

## SCAN OPERATIONS Scheduling Policy

The Principal Investigator (PI) will be authorized to schedule study scans upon notice from the Scan Administrator ([scanadmin@mrn.org](mailto:scanadmin@mrn.org)) that the study has been accepted and all preliminary requirements have been completed. The study will be put on the Authorized Scan Studies list and the PI can begin scheduling scans based on the guidelines outlined below.

Scheduling for the various facilities (1.5T MRI, 3T MRI, MEG, EEG and Neuro-cognitive testing rooms) is done through the designated managers/schedulers for these systems. Current contact information for each modality are:

For the 1.5T or 3T - Diana South at 272-4376

For the MEG/EEG – Megan Schendel at 272-3304

\*\*The schedule for each modality is available for MRN employees on the intranet as a shared Outlook calendar\*\*

1. The modality (1.5T MRI, 3T MRI, MEG and EEG) you wish to use to perform your study needs to be scheduled **72 Hours** in advance. Having such a lead time will allow appropriate planning of facility use, and allow for emergency cancellations, and fill in events.
2. Sometimes it may be necessary to schedule more than one of these facilities for a particular protocol, (i.e MRI and MEG), if this is the case it is the responsibility of the PI or their study coordinator to ensure this happens. Do not rely on a manager of one system to take care of scheduling for another. See contact information above for each area.
3. At the time of scheduling, provide the technician with information regarding the study or protocol to be run – including the HRRC number, the PI on the study, the study name, the time requirements for the protocol, and any other relevant information for the session. Be sure to include the pager or cell phone number of the assigned subject escort. The scheduler will then confirm the study is on the Authorized Study List and will be able to schedule the appointment.
4. It is desirable to also provide the subjects name and if possible a unique subject research identifier (URSI) to the modality manager at the time of scheduling. The subjects name should be the full legal name, avoiding the use of nicknames or abbreviations (i.e. William not Bill, Robert, not Bob, Elizabeth not Liz, etc) as this will help to prevent the same person having more than one URSI assigned.
5. The manager of the modality will enter the appointment into a computerized calendar system. The front desk will have access to the calendars of all the modalities, and will use this information to correctly check in and route patients.
6. While it is desirable to provide this information 72 hours ahead, this is not always possible, however a **minimum 2 hours** notice for subject names or changes is required to ensure the front desk will have access to information regarding where the subject needs to be. For early morning studies, where changes/cancellations occur out of office hours, and it is not possible to give the 2 hour notice, please make every effort

to inform the people involved with that appointment of the cancellation, this is a matter of common courtesy.

7. Once the appointment has been scheduled, the research team is responsible for informing the subject of the date and time of their appointment, and the location of the center. There is a map available on [www.mrn.org](http://www.mrn.org) website. **Subjects should be directed to the clinical end (south entrance) of Peter and Nancy Domenici Hall, as this where the patient/subject reception desk will be.**
8. The study group should also provide an escort to either bring the subject to the center, or to meet the subject at the center. The subject should be advised to arrive around 15 minutes before the scheduled appointment. Arriving any earlier, without an escort is problematic and is to be discouraged.
9. Subjects will be checked in by the front desk staff at the South entrance who can hand out any standard forms, such as the metal screening forms for the MRI. The front desk will instruct the subjects to wait in the waiting room until the escort, or member of the PI's research group, arrives.
10. The escort, or a member of the PI's research group, should be present to meet the subject at least 15 minutes before the scan. This will allow time to fill in any last minute paper work. Informed consent can be completed at this time, if not previously obtained. The designated study personnel should take the subject to a location that affords some privacy to obtain informed consent.
11. For those MRI studies that require a pregnancy test for female subjects of child bearing age, the pregnancy test needs to be performed on the day of the MRI scan and the results along with the time the test was given and the initials of the test provider given to the technologist in addition to the MRI metal screening form. Performing the pregnancy test is the responsibility of the PI and their study group.
12. Copies of the **completed** informed consent forms must be provided to the technologist in charge of the modality in use at the time of the appointment.
13. The escort should be present with the subject throughout the study. There are several places the escort may wait and work on paper work or what ever they need to while the subject is being scanned. Bringing or meeting the subject at the center and then handing them over to scan operation staff is not allowed. If the escort plans to enter the scan magnet area, they must have passed the safety test and be certified by the Safety Committee. (contact [scanadmin@mrn.org](mailto:scanadmin@mrn.org) for further information)
14. The escort needs to debrief the subject and ensure they are escorted to the exit. For safety reasons it is not appropriate to let subjects find their own way. They should always be escorted to the front lobby, or to the next part of the study if more then one modality is involved.

**ACKNOWLEDGEMENT OF SCHEDULING POLICY**

I, \_\_\_\_\_, (PI printed name) acknowledge that I have read and understood the Scheduling Policy at The Mind Research Network. I agree to comply with these policies, and to adhere to the requirements for advance scheduling, and to provide the information as requested by the scheduler, or other MRN personnel.

\_\_\_\_\_  
Principal Investigator Name (printed)

\_\_\_\_\_  
Principal Investigator signature

\_\_\_\_\_  
Date