

High Field Magnetic Resonance Imaging Center

Research MRI Suite, Basement Floor of Building 203
VAMC 4150 Clement Street, San Francisco, CA 94121



Scheduling Guidelines

Online Scheduling Calendar

An online scheduling system used to reserve time on the 3T and 7T magnets. Please contact the CIND Magnet Lead to request a login.

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

Hours of Operation

Normal hours of operation are 9:00 am to 5:00 pm. CIND MRI techs 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 after-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 two weeks prior to the scan. Please contact the CIND Magnet Lead to schedule CIND staff.

Appointment System

In an effort to simplify and streamline the process of making appointments, while also clarifying the calendar, a new system of calendaring is being implemented. Please review the new guidelines for making appointments.

All magnet appointments are assigned a priority level.

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

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. **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, Unfunded (Gray) – Any unfunded or unpaid development (i.e. protocol development). Also includes setup in console room, console use only, and etc.

Lowest priority. May be bumped by orange or blue.

Regardless of event type, all users must 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 Unfunded (Development) Scans

During business hours (9:00am through 5:00pm) - To schedule a development scan during business hours, appointments **must** follow the **One-Week Rule**. They may only be scheduled one week prior to the desired time.

During off hours (ending before 9:00am or starting after 5:00pm) - Development scans may be freely scheduled during off hours.

Cancellations and Unused Time

In the event of a booking that 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.

User Certifications & User Training

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

- **Prior** to entering the MRI Suite, all users must obtain a CIND Level I Certification (Basic MRI Safety).
- Prior to **initial use**, 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 any of the 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 and recruiters who plan on escorting their subjects down to the MRI suite must be certified as a CIND Level I user.

*****All CIND Certifications expire after one year. *****

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

Making an Appointment

In order to comply with the SFVAMC's Information Security Protocol, **do NOT** include subject codes 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. LLD101-1)
- 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 with an outside participant 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 appointment during their assigned slots before using an Open slot.

Assigned slots may be requested in the CIND MR 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.

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.

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.**

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 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 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 scheduling. Recruiters and schedulers are responsible for screening their subjects for metal safety and for researching implants they learn about.

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.

CIND Staff Contact Information

Magnet Lead

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SFVAMC WOC Coordinator

WOC On-Boarding

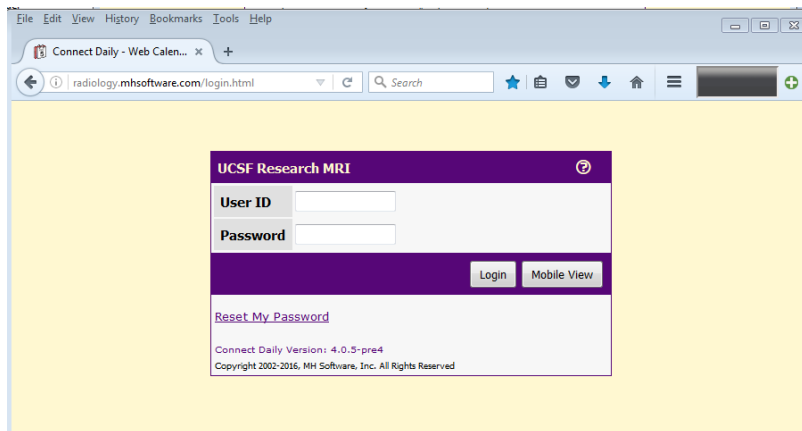
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WOC On-Boarding

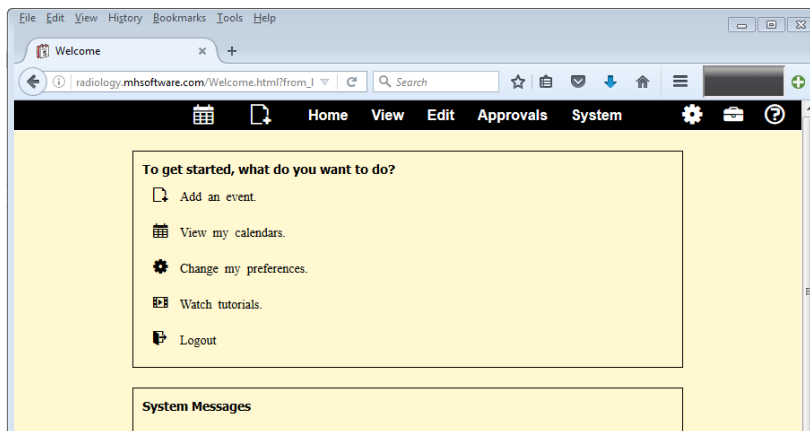
Kathleen Mak
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How to Use the Online Scheduling Calendar

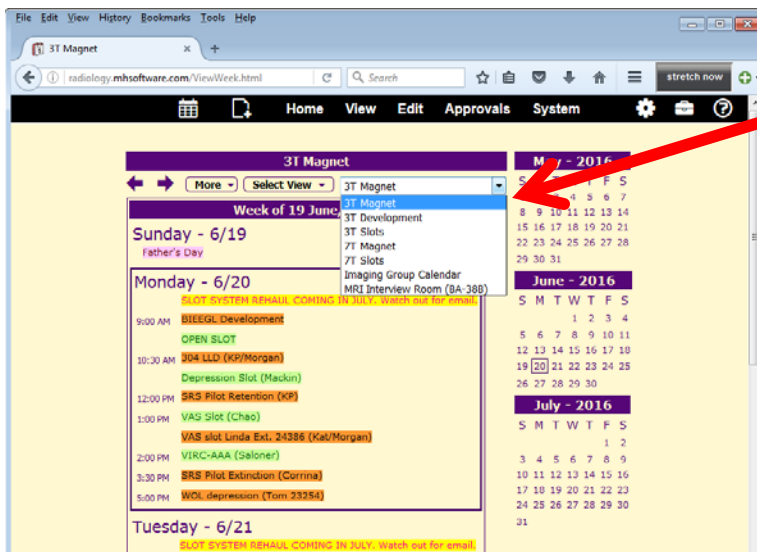
1. Log in to the online scheduling system at: <http://radiology.mhsoftware.com/login.html>



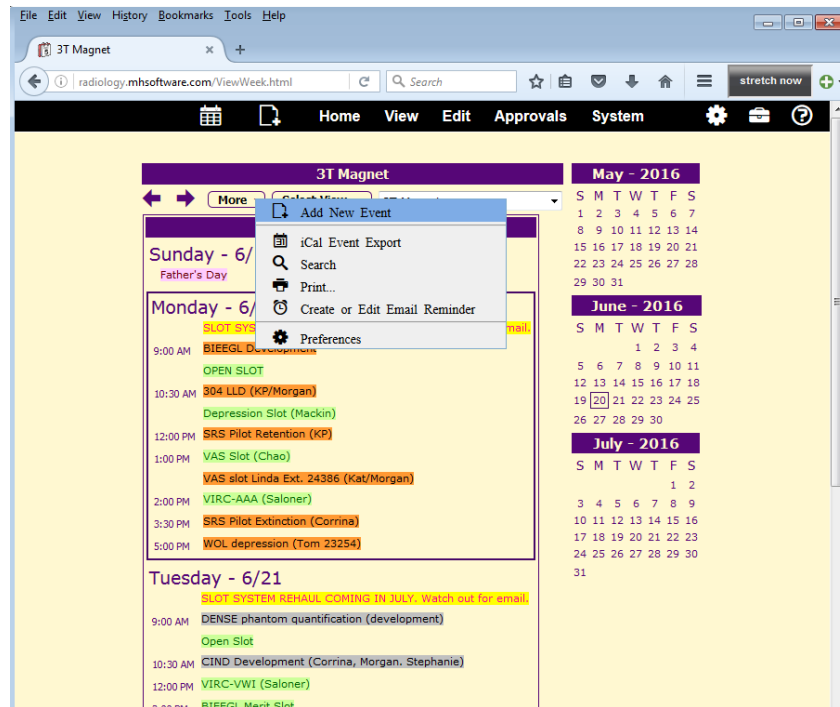
1. Click "View My Calendars"



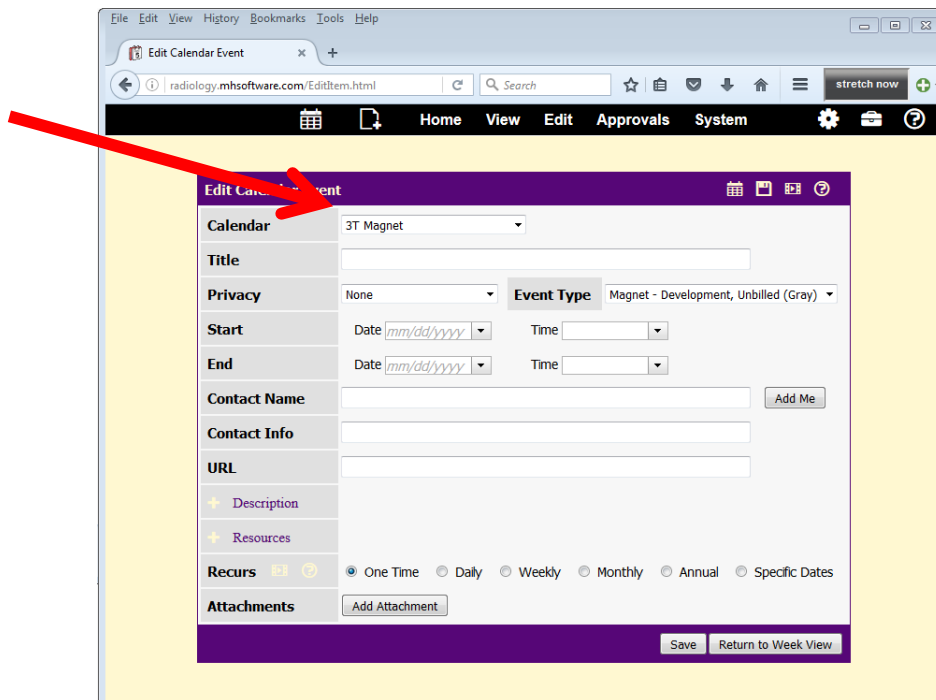
2. To view appointments, select either "3T Magnet" or select "7T Calendar" from the drop down menu.



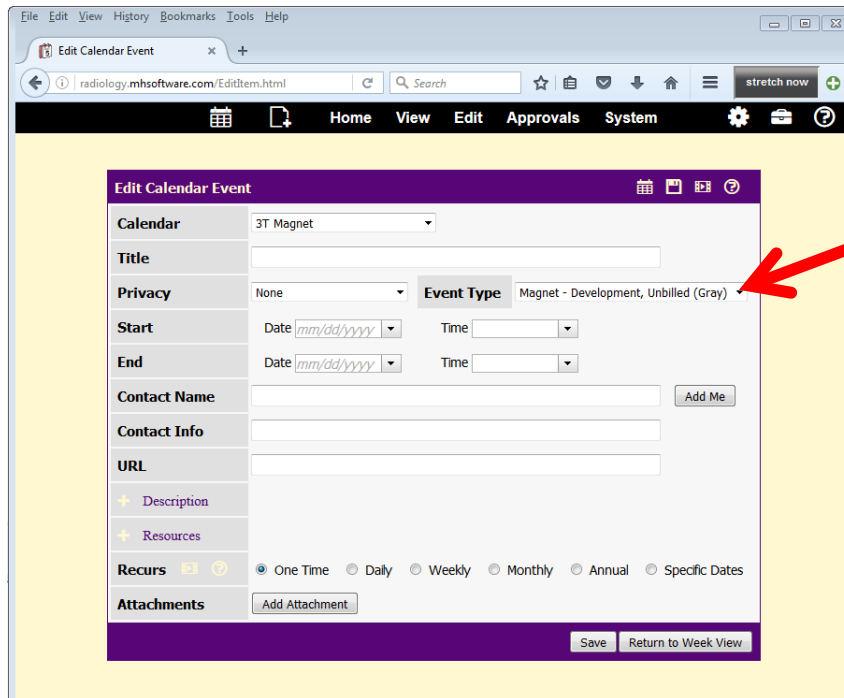
- Once you've located the time in which you'd like to make your appointment, click "More" and select "Add New Event".



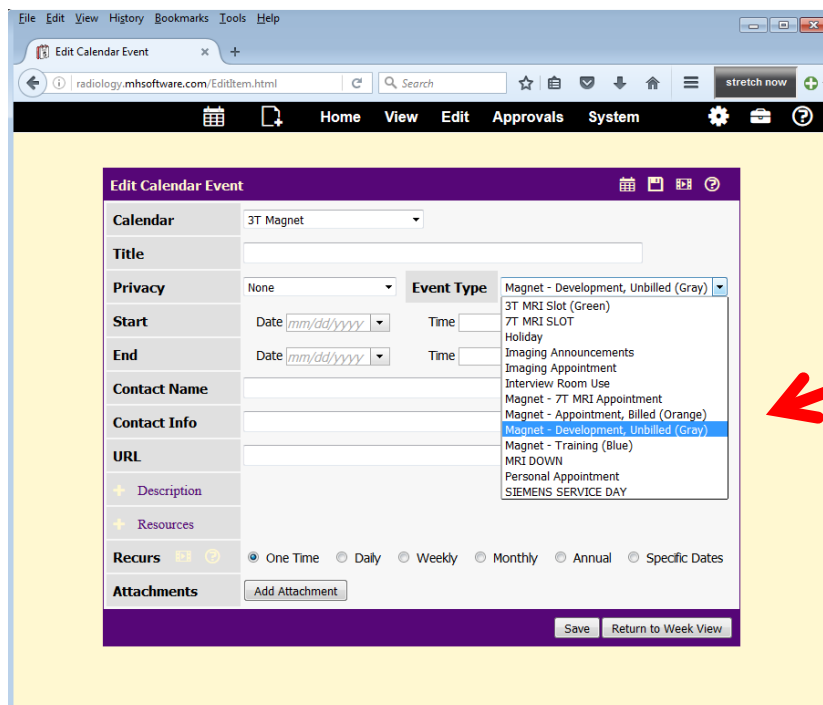
- Make sure that under "Calendar", that the correct calendar is being shown. It should say either "3T Magnet" or "7T Magnet".



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.

The screenshot shows a web browser window with the URL `radiology.mhsoftware.com/EditItem.html`. The page title is "Edit Calendar Event". The form contains the following fields:

- Calendar:** 3T Magnet
- Title:** Project Name / Description / Subject Code if Applicable
- Privacy:** None
- Event Type:** Magnet - Development, Unbilled (Gray)
- Start:** Date: mm/dd/yyyy, Time: [dropdown]
- End:** Date: mm/dd/yyyy, Time: [dropdown]
- Contact Name:** Joe Smith, x2-1234 (with "Add Me" button)
- Contact Info:** x2-1234
- URL:** [empty field]
- Description:** [expandable field]
- Resources:** [expandable field]
- Recurs:** One Time (selected), Daily, Weekly, Monthly, Annual, Specific Dates
- Attachments:** Add Attachment

At the bottom of the form are "Save" and "Return to Week View" buttons. Two red arrows point to the "Title" field and the "Contact Name" and "Contact Info" fields.

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

This screenshot shows the same "Edit Calendar Event" form as above, but with the date and time fields filled in:

- Start:** Date: 6/20/2016, Time: 2:00 PM
- End:** Date: 6/20/2016, Time: 3:00 PM

The "Recurs" section remains "One Time". The "Save" and "Return to Week View" buttons are still present at the bottom.

8. Click the “Save” button and you’re all done!

