



PROCESS DOCUMENT

Echocardiography Core lab

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Queen Silvia Children's Hospital

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Process overview

Our overall process complies with data privacy rules and authority regulations.

Transfer of images

All echocardiographic examinations; baseline fetal echo, follow-up fetal echo and postnatal echo, are to be uploaded to the Core Lab FTPS-server (DSBUSKARDMMFTPS). You will receive username and password core lab. In case you need support, contact Carina Olausson at core lab, carina.olausson@vgregion.se or khamees.elkhateeb@gu.se at IT Department University of Gothenburg

Copy the files into the one folder on the right.

Connect to DSBUSKARDMMFTPS FTPS server by following the instructions below.

1: You need to use an FTPS client to access the server, it's not accessible via File Explorer or Web browser. We recommend FileZilla Client which can be downloaded and installed at this address: <https://filezilla-project.org/download.php?type=client> . If you do not have enough rights on your computer to install the client, then please consult your IT Department. FTPS traffic is encrypted and more secure than normal FTP.

2: Once the client is installed, you need to fill the connection information as shown below manually (Or proceed to step 3 to import the settings automatically)

A: Host: 130.241.135.135

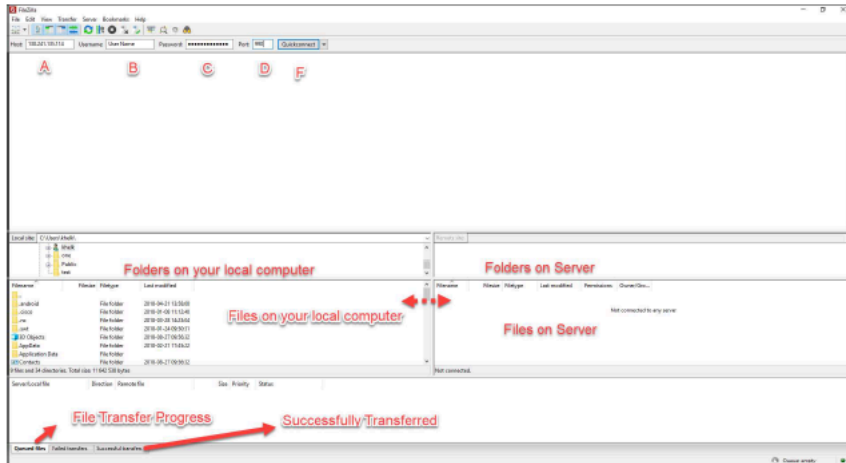
B: Username: The username that you received.

C: Password: The password that you received.

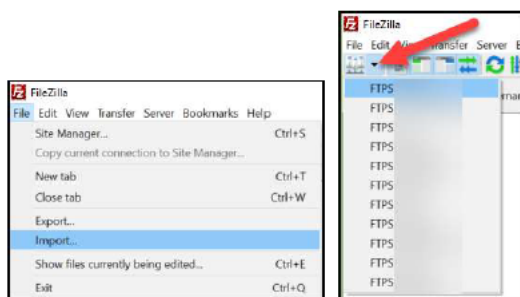
D: Port: 990

F: Click to connect.





3: Import the settings sent to you by clicking File->Import->Chose the XML file sent to you. Then connect by choosing the SITE from Sites button



Notes:

- 1: At the first connection you might receive a certificate notification/warning. Please do accept the certificate.
- 2: In the lower section, you can see Your **Local files** (Left) and the **Files on server** (right). You can transfer the files by Dragging and dropping them or you can drag the files directly from your File Explorer to FileZilla (Files on Server) section.
- 3: Keep the program open until all the files are fully transferred. You can see the progress on the Lower-right section (File Transfer Progress).
- 4: Total disk size on server is 300GB.
- 5: FileZilla official tutorial:

[https://wiki.filezilla-project.org/FileZilla_Client_Tutorial_\(en\)](https://wiki.filezilla-project.org/FileZilla_Client_Tutorial_(en))

<https://youtu.be/pPA0i6GifZ4>

How to direct echo clips and images

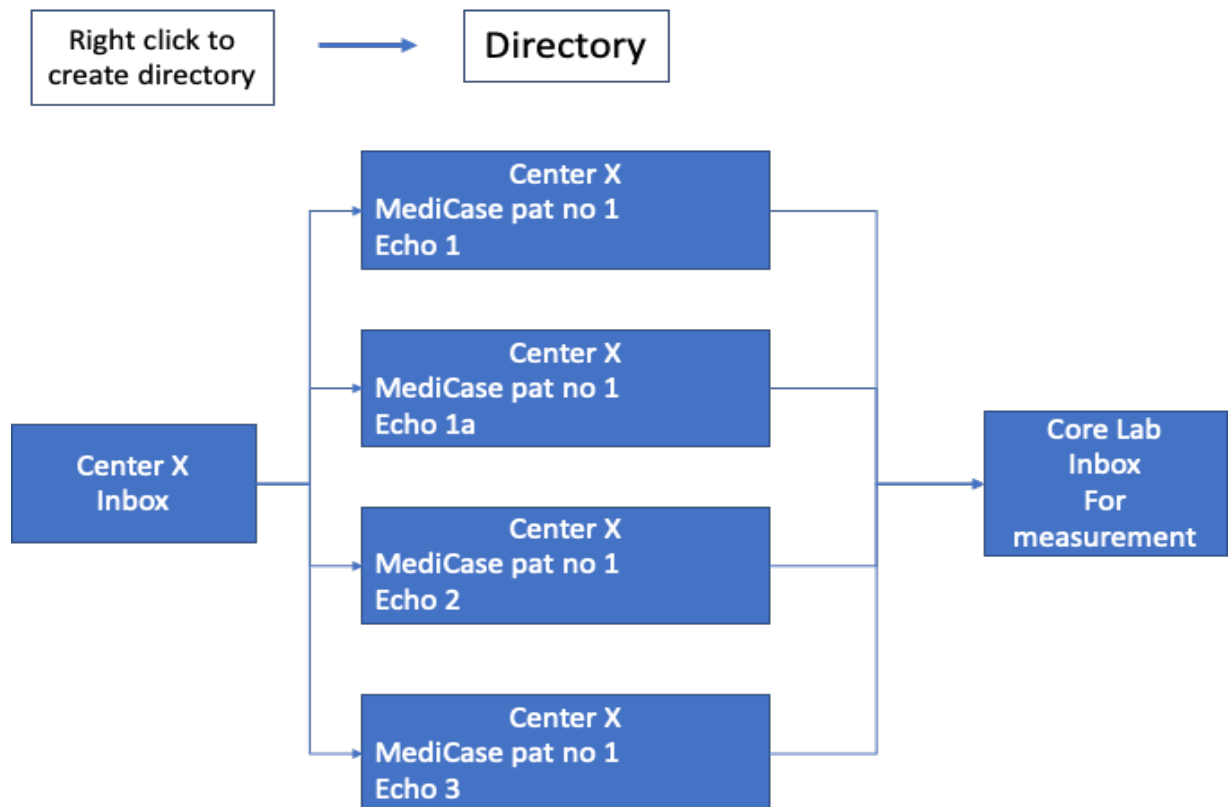
Create directory for each echo-exam. Name the directory as: MediCase subject number and echo number.

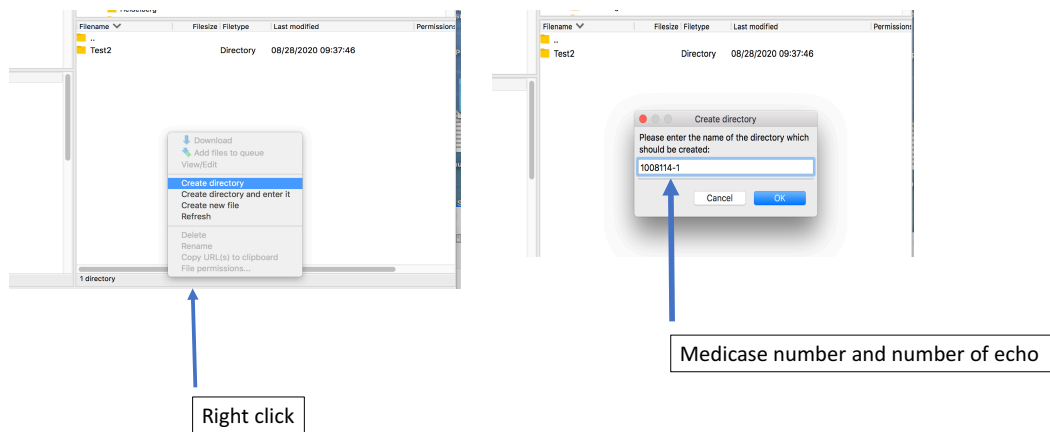
Base-line fetal echo: 1

Additional base-line fetal echo: 1a

Follow-up fetal echo: 2

Postnatal echo: 3





Received images

Received images and clips will be loaded and copied to Viewpoint and EchoPac ultrasound software. The computer which contains these softwares is password protected and has auto lock. Only responsible physicians and biomedical technicians will have access to the password. Also, both softwares are password protected. The computer has internet access and is protected by standard high security fire wall at the University of Gothenburg.

Image analysis

Images are reviewed and analyzed according to our manual of operations (MOP). All image analysis and measurements are performed by one experienced sonographer (reader 1). Reader 2 can edit performed measurements during the measurement process to achieve consensus with reader 1. All measurements are saved in a data base, Medicase. All measurement values are saved in the Viewpoint-database and are fully traceable.

Data export

Data are collected in the Medicase database folder and exported to Excel or a statistical software for analysis.

Data transfer

Consensus values of the of the variables listed in the MOP will be saved and transferred.

Image transfer

There will be no image transfer.

Data archiving regulatory and data privacy

All data will be stored for at least 10 years according to Swedish law (Hälsa- och Sjukvårdslagen). All data will be saved as study id. Only the submitting center will have access to the key code. In case the principle investigator at each center ends his/hers position, key code access will need to be transferred to replacer.