

# E-clinic User Guide

## Taking the photograph:

1. Ensure you are using the provided camera
2. Turn camera on using the ON/OFF button
3. Ensure that the macro setting is chosen and that the flash is on
4. Ensure that the resident has a signed Medical Photography Consent Form prior to taking any photos
5. Remove any dressings and cleanse the wound to remove any debris or build up of products
6. Aim to have a white or blue background, you can use the drape from the dressing pack or a sheet.
7. Ensure that the camera is positioned around 2 feet away from the resident to ensure a clear photo, the zoom function can be used if required.
8. Take an orientation photo of the full body part first to document where the wound is on the body.
9. Best practice is to use a measuring guide while taking a close up photo of the wound, please ensure that this is not covering the wound bed so that we can see the full wound.
10. To focus hold the shutter release button on the top, pressed half way down until the camera beeps, this ensures that the photo is in focus.
11. Remember to check the images before leaving the resident, if images are out of focus or dark please retake
12. Take a photograph of the signed consent form

## Turn over for next steps



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## Uploading and Data Protection:

1. Upload and email as soon as possible to ensure that photos are still relevant.
2. Slide open the battery compartment on the underside of the camera and insert the cable supplied into the slot under the yellow tab and connect the other side to your PC or laptop.
3. Turn the camera on by pressing the ON/OFF button on the top of the camera.
4. Open your files and choose RICOHDCI (D:), then DCIM, then 100RICH0H. You should then be able to see the images that you have taken.
5. Hold down the ctrl button and click on each photo to highlight them, then press the C button on the keyboard, this will copy all of the images that you have highlighted.
6. Open up a new email, ensuring that it is an email on your secured and approved email suffix list.
7. Click into the open email and hold down the ctrl button again and press V on the keyboard, this will paste the images into the email as attachments. Check that these have been attached before sending the email. Remember to include the medical photography consent form when attaching.
8. Complete and attach the E-clinic Referral Form available from the care home internet pages
9. Add the email address **ewound.clinic@nhslothian.scot.nhs.uk** and type Care Home Referral into the subject line.
10. Press send, you should receive a bounce back email confirming that the referral has been received.

## Deleting Images from Camera:

1. Disconnect camera from cable and turn it on.
2. Click on the view images button.
3. Click the green button which will bring up the deletion menu.
4. Scroll down to Delete All and press ok.
5. Scroll up to Execute and press ok, this will delete all photographs from the camera.

