Process for Research Studies that Utilize the Radiology Department

Completing Sponsor Required Feasibility Forms:

1. If a research study has radiology procedures required as part of the clinical trial protocol, the coordinator should refer to the "Scanner Information for Research Studies" document to assist in completing radiology specific questionnaires.
    a. This document lists the different radiology scanners at The Nebraska Medical Center along with the scanner specifications. It can be found at the following website: http://www.unmc.edu/cctr/images/Radiology_Scanner_Information.pdf.
    b. If there are questions that are unable to be answered using the "Scanner Information for Research Studies" document, email the Radiology Administration contact using the "Contact Information" document for assistance. The "Contact Information" document can be found at the following website: http://www.unmc.edu/cctr/images/Radiology_Contacts_for_Research_Studies.pdf.

Requesting Radiology Services:

    c. Complete the Radiology Services Request Form
    d. Email the Radiology Administration contact with the following documents
        i. Radiology Services Request Form
        ii. A copy of the Clinical Trial Protocol
        iii. Imaging Manual

2. The Radiology Administration contact will:
    a. Connect the coordinator with the appropriate radiology lead technologist for study preparations
    b. Document the study for radiology record keeping purposes
3. The coordinator will communicate with the appropriate radiology lead technologist and Radiology Administration contact to coordinate study preparations.

Ordering Research Radiology Procedures

4. The coordinator will order radiology scans through centralized scheduling; with the exception of nuclear medicine scans (contact the lead nuclear medicine technologist).
5. The coordinator will use the appropriate naming convention consisting of the following information:
    a. Sponsor
    b. Sponsor Protocol Number
    c. PI Name
    d. IRB #
6. Specific radiology requirements will be added to the EPIC study build, so information is available to all users.

Requesting Assistance in Completing CRFs

7. Clinical trial specific forms (Ex. CRFs) that need to be filled out by the technologist at the time of the scan should be given to the appropriate lead technologist prior to the scan date. See "Contact Information" on UNMC website.

8. Technologist(s) will fill out the study form(s) and send them back to the coordinator via email or campus mail. It is important that radiology is given the correct campus zip to send the forms to.

Requesting Partially De-identified Scans

9. The coordinator will complete the "Research Conquest Form" during the study enrollment process for each research participant. This form needs to be filled out only one time per participant.
    a. This form allows the coordinator to customize what information they want to appear on the scan in the following fields: medical record number, accession number, name, and date of birth. The scan date and time will remain on the images; however, all other PHI will be removed. Since not all 18 of the PHI identifiers will be removed, the resulting scan is only partially de-identified.
10. Email the completed "Research Conquest Form" to the PACS department at pacsdept@nebraskamed.com. The subject line of the email should be "Research Conquest Request."
11. The PACS department will customize the Research Conquest server to appropriately label the research scan.

Retrieving Scans

12. Once the radiology scan has been performed and dictated by a radiologist, it will be available in the McKesson PACS system. The coordinator must follow the "Instructions for Exporting and Uploading Images from the McKesson PACS System" to export the scan and upload it for the sponsor. These instructions can be found at the following website: http://www.unmc.edu/cctr/docs/McKesson_PACS_System_Web_Instructions.pdf.
13. Coordinators should be trained by the sponsor on the specific radiology uploading software used in the study (Ex. AgMedNet).