General Information

The Orchard® Harvest™ Microbiology System Administrator class is intended for users who are in the process of installing Orchard® Harvest™ Microbiology. The training is a combination of foundational theory and hands-on exercises using the software.

The training will be taught at Orchard Software's Corporate Training Facility located at:

Orchard Software Corporation
801 Congressional Boulevard, Suite 600
Carmel, Indiana 46032

Please refer to the orientation email for transportation details.

Level of Instruction

Orchard® Harvest™ Microbiology System Administrator training is considered an introductory course. The training starts with foundational concepts that build upon one another, leading the learner to a fundamental understanding of the system.

There are no prerequisites for the course; however, understanding basic Harvest LIS system administration is highly recommended as it will not be covered in this class. Users needing basic Harvest LIS system administration training should attend the Orchard® Harvest™ LIS System Administrator Training class.

P.A.C.E.® Accreditation/Contact Hours

Orchard Software Corporation is approved as a provider of continuing education programs in the clinical laboratory sciences by the ASCLS P.A.C.E.® Program. This training is approved for 16.5 P.A.C.E. continuing education contact hours. To receive full P.A.C.E. credit, the following is required:

- You will need your state license and/or registry numbers available for us to properly document the P.A.C.E. credits. ASCLS members may provide their ASCLS membership number.
- You must attend all sessions of the training. Contact hours will be prorated for any sessions not attended.
- You must sign the attendance roster.
- You must complete the online Training Evaluation.
Materials to bring to class

No additional materials are required for this training.

Training Overview

The Orchard Harvest Microbiology System Administrator training class is designed to provide foundational information and skills necessary to work with the Orchard Field Implementation Analyst during Orchard Microbiology system implementation.

The training includes lectures and hands-on laboratory exercises in the Orchard training database. See the attached timeline for a more detailed daily agenda.

At the end of the training, you will be provided a link to an online Training Evaluation. The feedback received through this evaluation is used to improve the course and is required by P.A.C.E.

Course Objectives

At the end of the training, you will be familiar with basic concepts and have practiced using the software to develop knowledge and skills in the following areas:

**Harvest Microbiology End User Training**

- Explain how to sign in, sign out, and exit Harvest
- Discuss the Harvest LIS User Interface
- Describe Harvest Online Help
- Discuss workstation hardware
- Explain Key Terminology and Hierarchy in Harvest
- Define how to place and release orders in Harvest
- Discuss the Work in Progress window
- Detail how to work with the electronic micro worksheet
- Review how to find and work with a patient’s record and results

**Harvest Microbiology System Administration**

- Discuss Configuring Microbiology Security
- Explain Harvest System Configuration
- Describe Database Table Basics
- Configure Harvest Database Tables
- Explain Microbiology Lab Test Types
- Explore Harvest Rule Engine Usage
- Describe Orchard Resources for Customers
- Discuss Ways to Ensure System Integrity
Streamlining Workflow

- Explain Harvest Window Display Customization
- Identify Bar Code Scanner Usage
- Describe Batch Resulting Microbiology Cultures in Harvest
- Explain Test Groups
- Discuss Micro Worksheet Buttons
- Describe Use of Rule Engines
- Discuss Message Center
- Explain Problem Steps Recorder

Working with Standard Testing

- Configuring Standard Lab Tests
- Creating Standard Order Choices
- Resulting Standard Lab Tests
- Editing Standard Lab Test Results Post-Approval

Quality Control

- Explain how to Build Quality Control Files
- Describe how to Order Quality Control
- Explain how to Result Quality Control
- Discuss how to Review Quality Control

Administrative Reports

- Discuss Administrative Reports
- Summarize Harvest Logs
- Describe Harvest Data Browsers
The Training Team

Andy Gilmore - Associate Director of Training, Orchard Software Corporation

Andy joined Orchard Software in September 2009 to bring his expertise in Citrix and VM environments to the Technical Support team. Since joining Orchard Software, Andy has managed the Technical Support Call Center and the Advanced Care Team. He also served as an Installation Project Manager, obtaining his PMP certification. Andy earned a Bachelor of Science degree in Business with a concentration in Computer Information Systems and Business Process Management from Indiana University Kelley School of Business.

Daphne Davis, MLT (ASCP) - Senior Instructional Designer, Orchard Software Corporation

Daphne joined Orchard Software in October 2003 as a System Engineer. Since joining Orchard, she has worked as the Advanced Care Team (ACT) Manager, Training Manager, Trainer, and Instructional Designer. Prior to working at Orchard, she spent many years at the bench in a blood bank, hospital, and a clinical trial laboratory. She brings a wide range of knowledge in workflow and system administration to the Training team. Daphne earned an Associate Degree in Medical Laboratory Technology from Indiana University.

Debbie Myers - Instructional Design Team Lead, Orchard Software Corporation

Debbie joined Orchard Software in January 2015 as a Senior Instructional Designer. Prior to working at Orchard, she spent many years designing, developing, and implementing training for a hospital and two pharmaceutical companies. Debbie designs and develops classroom training materials for customer training and internal employees. She earned a Bachelor of Science degree in Education and a Master of Arts degree with a concentration in Adult Education and Education Administration from Ball State University.

Ed Roberts - Training Specialist, Orchard Software Corporation

Ed joined Orchard Software in October 2012 to join the Technical Support Team. He has worked in Technical Support, on the Advanced Care Team (ACT), and in Training. He brings extensive IT skills and a wealth of product knowledge to Training across multiple Orchard applications. Prior to working at Orchard, he was an IT Specialist, a Meteorologist in broadcasting, and did public speaking for many years. Ed earned his Bachelor of Science degree in Meteorology from Valparaiso University.
Jacob Carlisle - LMS Administrator, Orchard Software Corporation
Jacob joined Orchard Software in July 2018 as a Technical Support Specialist. Prior to working at Orchard, he worked in positions as a technical writer, Customer Experience Manager, and a Customer Success Manager. He brings with him a strong technical background and years of experience in content creation. Jacob develops internal training courses and content.

Katie Walton - Administrative Assistant, Orchard Software Corporation
Katie joined Orchard Software in June 2015 as an Administrative Assistant. Prior to working at Orchard, she worked in retail management and in a mortgage company. Katie earned her Bachelor of Science in Marketing from Ball State University.

Nicole Carter, CLS (ASCP) – Training Specialist, Orchard Software Corporation
Nicole joined Orchard Software in March 2002 as a System Engineer. Prior to joining Orchard, she worked as a System Engineer, Marketing Product Manager, RFP Specialist and Trainer. Prior to working at Orchard, Nicole worked as generalist in a hospital system and technologist for the department of public health. Nicole earned her Bachelor of Science in Medical Technology at Clark Atlanta University.

Rachel Enlow - LMS Administrator, Orchard Software Corporation
Rachel joined Orchard Software in 2013 as a receptionist. She has worked in Operations as a Support Tech, and a Documentation Specialist prior to becoming a LMS Administrator. In her role she works with internal employees to complete their training and testing. Rachel earned a Bachelor of Science degree in Art from Indiana University.

Sarah Goodwin, MT (ASCP) – Training Specialist, Orchard Software Corporation
Sarah joined the Training team at Orchard Software in February 2019. Prior to joining Orchard, she worked as a research technician at a pharmaceutical company and as a Medical Technologist at a fungal reference lab and clinical research company. Her background is in Chemistry, Hematology, Microbiology, and Molecular Diagnostics. She earned her Bachelor of Science in Biomedical Sciences at Western Michigan University in Kalamazoo, MI, and a Bachelor of Science in Clinical Laboratory Sciences at IUPUI in Indianapolis, IN.
Shannon Bank, MLT - Training Specialist, Orchard Software Corporation

Shannon joined Orchard software in June 2017 as a Technical Support Specialist. Prior to working at Orchard, she worked as a generalist in both clinic and hospital environments and as a Harvest System Admin. She earned an Associate Degree in Medical Laboratory Technology at CCC in Nebraska.

Training Questions

If you have any questions regarding the training, please feel free to contact Andy Gilmore via email or the Orchard Account Management phone number at (800) 856-1948.

Andy’s email: agilmore@orchardsoft.com