MRI Scheduling Guidelines

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

Above is the online scheduling system used to reserve time on the 3T Skyra scanner. Please contact Daniel Stevens or Alix Simonson for website log-in information.

Daniel Stevens (415) 221-4810 x2562 Daniel.Stevens@va.gov
Alix Simonson (415) 221-4810 x4629 Alix.Simonson@va.gov

Hours of operation

- Our normal hours of operation are 8:00 am to 6:00 pm. CIND MRI techs are available to scan between 9:00 am to 5:00 pm, for an additional fee of $35 per hour.
- The 3T Skyra scanner is also available after-hours for users who are cleared to operate the MRI scanner on their own. CIND staff may be available to assist with after-hour scans if advance notice is requested, preferably two weeks. Please contact Alix Simonson to schedule CIND staff.

MRI Appointment Booking

- In order to comply with the SFVAMC’s information security protocol, we cannot include subject codes and/or initials on this calendar. When scheduling a scan please include only the following information in the title of the appointment:
  o Study code/development/training scan
  o If doing a development or training scan please specify if there will be a human subject or phantom.
- Please be sure to include the name and contact information of the scheduler or main user who can be reached in special cases, such as the magnet being down or emergency Siemens Service. For quick reference it is also helpful to include the name of study scheduler/recruiter and their phone extension within the MRI appointment title.
- MRI users may schedule scans during the open MRI slots. Unlike assigned MRI appointment slots, open magnet slots may be utilized by ALL users.
- For access to the MRI suite, contact Alix Simonson. A single key to the MRI suite will be issued to the study PI. Scan technicians are responsible for logging both development and funded 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.

MRI Appointment Slots

- Regular MRI appointment slots are assigned to funded studies and are determine 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 required to achieve recruitment. 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.
MRI Scheduling Guidelines

- Skyra users do not own their slots. If one week prior, an MRI appointment has yet to be scheduled during its assigned slot, then this time becomes available to ALL Skyra users on a first-come, first-served basis. We call this our One Week Rule. Projects are only billed for times when they use the Skyra, which is why we require all users log the total time using the MRI scanner and study information in the Magnet Billing database.

- Users with assigned MRI slots are encouraged to use their magnet slots before booking during an open slot.

- Please contact Alix Simonson if you like to request a regular MRI slot on the 3T Skyra.

Sharing assigned slots

- MRI users are encouraged to contact each other so to request slot trades/use of a study slot. All requests should be considered, however trading MRI appointment slots is up to the discretion of each MRI user.

Short-notice scheduling

- If utilizing CIND staff and an MRI scan is scheduled within three days or less, please notify Alix Simonson.

Cancellations/Deleting MRI appointments:

- If an MRI needs to be cancelled, the appointment must be removed from the calendar.

- If the cancellation is within the week of the scan and you are using a CIND MRI technician, email Alix directly. Do not include subject names or other confidential information in cancellation e-mails, as it is a breach of confidentiality.

- If the cancellation occurs within several hours of the scheduled MRI scan, the scheduler should contact the assigned MRI tech.

Sedation

- CIND is not able to offer sedation to ANY participant being scanned unless they plan to self-sedate and bring a physician from the referring lab with them for the duration of their scan. Please do not offer the option to sedate patients unless these requirements have been met and approved by Daniel Stevens.

- All patients who plan to self-sedate MUST be accompanied by a friend or relative in addition to the supervising physician. This friend 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. Scanning technicians must be notified in advance that the subject plans to self-sedate.

- Non CIND researchers may establish their own sedation policy but CIND assumes no responsibility for their research subjects.
MRI Scheduling Guidelines

Development and Training

All scheduled MRI appointments training scan or protocol development may be bumped for research study use. If you are taking one of these slots for your subject’s scan, you must notify the owner of the appointment you are bumping.

Consenting for Development Scans:

- Every individual who is scanned at the 3T Skyra must complete the appropriate informed consent paperwork before their scan.
- Persons obtaining consent from research participants must be listed on the CHR/IRB approved study protocol. Please verify that you are on the study protocol before obtaining consent. For questions with this please contact Shannon Finley.

Scanning at the 3T:

- If you are escorting a participant to either the 3T or 7T, please bring the participant 20 minutes prior to the scheduled MRI appointment. This way the MRI technologist will have adequate time to go over the pre-screen, discuss the procedure, and position the participant in the magnet all before beginning image acquisition.
- If you plan to meet your participant directly at the 3T, you must arrive at the 3T at least 15 minutes before the participant is scheduled to arrive. Please have the patient meet you in the Zone II waiting area.

Metal Safety

- CIND policy is to not scan any subjects with undocumented or unconfirmed metal implants. If the participant is unable to reliably provide this information for any reason, the scheduler is responsible for contacting the person named as medical power of attorney to confirm the presence or absence of metal implants before the participant will be considered for scanning.
- Recruiters and schedulers are responsible for screening their subjects for metal safety and for researching implants they learn about. They must communicate the manufacturer and model name/number of the implant to CIND staff and wait for clearance to be given prior to scheduling an MRI scan; please include notes about the implant in the scheduling template.
- 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.
- Please refer to the CIND MRI Safety webpage and MRI safety.com when screening participants. Please contact Daniel or Alix with any metal safety concerns.

I have additional questions, who do I call?

- For MRI calendar access, metal safety questions, and scheduling questions, please contact:
  Daniel Stevens
MRI Scheduling Guidelines

Daniel.Stevens@va.gov
(415) 221-4810 x2562

- For CHR/IRB questions (including consent and other participant documentation), please contact:
  Shannon Finley
  Shannon.Finley2@va.gov
  (415) 221-4810 x6525

- For any technical questions about the 3T or 7T magnets, please contact:
  Alix Simonson
  Alix.Simonson@va.gov
  (415) 221-4810 x4629