High Field Magnetic Resonance Imaging Center
Research MRI Suite, Basement Floor of Building 203
VAMC 4150 Clement Street, San Francisco, CA 94121

Standard Policies, Rules and Procedures

STANDARD POLICIES, RULES AND PROCEDURES

MR Study Application

Investigators who would like to scan on the 3T Siemens Skyra or 7T Siemens Magnetom must submit an MR Study Application form to the CIND prior to the start of scanning.

Hours of Operation

Standard operating hours are from 9:00 a.m. to 5:00 p.m., Monday through Friday. CIND MRI technicians are available to scan starting at 9:00 am and ending at 5:00 pm, for an additional fee of $35 per hour.

The 3T and 7T magnets are also available during off-hours for users who are CIND certified (Level II and above) to conduct MR examinations on their own. CIND staff *may* be available to assist with after-hour scans, if advance notice is requested a minimum of <u>two weeks</u> prior to the scan. Please contact the CIND Magnet Lead to schedule.

Scanner Usage

For access to the MRI suite, please contact the CIND Magnet Lead. A single key to the MRI suite will be issued to the study PI. Scan technicians are responsible for logging all scanner usage in the billing database. CIND staff will assist with billing database setup and logging training. The entry will be linked to the study PO number for easy billing once scanning is ready to begin.

Periodically, the 3T and 7T magnets will be unavailable for use due to planned and unplanned Siemens maintenance. Scheduled Siemens preventative maintenance will be marked on the 3T and 7T MRI calendars with advance notice. Unscheduled Siemens service resulting in system errors and/or faulty equipment will be communicated to users with as much notice as is possible. If necessary, previously scheduled research scans may have to be cancelled to accommodate unplanned Siemens service. In addition, the SFVAMC Department of Radiology occasionally uses the research 3T Skyra scanner for clinical patients; please see the online 3T MRI calendar for a list of dates and times when the MRI scanner is unavailable to research users.

ALL individuals scanned at the 3T and 7T magnets, even those volunteering for development or trainings, MUST complete the appropriate pre-screen form and informed consent paperwork <u>before their scan</u>.

<u>Prior to any consenting or scanning on VA property</u>, all study personnel must:

1) Be listed on the CHR/IRB approved study protocol, and
2) have status as a **VA employee or VA WOC** (without compensation).

This includes **all UC and NCIRE users**. Please verify that you are on the study protocol before obtaining consent. For questions, please contact the CIND Study Recruitment & Assessment Coordinator.

User Certifications

All individuals who will be utilizing the MRI **<u>must</u>** acquire a CIND User Certification.

- **<u>Prior</u>** to entering the MRI Suite, all users must obtain a CIND Level I Certification (Basic MRI Safety).
- Prior to **<u>initial use</u>**, users will require a CIND Level II Certification (Advanced Safety & Basic Operator).
- Select users will require a CIND Level III Certification (Advanced Operator), if they wish to use ancillary MRI equipment.

To obtain a CIND Certification of any level, users must attend a magnet safety and emergency training session from CIND staff. They must also provide copies of certificates of TMS trainings in MRI safety and radiation safety. To obtain a CIND Level II or III Certification, users must be able to show full competency in use of the magnet system and all ancillary equipment (if applicable), as well as be able to demonstrate advanced safety

procedures. Users may request operator training from CIND staff to qualify for Level II or III certifications, at an additional cost. Operator training may take 10 to 50 hours to complete. Once users are fully trained or can demonstrate full competency, a CIND Level II or Level III Certification will be granted.

All schedulers or recruiters who plan on escorting their subjects down to the MRI suite must be certified as a CIND Level I user.

***Per VA mandate, all certifications expire after one year. ***

Certifications must be renewed annually. Please contact CIND to renew certifications.

For more information, please see CIND User Certifications.

Facilities Resources

CIND will provide the following items that can be utilized by all users: earplugs, MR-spots, ear covers for system headphones, and sanitation wipes. CIND will also stock linens supplies (sheets, pillow cases, blankets). It is the responsibility of each user to clean the 3T and 7T MRI suite after each use. This includes removing used linens, disposing of used linens in the linens bin/chute, disinfecting the patient table, head coil, and headphones, returning all equipment (i.e., pulse monitor), phantoms, and coils to their designated areas, and tidying up the console room. If we are running low on supplies, please notify CIND staff.

In order to maintain the integrity of the software system, CIND reserves the right to delete images/data from the 3T and 7T system at any time. It is imperative that users export and/or archive data immediately after the time of acquisition, and to also delete from temporary storage locations.

Online Calendar

An online scheduling system is used to reserve time on the 3T and 7T magnets. User logins are granted after a CIND MR application has been submitted and reviewed. Please contact CIND Imaging Core Supervisor for more information.

http://radiology.mhsoftware.com/login.html

Appointment System

All magnet appointments are assigned a priority level.

Priority	Event Type	Color	Description
Highest	Magnet - Appointment, Billed	Orange	Billed Scanner Usage
	Magnet - Training	Blue	Training
Lowest	Magnet - Development, Unbilled	Gray	Unfunded development

Each priority event is defined as follows:

Appointment, Billed (Orange) – Any usage of the magnet room, in which use of the magnet by another group is prevented. Includes setup **in** the magnet room. **All appointments and time booked in orange will be billed.**

Highest priority. May bump blue or gray.

Training (Blue) – Training of any staff or on any new equipment. Includes all safety training and alike. Also includes pilot studies with recruited non-staff subjects. Each PI is allotted up to 10 pilot scans (for each new study) to collect preliminary data using a **finalized** study protocol.

Medium priority. May be bumped by orange.

Development, Unbilled (Gray) – Any unfunded or unpaid development (i.e. protocol development). Also includes setup in console room, usage of console only, etc.

Lowest priority. May be bumped by orange or blue.

Regardless of event type, all users are **<u>required</u>** to log the total time spent using the MRI scanner and study information in the Magnet Billing database.

*** Failure to log scans in the Magnet Billing database may result in a penalty charge of up to 2 hours of usage.

Scheduling Appointments

All MRI users may schedule scans during open MRI slots. Unlike assigned MRI appointment slots, any user may utilize open magnet slots.

All scheduled MRI trainings or development may be bumped for paid research and clinical scans with participants (orange priority). If you are taking time for your study's subject scan, you must notify the owner of the appointment you are bumping with as much notice is possible.

Note: Users do not own any slots. If an MRI appointment <u>with an outside participant</u> has yet to be scheduled one week prior to the event, the slot then becomes available to ALL users on a first-come, first-served basis. We call this is our **One-Week Rule**.

Scheduling Unfunded (Development) Scans

During business hours (9:00am through 5:00pm) - To schedule an unfunded scan during business hours, appointments **<u>must</u>** follow the **One-Week Rule.** These appointments may only be scheduled up to one week in advance to the desired time.

During off hours (ending before 9:00am or starting after 5:00pm) – For appointments occurring in off hours, unfunded scans may be scheduled in advance, with no limitations.

Cancellations and Unused Time

In the event a booking is no longer needed, appointments must be removed from the calendar **at least 48 hours before the event**. Users who do not update their appointments from the calendar may be charged the full amount of the booked time. Repeat offenders may also have their scanning privileges withdrawn.

If you are utilizing a CIND technician:
Once you are aware of a cancellation, please notify or email the CIND Magnet Lead as soon as possible. Do not include any subject identifiers in any email communication. If CIND is not notified prior to the scheduled appointment, users may be charged for any unused scanner time and CIND technician time.

Recurring Slot Assignments

Recurring MRI appointment slots are assigned to funded studies and are determined based on the study's recruitment totals. For example, if study goals are to acquire 50 scans within one year, then a weekly slot is allocated to achieve recruitment goals. Additionally, we factor in the length of the MRI scan protocol as well as time required to prepare for the scan, including consenting of the research participant, MRI Pre-Screen, and EEG cap set-up. All assigned slots are reviewed every 6 months. To apply for an assigned slot, please complete an Assigned Slot Application.

Sharing Assigned Slots

MRI users are encouraged to contact each other directly to request slot trades/use of a study slot. Trading MRI appointment slots is up to the discretion of each MRI user. All slot expirations will maintain their original expiration date.

Short-Notice Scheduling

If you are utilizing a CIND technician and an MRI scan is scheduled to occur within three days or less, please notify CIND Magnet Lead to confirm availability prior to scheduling.

Making an Appointment

In order to comply with the SFVAMC's Information Security Protocol, **do NOT** include subject PHI and/or initials on this calendar. When making a new appointment, please include only the following information in the title of the appointment:

Study Name and/or Participant Code (i.e. LLD001-1)

Name of recruiter and their phone extension (i.e. Joe x2-1234)

All MRI users may schedule scans during open MRI slots. Unlike assigned MRI appointment slots, any user may utilize open magnet slots.

Note: Users do not own any slots. If an MRI appointment <u>with an outside participant</u> has yet to be scheduled one week prior to the event, the slot then becomes available to ALL users on a first-come, first-served basis. We call this is our **One-Week Rule**.

Users with assigned MRI slots are required to make all possible efforts to scheduling appointments during their assigned slots before using an open slot.

Assigned slots may be requested in the CIND MR Application. All slots expire six months for assignment. Contact CIND staff to renew, if necessary.

Day of Scan

Users are required to escort their participant to the MRI suite **at least 20 minutes prior** to their scheduled MRI appointment. If using a CIND technician, this time is needed for CIND staff to:

- Review and confirm that the required paperwork is in order (i.e. consent, MRI pre-screen, etc.)
- Explain and discuss the procedure with the participant
- Prepare the participant for the magnet room

- Position the participant in the magnet

If the user/recruiter/scheduler plans to meet the participant directly at the MRI Suite, the user must arrive at MRI Suite at least 15 minutes before the participant is scheduled to arrive. Please have the patient meet you in the Zone II MRI Suite Lobby waiting area.

Metal Safety

It is CIND policy to not scan any subjects with undocumented or unconfirmed metal implants. Recruiters and schedulers are responsible for screening their subjects for metal safety and for researching implants they learn about before scheduling a scan. They must communicate the manufacturer and model name/number of the implant to CIND staff and wait for clearance; only after clearance is obtained may the MRI examination be scheduled. Relay all notes about the implant(s) to CIND staff.

If metal safety information is not researched or communicated to CIND in advance, the scan will be delayed or cancelled until MRI safety is confirmed.

Sedation

CIND is not able to offer sedation to ANY participant being scanned.

Self-sedation is possible, if subjects bring a physician from the referring lab with them for the duration of their scan. Please do not offer the option for subjects to self-sedate unless these requirements have been met and approved by the CIND Study Recruitment & Assessment Coordinator.

All patients who plan to self-sedate MUST be accompanied by a friend or relative, in addition to the supervising physician. The escort must be available during the scan as an emergency contact, in case the subject does not finish the scan, and after the scan to provide transportation. CIND technicians must be notified in advance that the subject plans to self-sedate.

Non-CIND users may establish their own sedation policy. However, CIND assumes no responsibility for their research subjects.

MR High Field Imaging Recharge Rates

SFVAMC 3T Siemens Skyra	Cost
MR Scan /hr. (billed in 15 min intervals)	$500.00
MR Technologist /hr. (billed in 1 hr. intervals)	$35.00
MR User Training /hr. (billed in 1 hr. intervals)	$35.00

CIND Staff Contact Information

Magnet Lead
Corrina Fonseca
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(415) 221-4810 x2-3088

Imaging Core Supervisor
Katherine Wu
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Study Recruitment & Assessment Coordinator
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Chief Operations Officer / Imaging Core Manager
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Technical Director / MR Physicist
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CIND Director
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CIND Co-Director
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SFVAMC WOC Coordinator Contact Information

WOC On-Boarding
Sandra Junor
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WOC On-Boarding
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VAMC TMS Administrator

SFVAMC TMS Administraor
Susan Ferris
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VA TMS Help Desk
www.tms.va.gov
vatmshelp@va.gov
(855) 673-4357, opt 7.

Sierra Pacific TMS Administrator (VISN 21)
Beth Rottmann
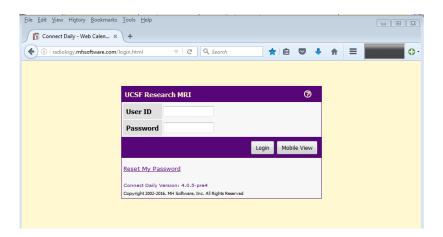Beth.Rottmann@va.gov
(775) 326-5729

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THE CENTER FOR
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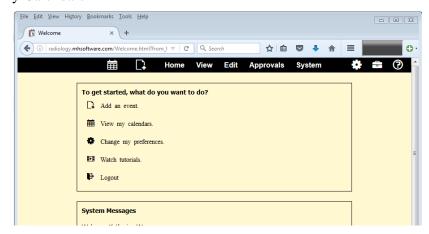**NEURODEGENERATIVE**
DISEASES

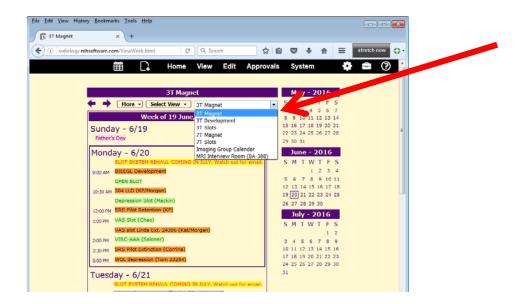### Appendix I - How to Use the Online Scheduling Calendar

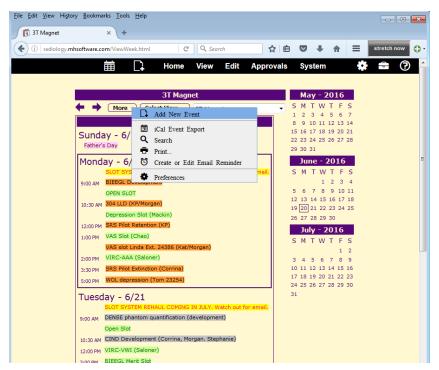1. Log in to the online scheduling system at: http://radiology.mhsoftware.com/login.html
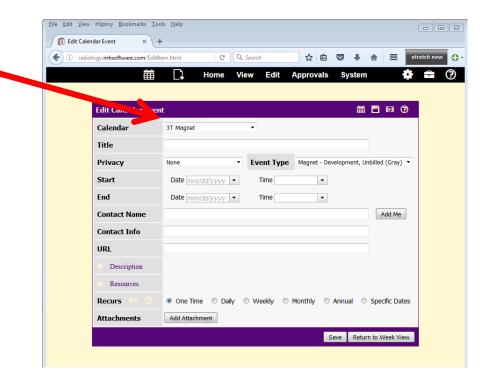

1. Click "View My Calendars"

2. To view appointments, select either "3T Magnet" or select "7T Calendar" from the drop down menu.
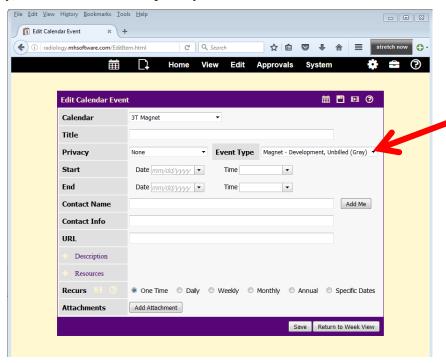
3. Once you've located the time in which you'd like to make your appointment, click "More" and select "Add New Event".

4. Make sure that under "Calendar", that the correct calendar is being shown. It should say either "3T Magnet" or "7T Magnet".
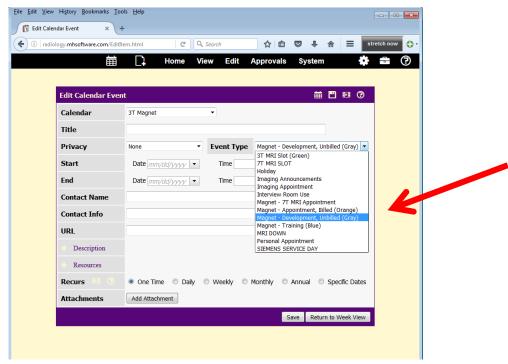
5. Select the "Event Type" for your appointment. By default, the event type will be "Development, Unbilled (Gray)", and thus the lowest priority.
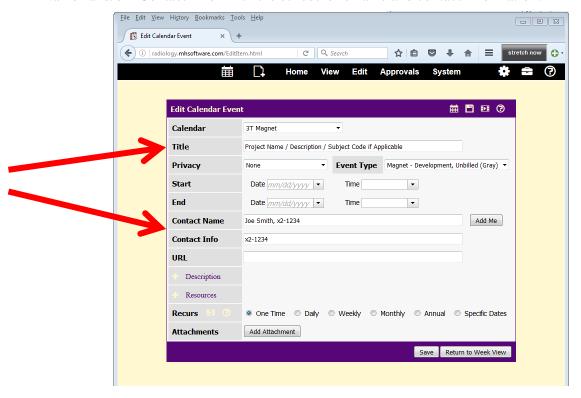

   a. If you want to assign a higher priority, click on the drop down menu for "Event Type" and select either "Magnet – Appointment, Billed (Orange)" or "Magnet – Training (Blue)".
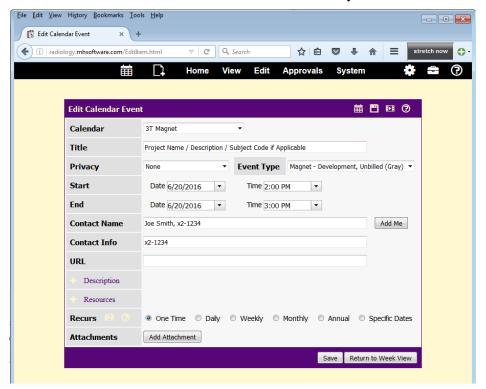
i.   Development scans (gray) may be scheduled, in advance, for **off-hours hours only** (ending before 9:00am or starting after 5:00pm).
ii.   To schedule a development scan during business hours (9:00am through 5:00pm), appointments may only be booked **one week prior** to the desired slot.

b.   **Note:** While Orange has the highest priority, all time booked in Orange **will be billed**.

6.   Fill out the "Title" with a project name, description, or subject code. Also, please fill out "Contact Name" and/or "Contact Info" with the scheduler's name and contact information.

7. Lastly, fill in the date and the time if it hasn't been filled in already.

8. Click the "Save" button and you're all done!