Endpoint Process – Preparation Time at the Optic Disc Reading Center (ODRC):

1. **Receive confirmation photographs/slides:**

    a. Enter confirmation photos into the main OHTS ODRC LOG, using EC (Endpoint Confirmation) as visit code. After preparing slides, RA (Research Assistant) passes slides over to OHTS masked Readers to grade.

    b. Upon Reader(s) suspicion of change, photos are submitted to a SR (Senior Reader, either Drs. Anderson or Budenz) for review.

    c. If SR suspects change, SR declares "Progression confirmed". Photographs are returned to RA and logged out of main OHTS ODRC Log. The log column for 'endpoint' is left blank until the ODRC receives EN Form (notification of Endpoint Committee decision).

    d. OHTS CC is notified by e-mail of possible progression. Copy of e-mailed is printed and placed in patient file.

2. **Preparing slides for Duplication:**

    a. OHTS CC returns e-mail to ODRC with list of patient slides needing duplication.

    b. Pull all patient folders. Pull and remove right eye (OD) and left eye (OS) slides from each visit file, places slides on a light box for review.

    c. Verify order of visits and stereopsis for every slide pair. On average, 32 pairs, per patient.

    d. Reviewed slides are loaded into top loading 35mm slide sleeves.

    e. Photography Department duplication form/invoice is completed and submitted with request. A copy of form is made for ODRC. Per CC, Four (4) duplications (dupes) of each slide are required.

    f. Slides are signed out of "OHTS Photo Sign-Out Log" by patient Id, visit code, tracking number and date submitted to Photography Department.

    g. Make labels for slides. This consists of two (2) labels for each slide, multiplied by four (4). The label attached to the top of each slide contains the visit code, eye and visit date; the label attached to the bottom of slide, contains clinic code, patient id number and patient initials.

3. **Duplication or Coping of Slides by Photography Department:**

   a. Slides are walked over to Photography Department for duplication.

   b. Photography Department notifies ODRC duplication order is complete

   c. A member of ODRC staff picks-up slides.

4. **Preparing slides for shipment to OHTS CC/ Endpoint Committee:**

   a. Slides are signed into "OHTS Photo Sign-Out Log", verifying all original slides submitted to Photography Department are returned to ODRC.

   b. Take the four sets of slides dupes; remove them from *top* loader slide sleeves, place them on light box and verify eye, correct order of visits and stereopsis of each slide pair.

   c. Attach a label to each slide. Approximately 256 slides dupes and labels are made for each patient.

   d. Manually write a *R* and *L* on each slide to distinguish the left and right side of the stereo pair.

   e. Labeled slides dupes are loaded into *side* loading slide sleeves, by eye and then order of visits.

   f. ODRC Coordinator prepares a Narrative. The ODRC Narrative is a report listing the outcome for each set of photographs reviewed by the ODRC. The EC visit on the narrative specifies exactly where Readers and SR suspect progression.

   g. RA types Narrative Report.

   h. Coordinator proofs Narrative.

   i. Makes 2 copies of Narrative. The original is included in packet of slides being submitted to OHTS CC; 1st copy is filed in last (Follow-up or Annual) visit folder of patient; and 2rd copy is filed in "Endpoint Narrative" file.

   j. Patient with possible progression is logged into "Photos Pending Endpoint Committee results" log.

   k. Return original slides to patient folder.

l. Prepares Federal Express air-bill and makes arrangements for pick-up of slides by Federal Express. Copy of air-bill is made and file in "Fed-X Shipments" folder.

m. Package is pick-up by Federal Express for "two day" delivery service, per OHTS CC.

5. **Via Fax, Receive notification of Endpoint Committee member's unanimous decision, "<u>Most Probably Due to POAG</u>":**

   a. Enter date received (date of fax) in the "Pending Endpoint Committee results Log"

   b. Make 2 copy of EN (Endpoint Committee decision) form.

   c. Highlight Patient ID, endpoint decision, date, decision, and eye.

   d. Enter results into Endpoint Log.

   e. Update Patient's last (Follow-up or Annual) visit information in the OHTS ODRC LOG with *04* (for *Yes, endpoint confirmed*) and date of Endpoint Committee decision.

   f. Update computer *S* drive database by entering *01* (for yes) and date of Endpoint Committee decision.

   g. Make a notation on Patient Follow-up Visit Schedule(s) with a *01* (endpoint confirmed), date of decision, and eye.

   h. Pull Patient QA folder and last (regular or annual) Follow-up folder. File the original EN Form into the patient's last (regular or annual) Follow-up visit folder. Place green dot sticker on QA file, and highlight Patient ID and QA in green

   i. File the QA & Follow-up folders back into filing system.

   j. File copy of EN Form in "POAG File".

6. **Via Fax, Receive notification of Endpoint Committee member's unanimous decision, "<u>Most Probably NOT due to POAG</u>":**

   a. Enter date received (date of fax) in the "Pending Endpoint Committee results Log"

   b. Make 2 copies of EN (Endpoint Committee decision) form.

c. Highlight Patient ID, endpoint decision, date, decision, and eye.

d. Enter results into Endpoint Log.

e. Update Patient's last (Follow-up or Annual) visit information in the OHTS ODRC LOG with *04* (Most Probably NOT due to POAG) and date of Endpoint Committee decision.

f. Update computer *S* drive database by entering *04* (Most Probably NOT due to POAG) and date of Endpoint Committee decision.

g. Pull Patient QA folder and last (regular or annual) Follow-up folder.

h. File the original EN Form into the patient's last (regular or annual) Follow-up visit folder. Staple a copy of EN Form to Outside of QA folder.

i. File the QA & Follow-up folders back into filing system.

j. File copy of EN Form in "Probably NOT due to POAG Folder".

7. Via Fax, Receive notification of Endpoint Committee member's unanimous decision, "<u>No Change/Not clinically significant </u>or <u>Artifact</u>":

a. Enter date received (date of fax) in the "Pending Endpoint Committee results Log"

b. Make 1 copy of EN (Endpoint Committee decision) form.

c. Highlight Patient ID, endpoint decision, date, decision, and eye.

d. Enter results into Endpoint Log.

e. Update Patient's last (Follow-up or Annual) visit information in the OHTS ODRC LOG with *02* (for *No, endpoint not confirmed*) and date of Endpoint Committee decision.

f. Update computer *S* drive database by entering *01* (for No) and date of Endpoint Committee decision.

g. Pull Patient QA folder and last (regular or annual) Follow-up folder.

h. File the original EN Form into the patient's last (regular or annual) Follow-up visit folder.

i. File the QA & Follow-up folders back into filing system.

j. File copy of EN Form in "No Change" folder.

Estimation of Progressing Time for Each Optic Disc Endpoint

Exact time tables for Endpoint slides reproduction was never kept at the ODRC, below is our best estimation or best case scenario.

Part 1:   3 hours

Part 2:   1 ½ hours

Part 3:   a. 30 minutes

                b. 3 days (photography duplication)

                c. 30 minutes

Part 4:   a to l. 4 hours

                m. 2 days (shipping)

Part 5:   45 minutes

Part 6:   30 minutes

Part 7:   30 minutes

Total time: 6 business days + 2 ½ hours