craig, Rebecca Sisco, Stephan Flanagan, Ray Leonard, Jane Forder and Robin Adkins
- Team 2- Lab Form Conversion Team
  - Wlodek Borejsza-Wysocki, Tom Hendricks, Matt Hengel, Debbie Carpenter, Sherita Normington and Michael Chen
- Team 3 – "Other" Form Conversion Team
  - Van Starner, Marija Arsenovic, Martin Beran, Juliet Thompson and Tammy Barkalow

Implementation Teams

THANK YOU!!!!!!

Overview of eQA

- eQA system is a QA report/QA document generation, communication and access system
- No one receives an audit via eQA, you receive notice that a new audit has been generated and is available for activities
- QA generates an audit using standardized forms
- Users read, respond, attach and communicate their activity to the next identified recipient via the system

Workflow

1. QA generates an audit report (packet)
2. The availability of the new packet is communicated to specified recipients via emails
   a) Email indicating you have an activity (something is required to be done) or
   b) Email notifying you that a new packet is available or that a specific action has been taken

Workflow

Specific activities/notifications are assigned with in a packet

Standard progression of a packet:

a) QA writes an audit using the standard form in eQA
b) QA electronically signs the audit and it goes to the next step
c) The Testing Facility Management (TFM) is notified of a new audit and must acknowledge the audit. Once acknowledged it goes to the next step
d) The FRD/LRD and/or SD is assigned an activity. (The RQAC and/or RFC/RLC is notified that that the audit can be read but do not receive an activity)

Workflow

e. The FRD and the SD respond to QA findings using an internal word processor which saves their responses into the database.

f. If corrected pages are generated as part of the corrective action to a QA finding or memos are created that are to be added to the data those documents are attached by the FRD or SD in their response section

Workflow

g. Once all actions and responses are completed the response section is closed when both the FRD and the SD select the electronic “finished with responses” button
h. The SD then is assigned to review all responses and acknowledge the completion
i. The SD approves the finished audit with responses using an e-signature

Workflow

j. The TFM is notified that they have an activity to approve the completed audit report and responses.
k. Once approved, the TFM finishes their activity by e-signing the packet
l. The QA who generated the packet is then notified by email that the audit is complete and must login to the system and acknowledge its completion by selecting an electronic button.

Overview

- If you have permissions you can view a packet at any time (But you cannot alter it in anyway)
- FRDs and LRDs typically will only be able to view their own packets
- RFCs and RLCs will be able to view the packets of cooperators in their region

Definitions

- eQA – this is the software system that allows us to generate, communicate, respond to and retain QA inspection reports.
- Packet – A packet is the electronic file that is the QA report.
- Sections – within each packet there are typically 5 sections that comprise the QA inspection report.
- Activity – this is an assignment to an individual that their attention is required (need to respond to findings, acknowledge receipt, etc)

Definitions

- Notification email – this is an email alerting the recipient that they have a packet that can be viewed (they do not have an activity assigned to them)
- Activity email – this is an email that alerts the recipients that their attention is needed for a specific packet.

Basic Steps for Users of eQA

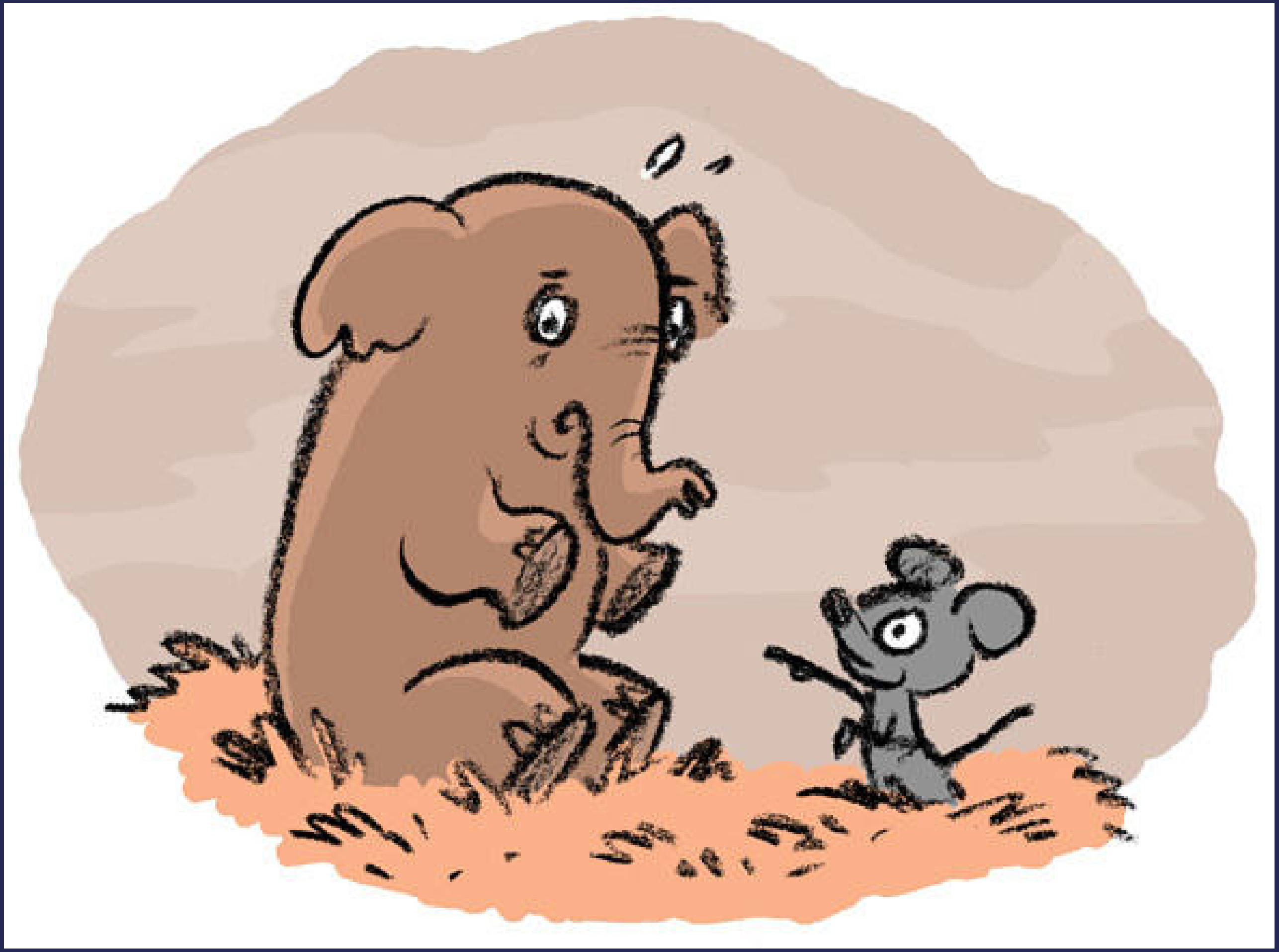
- Email notification
- Logon to system
- Open packet
- Read findings
- Respond to findings
- Attach any memos to file, corrected pages or new data pages/report pages
- Finish only when you are positive all actions needed have been completed.
- Mail any originals to HQ QA

Using the eQA system

ELORRAFM

- Elephant
- Landed
- On
- Rump
- Running
- Away
- From
- Mouse

ELORRAFM



Basic Steps for Users of eQA

- Email notification
- Logon to system
- Open packet
- Read findings
- Respond to findings
- Attach any memos to file, corrected pages or new data pages/report pages
- Finish only when you are positive all actions needed have been completed.
- Mail any originals to HQ QA

Welcome to eQA