Agenda

• Introductions
• Facilities
• Accounts and Access
• Scheduling and Calendar Entries
• Protocol Planning
• Participant Screening and MR Safety
• Day of Scan Expectations
• BIAC Resources and Billing System
• FAQs
• Next Steps
Introductions
Welcome to BIAC!

- The Brain Imaging and Analysis Center (BIAC) was created in 1998 as the key component of the campus-wide neuroimaging initiative.

- We are now home to more than sixty researchers and staff members from throughout Duke University and UNC-Chapel Hill, and across diverse disciplines.
Introductions: Dr. Todd Harshbarger & MR Technologists

Dr. Todd Harshbarger  
Director of MR Operations

Jenn Graves  
Chief MR Technologist

Lamont Conyers

Susan Music
Facilities
Where is BIAC located?

- The main BIAC administrative offices are housed in the Davison Building, fourth floor (Duke Hospital South Green Zone)

- Duke Hospital North houses our research-dedicated MRI suites and our testing rooms.
Location within Duke Hospital
Route to the Scanners from each lobby
MRI Entrance
Overview of the Scanner Hallway
Key Places

1) MRI Department Entrance
2) Restroom
3) Restroom
4) Lockers
5) MOCK 1
6) DHNI
4) Lockers
5) Mock Scanner (Mock1)
6) DHN1
Overview of the Scanner Hallway
7) BIAC 6
BIAC 6 Suite
BIAC 6
Scanner
8) TEST 1
10) BIAC 5
(Hallway Entrance)
10) BIAC 5 Suite
BIAC 5 Scanner
DAV 1

*not located in the MRI hallway
Facilities Overview

- Lockers
- Test Rooms
  - MOCK 1
  - DHN1
  - TEST 1
  - DAV 1*

- Scanners
  - BIAC 5
  - BIAC 6
Accounts and Access
To request access...

1) **Must have a DHE account for BIAC access to be granted**

2) Email biac-newuser@duke.edu with your general access request and include:
   a) Email
   b) NetID

3) BIAC will then create your record in REDCap
   a) *If you need Level 1 Access, a New User Orientation will also be set up at this time

4) Once your record is created an email will be sent from biac-newuser@duke.edu to the one you previously provided
   a) Click on “BIAC User Profile” or the link to begin the survey
4) Login in and complete the survey using your NetID and email

5) If you requested Level 1 Access, an additional email will be sent titled, “Level 1 Access Survey”
   a) **DO NOT** begin this survey until you have:
      i. Scheduled a New User Orientation
      ii. Completed the MRI Safety Quiz
      iii. Completed the MRI Level 1 Access Signature Sheet
      iv. Completed the MRI Subject Screening form
   b) This survey is where you will upload both documents and confirm you have completed the safety quiz
      a) The safety tutorials, safety quiz and both documents can be found here: Safety | The Brain Imaging and Analysis Center (duke.edu) or https://www.biac.duke.edu/research/safety
   c) *the login for this survey is your NetID and email
      a) You may return to this survey, you will just need to log back in each time
6) Once you have completed the “BIAC User Profile” survey, the “Level 1 Required Training and Documents” survey (only if need Level 1 access), and completed the New User Orientation – your sponsor will be contacted to confirm your access request

7) Once your sponsor confirms, access will then be provided

**Once you have gained access, please email biac-help@duke.edu with any questions or to fix any problems with access
Access FAQs

- Q: What is Level 1 Access? Do I need it?
- A: This access is for those who plan to bring participants to the scanner suites and/or use the test rooms. For Level 1 Access you will complete the New User Orientation, the MRI Safety quiz, the MRI Subject Screening Form, and the MRI Level 1 Access Signature Sheet.

- Q: How do I schedule a New User Orientation?
- A: Email biac-newuser@duke.edu and request a New User Orientation session. All sessions are currently taught over Zoom for approximately, 1.5 hours.

- Q: I already have data access but need to get scheduling access, who do I email?
- A: Email biac-help@duke.edu with your access request with your sponsor Cced so your request can be confirmed.
FAQs Continued

▪ Q: Can I access the REDCap surveys from anywhere or do I have to be on the Duke network?

▪ A: The BIAC User Profile survey and the Level 1 Access survey through REDCap can be taken anywhere. You will just need to login into the quiz using the NetID and email you previously provided.

▪ Q: I have now have access to the BIAC Scanner Schedule, but I cannot login to view it…

▪ A: Make sure you are on the DHE network or on a DHE computer. If you are working remotely, you may need to request DHE access.
DHE Access

- Not the same as your Duke Account
- To get DHE Access
  - Need to have someone with a DHE appointment (faculty/staff) sponsor you at this site: [Sponsored Accounts (duke.edu)]
- **MUST HAVE a DHE account to gain BIAC access**
DHE Account Request Form

Request a Duke Health DHE Account for a Duke employee or Duke student

1. Select DHE account type*
   - Collaborator
   - Contractor
   - Duke Health Employee
   - Student, non-SoM/SoN
   - Student, SoM/SoN
   - Training
   - Volunteer
   - Other

2. Set Account Preferences

   User Information
   - NetID of user needing Duke Health DHE Account*: [input field]
   - Business justification*: [input field]
   - User is a minor (less than 18 years old)

Account Length
   - Account(s) will expire on 04/29/2024 unless renewed.
     Or, choose an earlier expiration date.
   - I agree to the terms of DHE account sponsorship.

Submit
Scheduling a Scan

Step-by-step
Scheduling

- Most often, the experimenter (i.e. the person running the subject) schedules a session on a BIAC scanner.
- It is the expectation that you have a participant when you reserve a slot.
- Last minute scheduling
  - If scheduling a scan less than 24 hours before their start time or on the same day, please email BIAC-Schedule@duke.edu to ensure coverage will be provided.
How far in advance can you schedule?

- 2 windows:
  - 21 days out
    - No limit on number of weekly hours, but can only schedule 4 hours at a time
  - 42 days out
    - Weekly limit of 4 hours (can be increased if needed)
    - Can schedule 4 hours at a time
Scheduling Step 1: Locate the calendar page

- Go to https://www.biac.duke.edu/
- Click on the “Services” tab
Scheduling Step 2: Access the Calendar

- Once in the Service tab, click on the Calendar icon.
- *Must be on the Duke Hospital (DHE) network or computer to access the calendar.
## BIAC Scanner Schedule

### Experiment Info Page
- **NR Tech Schedule**

### Start Time: 8:00 AM
- **Stop Time: 10:00 PM**

### Update View

### Calendar version 1.7.15 (2020.02.16)
By Francis Reynolds

### BIAC Scanner Schedule

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**Experimenters must complete all calendar entries for their experiments.**

**Color Key:**
- Info Complete
- Info Missing
- Info Overdue
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Experiments must include all calendar entries for their experiments.
Scheduling Step 3: Select the scanner and choose an open time slot

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Experiencers must complete all calendar entries for their experiments.
Scheduling Step 4: Enter Study details

1) Fill out start and end time of scan
2) Experiment
3) Experimenter
4) Subject type
Scheduling Step 5: Enter Study details – Patient Information
Scheduling Step 6: Save

Once all the required information is selected from the drop downs, click “Add” to save the scan on the schedule.
Scheduling Step 7: Make sure the scan is on the schedule
What to do if you can’t schedule your scan

Locate the Experiment Info page
1. Has your experiment expired?
2. Has the experiment run out of hours?
3. Are you outside of the scheduling window?
4. Is the IRB protocol expired?
IRB Renewal: Calendar Entries

- Incomplete calendar entries will cause your BIAC experiment to be ineligible for renewal
- Experiment info page – will show all incomplete entries
  - This page also provides the link to the steps to take to renew your experiment when the time comes
- Link: https://www.biac.duke.edu/research/starting-research-biac
Scheduling a Null

Step-by-step
Null.01

- When to use:
  - To avoid double booking when single tech coverage
  - To schedule the required 30-minute cleaning session before the scan

- When not to use:
  - To book a Usertest
  - To book a paid scan
  - When multiple techs are available

*In the event of a double-booking, the study that scheduled first (but failed to add a Null) will be rescheduled*
Null.01

- Scheduled the same as a scan
- DOES NOT contain participant information
- If you delete or cancel a scan, remove the Nulls as well
To schedule a Null for cleaning...

Click on the time slot right before your scan.
1) End time will be 30 minutes after your start time
2) Select “Null.01” for the Experiment
3) Select your name for the Experimenter
4) Click “Add” to save

*Nulls are not for scheduling participants so “Change Subject” and Subject Type” options will NOT be available
Null.01 slots are only added to the slots BEFORE the scans, you do not need to add one after the scan.
To schedule a Null during single tech coverage...

Check the MRI Tech Schedule to see normal coverage.
Normal tech coverage

Be sure to check the notes (in blue) at the top of the scanner schedule to see exceptions to the normal tech schedule.

*** - We have returned to alternate Saturday coverage. Check the calendar for availability. For weeks with Saturday coverage, only two techs will be available on Thursdays (shown in blue and yellow above). When there is no Saturday coverage, there will be additional Thursday coverage (shown in green).
To schedule a Null during single tech coverage...

Book Null for both scan time and cleaning slot
To schedule a Null during single tech coverage...

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Experimenter must complete all calendar entries for their experiments.
### BIAC Scanner Schedule

**Experiment Info Page**

- **Location**: NR Tech Schedule
- **Start Time**: 8:00 AM
- **Stop Time**: 5:00 PM

**Color Key**

- **Red**: Reschedulings
- **Blue**: Assignments
- **Green**: Schedule Changes

**Experimenter's Note**

- Experimenters must complete all calendar entries for their experiments.

#### Sunday 5/7/2023

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<td>6:00 PM</td>
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</tr>
</tbody>
</table>
**Single Tech Scheduling Examples…Saturday**

### BIAC Scanner Schedule

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Null 01</td>
<td>Null 01</td>
<td>Null 02</td>
<td>Null 02</td>
<td>Null 01</td>
<td>Null 01</td>
<td>Null 01</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Margaret Hollister</td>
<td>Margaret Hollister</td>
<td>Null 02</td>
<td>Margaret Hollister</td>
<td>Margaret Hollister</td>
<td>Null 01</td>
<td>Null 01</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Null 01</td>
<td>Null 02</td>
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<td>Null 01</td>
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<td>Null 01</td>
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<td>11:00 AM</td>
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<td>Null 01</td>
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<td>2:00 PM</td>
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<td>3:00 PM</td>
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<td>6:00 PM</td>
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<td>Null 01</td>
<td>Null 01</td>
<td>Null 01</td>
<td>Null 01</td>
</tr>
</tbody>
</table>

*Experimenter must complete all calendar entries for their experiments.*
Scheduling a Test Room
To Schedule a Test Room…

- Same as Null.01 or a paid scan
- DO NOT need nulls for the test rooms
- Do not need to book within tech hours
- If no longer need slot, please cancel or delete scheduled time
- No fee for the rooms or a cancellation fee
- **Must complete calendar entries for all test rooms used for renewal as well**
**Schedule just like a paid scan**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Add Tech</td>
<td>Add Tech</td>
<td>Add Tech</td>
<td>Add Tech</td>
<td>Add Tech</td>
<td>Add Tech</td>
</tr>
<tr>
<td>9:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 AM</td>
<td>SCIENCE.B1</td>
<td>Casey Powell</td>
<td>SARTINS.B1</td>
<td>Margaret Russell</td>
<td>BrainSpire.B1</td>
<td>Anne Baker</td>
</tr>
<tr>
<td>11:00 AM</td>
<td></td>
<td></td>
<td>SARTINS.B1</td>
<td>Richard Bragg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td></td>
<td></td>
<td>SCIENCE.B1</td>
<td>Courtney Rollard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 PM</td>
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<td>9:00 PM</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Do not need a Null – just need to schedule the time you need*
Removing a scan

Cancelling and Deleting
Delete Study vs Cancel Study

- **Delete**
  - More than 48 hours before the scan’s start time
  - No cancelation fee
  - Completely removed from calendar

- **Cancel**
  - Within 48 hours of the scan’s start time
  - Cancellation fee ($160 an hour)
  - Entry appears on the calendar in red
Deleting a Scan…

…Removes a scan from calendar completely
Step 1) Need to select a problem from the dropdown – be as accurate as possible
Cancelling a scan

Step 2) Type in problem details
Cancelling a scan

*Must click “Cancel Study” – Clicking “Save” will not cancel the scan

**If canceled – will appear red on the scanner schedule
Cancelling a scan – Subject Problem

- All problems involving the subject are a subject problem
  - Examples:
    - No shows or last minute cancellations
    - Implant not cleared and could not be scanned
    - Claustrophobia
    - Did not fit in the scanner

- Please be as accurate as possible and do not list subject problems as “Other Problem” or “Scanner Error”
Calendar Entries
Calendar Entries

▪ Who is responsible for completing calendar entries?
  ▪ The experimenter running the study (NOT the MR Tech)

▪ What about if I use Mock1, Test1, DHN1, and DAV1?
  ▪ Those entries still need to be completed!

*Incomplete calendar entries will cause your BIAC experiment to be ineligible for renewal*
## Calendar Items

<table>
<thead>
<tr>
<th>Completed before the scan</th>
<th>Completed after the scan</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Actual Start and End Times</td>
<td>• Exam Number(s)</td>
</tr>
<tr>
<td>• Experimenter</td>
<td>• MR Tech</td>
</tr>
<tr>
<td>• Subject Name**</td>
<td>• Consent Form Signed</td>
</tr>
<tr>
<td>• Subject Type</td>
<td>• Problem (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• Lost Time (if BIAC problem)</td>
</tr>
</tbody>
</table>

**Note:** Subject Name** is a placeholder for subject information.
### Study Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule ID</td>
<td>121497</td>
</tr>
<tr>
<td>Date</td>
<td>5/14/2019</td>
</tr>
<tr>
<td>Day</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Scanner</td>
<td>BIACS</td>
</tr>
<tr>
<td>*First Exam #</td>
<td>00000</td>
</tr>
<tr>
<td>Consent Form Signed</td>
<td></td>
</tr>
<tr>
<td>*Problem</td>
<td>None</td>
</tr>
<tr>
<td>Study ID</td>
<td>190514_00000</td>
</tr>
<tr>
<td>*Actual Start Time</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>*Experiment</td>
<td></td>
</tr>
<tr>
<td>*Last Exam $</td>
<td>00000</td>
</tr>
<tr>
<td>Scheduled Times</td>
<td>2:00 PM - 4:00 PM</td>
</tr>
<tr>
<td>*Actual End Time</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>*Experimenter</td>
<td>None</td>
</tr>
<tr>
<td>*MR Tech</td>
<td>None</td>
</tr>
<tr>
<td>*Subject Type</td>
<td>None</td>
</tr>
<tr>
<td>*Amount Paid $</td>
<td>0.00</td>
</tr>
<tr>
<td>Lost Time</td>
<td>0 minutes</td>
</tr>
</tbody>
</table>

*Required fields.

- [Save](#)  [Don't Save](#)  [Cancel Study](#)  [Delete Study](#)  [Undo Changes](#)  [Un-Cancel Study](#)
### Calendar Entries

- **What happens if calendar entries are incomplete?**

#### BIAC Scanner Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday</strong></td>
<td>8:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td>6:30 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>12:00 PM</td>
<td>QA 04</td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td>6:30 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>12:00 PM</td>
<td>QA 04</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td>6:30 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>12:00 PM</td>
<td>QA 04</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>6:30 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>12:00 PM</td>
<td>QA 04</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>6:30 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>User Test 01</td>
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<tr>
<td></td>
<td>10:00 AM</td>
<td>User Test 01</td>
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<tr>
<td></td>
<td>12:00 PM</td>
<td>QA 04</td>
</tr>
<tr>
<td><strong>Saturday</strong></td>
<td>6:30 AM</td>
<td>User Test 01</td>
</tr>
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<td></td>
<td>8:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>User Test 01</td>
</tr>
<tr>
<td></td>
<td>12:00 PM</td>
<td>QA 04</td>
</tr>
</tbody>
</table>
Calendar Entries

- What happens if calendar entries are incomplete?
- Incomplete calendar entries will cause your BIAC experiment to be ineligible for renewal

<table>
<thead>
<tr>
<th>BIAC Scanner Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday 5/10/2015</strong></td>
</tr>
<tr>
<td>Add Item</td>
</tr>
<tr>
<td><strong>Monday 5/11/2015</strong></td>
</tr>
<tr>
<td>Add Item</td>
</tr>
<tr>
<td><strong>Tuesday 5/12/2015</strong></td>
</tr>
<tr>
<td>Normal tech coverage to 6pm. One tech after 6pm. Lunch Out at 12:30 pm.</td>
</tr>
<tr>
<td><strong>Wednesday 5/13/2015</strong></td>
</tr>
<tr>
<td>One tech 2-5. No tech after 5.</td>
</tr>
<tr>
<td><strong>Thursday 5/14/2015</strong></td>
</tr>
<tr>
<td>Add Item</td>
</tr>
<tr>
<td><strong>Friday 5/15/2015</strong></td>
</tr>
<tr>
<td>Add Item</td>
</tr>
<tr>
<td><strong>Saturday 5/16/2015</strong></td>
</tr>
<tr>
<td>Add Item</td>
</tr>
</tbody>
</table>

**Notes:**
- Calendar entries must be complete for your BIAC experiments.
- Color key: Green = Add Item, Red = Update Item, Blue = Info Missing, Gray = Info Complete, Orange = Cancelled.
Calendar Entries: Problems

- Most Common:
  - Subject Problem

- Are not charged for:
  - No Tech
  - Scanner Error
  - BIAC Equipment Error
  - Scanner Down
  - Severe Weather
Claiming Lost Time

- Lost Time should only be claimed if you are unable to use all or any part of your data due to a **BIAC-related** problem

- BIAC will enter lost time for the following situations:
  - No Tech Available*
  - BIAC Scanner Down
  - Severe Weather (Duke Policy Activated)

***If your scan encountered a BIAC problem, please be sure to submit a trouble ticket ASAP so that the problem can be investigated and avoided for future scans***
Trouble Tickets

- Trouble tickets can be submitted by clicking on the “Services” tab on the BIAC Homepage or by visiting www.biac.duke.edu/services/
Common Scheduling/Calendar Errors

- Not knowing who is responsible for what
- Scheduled without subject
- Experiment has no hours left
- Experiment/IRB protocol has expired
- Improper Null.01 use
- Improper UserTest.01 use
  - This is NOT a placeholder for an experiment
- Incomplete calendar entries
  - Missing exam number
  - MR Tech not listed
  - Lost time not claimed properly
  - Mock1/Test1/DHN1/DAV1 entries are not completed
  - Consent form
Policy on Excessive Scheduling Errors

- If a user/scheduler fails to schedule Null.01 during single tech coverage or schedules all/part of their session outside of the normal or posted tech hours the following will happen:
  - **1st Offense**: Scheduler gets notified about the policy and New User Orientation.
  - **2nd Offense**: MR Operations Director, Dr. Todd Harshbarger, notifies the Scheduler and the Responsible PI about the severity of the situation, the second offense, and that on the third offense scheduling rights will be taken away.
  - **3rd Offense**: BIAC Director, Dr. Allen Song, notifies the Scheduler and the Responsible PI that the third offense has occurred and that the scheduler’s scheduling rights have been removed.
UserTest.01

- UserTest.01 = free testing time
- UserTest.01 = no MRI data, but you can...
  - Set up your protocol
  - Test scanner triggering
  - Time your task
  - See what your stimuli looks like inside the scanner
- UserTest.01 can be scheduled <24 hours in advance
  - Paid study CAN schedule over a User Test!
- We **highly** recommend scheduling a UserTest.01 prior to your first participant!
Scan Session: Planning your Time

- A scheduled session must include:
  - (1) Protocol time: the time it takes to run a protocol
  - (2) Breaks: if there is a short resting period between runs
  - (3) Set-up time: the time it takes to review the screening forms and getting the participant set up
  - (4) Exit time: the time it takes to get a participant out of the scanner

- Typically allot 15 min beyond your protocol time
Data Quality and Movement

- When screening subjects before the MRI, incorporating a mock scan can help identify if subjects will be able to remain still for the duration of the scan.
- Be observant of medical conditions that may cause greater than normal movement (ex. Bronchitis in the winter months or a common cold).
- Experimenters at the scanner should be observing data acquisition and noting if there are any artifacts.
  - If subject movement – remind subject to be still, or if it continues, end scan early and get a partial cancellation fee back.
  - If artifact from MRI – immediately submit a trouble ticket for review from BIAC Help.
Data Quality and Movement

- Utilize free UserTest sessions on calendar to run through protocol multiple times before beginning data collection.
- Consult with BIAC to ensure scanning protocol is correct before booking scanner time.
- Data should be reviewed for QA **as soon as possible** after collection.
- Utilize the online trouble ticket system to alert BIAC to potential issues with scanning or reach out to Dr. Todd Harshbarger:
  - BIAC is not responsible for artifacts related to subject motion.
Participant Screening and MR Safety
Pre-Scan Screening

- All subjects must be either phone screened or interviewed for MRI safety in person before being scheduled for a scan
  - Highly recommended to administer official BIAC MRI Safety Screening Form

- Any questions or concerns about MRI safety found in the initial screening should be addressed with Todd and the MRI Techs at least 48 hours before the scan
Pre-Scan Screening

MRI Techs typically are meeting subjects for the first time the day of the scan and are a last line of defense

- Responsibility to determine initial MRI safety and subject quality is up to individual lab faculty and staff (unless using BIAC volunteer registry)

- Thorough review of medical history

  1. May require obtaining medical record authorization to review make and model of any implanted metal or part of medical history
  2. Emphasis on reviewing and researching any past surgeries as many subjects may not know they have implanted metal after certain procedures (i.e. wire sutures or a screw/pin)
  3. Even if implants are deemed safe for scanning, they may cause artifacts
Examples of Pre-Screening Resources

- **Phone Screening Script**

  **BIAC Phone Screening**

  Part I: Initial Contact
  Good morning, my name is Melissa Burns and I am calling from the Drug Free Wyoming and Access center. Are you free to talk about your attention?

  **If yes,**
  Great! What can we do to help get you started?

  **If no,**
  Is there someone else you'd like to talk to about screening?

  **Part II: Telephone Screening**

  **If yes,**
  We recommend a brief telephone interview to help determine if a drug problem exists and to discuss options. We have a number of resources available in our community, but if you feel more comfortable talking on the phone, we can do that as well.

  **If no,**
  The intake forms for these resources include personal stories, pictures of people, and the words "courage" and "hope." Do you have a problem?

  **If yes,**
  These forms are often used as a way to start the conversation, but if you would like to talk on the phone, we can do that as well.

  **If no,**
  Thank you for your time. We hope to speak with you again soon.

  **Part III: Follow-up Resources**

  **If yes,**
  We have a list of resources available in our community. Do you feel comfortable talking on the phone?

  **If no,**
  Is there someone else you'd like to talk to about screening?

  **Part IV: Conclusion**

  Thanks for your time. This is a free service provided by the Drug Free Wyoming and Access Center. Is there anything else you would like to discuss? If you feel comfortable talking on the phone, we can do that as well.

Reference: [No specific reference provided]
Examples of Pre-Screening Resources

- **BIAC MRI Safety Screening Form**

  **Part I:** For all individuals entering the scanner room

  - **Name:**
  - **Date:**

  **Address:**

  - **City:**
  - **Zip Code:**

  **Phone:**

  **Emergency:**

  **Procedure:**

  **Exam Number:**

  **Date:**

  **WB:**

  **CI:**

  **OC:**

  1. Have you ever had an injury to the eye involving a metallic object?
     - **Yes**
     - **No**

  2. Have you ever worn metal (e.g., stud earrings, body jewelry)?
     - **Yes**
     - **No**

  3. Have you ever had surgery (including eye surgery)?
     - **Yes**
     - **No**

  4. Have you had any previous MRI studies or have you been an MRI scanner?
     - **Yes**
     - **No**

     **Date:**

     **Facility:**

     **If you did have any problems:**

**Before you may enter the scanner room, you must remove all metallic objects:**

- **Headphones:**
- **Hair clips, combs, hairpins:**
- **Pens or pencils:**
- **Dentures, removable retainers:**
- **Belts with metal (e.g., buckles):**
- **Bracelets:**

**Part II:** For all individuals entering the scanner bore

1. Are you claustrophobic?
   - **Yes**
   - **No**

2. Do you have an I.D. or identification containing metal?
   - **Yes**
   - **No**

3. Are you pregnant, experiencing late menstrual period, or undergoing fertility treatment?
   - **Yes**
   - **No**

4. Do you currently have a fever or other acute illness?
   - **Yes**
   - **No**

5. Please list any allergies or other invasive medical procedures in as much detail as possible.

**Please mark off the (X) below the location of any implant or metal implants on your body.**

- **Right:**
- **Left:**

**Please Indicate if you have any of the following:**

- **Yes**
- **No**

**A IMPORTANT INSTRUCTIONS**

Before entering the MRI environment or MRI scanning area, you must remove all metallic objects including hearing aids, dentures, partial plates, hair pins, eyeglasses, contact lenses, body piercing jewelry, watch, safety pin, paper clips, money clips, credit cards, back cards, magnetic strip cards, coins, pins, pocket knife, nail clippers, tooth, clothing, with metal fasteners, and clothing with metallic threads. You will be asked to wear our gowns to protect your hearing during the scan.

Please consult the MRI Technology or Radiology if you have any questions or concerns BEFORE you enter the MRI system area.

**Signature of Person Completing Form:**

**Signature of Reviewing Subject Matter:**

**Date:**

**Form Completed By:**

- **Self**
- **Parent/ guardian**
- **Other**
- **Physician**

**Page 1 of 3**
MR Safety
MR Safety: Zones

- **Zone I**
  - All areas accessible to the general public

- **Zone II**
  - Areas between the public-accessible Zone I and restricted areas of Zone III and IV

- **Zone III**
  - Area where free access by unscreened non-MR personnel or ferromagnetic objects or equipment can result in serious injury or death

- **Zone 4**
  - MR scanner room
MR Safety

- 24 hrs/day
- 365 days/year

- The magnetic field is on even when the magnet is **NOT** in use.

- Even if the electrical portion of the machine is off, the magnetic field is still up.

- The MRI technologist has final say in who may be allowed to go into the operation and/or scanner room.
MR Safety

- The force of the field is measured in Tesla (T)
  - Our scanners are measured at 3.0 Tesla (T)

- The force of the field is greatest at the center of the magnet.
  - The magnetic FORCE INCREASES as you move closer to the center of the magnet

- What is not attracted to the magnet outside the fringe field can be attracted to the magnet as you move closer to the center of the machine

Subject Safety is our #1 Concern!
MR Safety: Medical Implants

- Medical Implants
  - Review Dr. Frank Shellock’s MRI contraindication database: [www.mrisafety.com](http://www.mrisafety.com)
  - At least 3 days before your exam, email the device model and manufacturer of any medical implants to all 3 techs at [BIAC-Schedule@duke.edu](mailto:BIAC-Schedule@duke.edu)
    - They will reply via email regarding eligibility
  - It is the Experimenter’s responsibility to get approval prior to the scan!
MR Safety: Pregnancy Tests

- Although BIAC no longer requires pregnancy tests, many studies still have this requirement in their IRB procedures.

- Female participants (12-55 years) must receive a urine immediately prior to each MRI Scan

- Very limited exceptions:
  - Females who have not yet menstruated
  - Post-menopausal females
  - Females who have had a hysterectomy

- Supplies are available at the scanners

- Experimenter should facilitate urine collection

- MR Tech will perform pregnancy test
Pregnancy Test Stations
Pregnancy Tests Update

- Since February, 2023, BIAC no longer requires pregnancy tests, so it is now up to each study to keep or get rid of this requirement.

- If the study no longer wants to require pregnancy tests, then they must submit an amendment to their IRB.

- If the study would like to continue requiring pregnancy tests, BIAC will still provide kits and testing.
What to expect the day of the scan...
Day of Scan Procedure

Step 1: Escort subject to MRI hallway and ask them to place all belongings into lockers

Step 2: Ask subject to remove all metal objects from their person and place in locker (jewelry, bobby pins, etc.)

Step 3: Ask subject to pat and empty any and all pockets

All subjects should be MRI ready before entering the console room

Step 4: If scanning a woman of child bearing potential, conduct the urine pregnancy test

Step 5: Walk subject to console room and have them fill out the BIAC MRI Safety Sheet

Step 6: Ask subject to re-check for any metal on their person or in their pockets

Step 7: MRI Tech will review form and begin their scanning procedure
Scan Session: Visitors

- Visitors and family members are never allowed in the console room

- What are your options?
  - Schedule time in Test 1, DHN 1, or Mock 1
  - Parent/guardian can wait in the Children’s Hospital Lobby or the Main Entrance Lobby

- CANNOT leave family/visitors:
  - In the hallway
  - Console room
Scan Session: Hospital Courtesies

▪ At the hospital, patients and their transporters have the right of way
▪ Please be sure to wait if patients are in the middle of the MR hallway
▪ ID Badge must be visibly worn at all times
Scan Session: Experimenter Courtesies

- Please be sure to wait until the scan before yours is finished, and the participants have exited the console room before entering.

- What are your options?
  - Schedule Test1/DHN1/Mock1* and wait in those rooms

- Please do not wait in the hallways

- Scans are **not** allowed to run over the scheduled time
Scan Session: Experimenter Courtesies

- Do NOT train/consent/test subjects in the hallways
  - This includes the table by BIAC 5

- If it is necessary to talk with a member from another lab, pull them aside and do not talk to them in front of their subjects

- Additionally, a subject may be from a sensitive or vulnerable population and require the undivided attention of the lab team.
Scan Session: Experimenter Courtesies

- After your session, please return all supplies, equipment, and furniture to where they should be so the room is ready for the next user.

- If you have plugged in or reconfigured anything to a non-standard configuration, please make sure that you have returned everything to standard configurations.

- Fill out the sanitization sheet.

### SANITIZATION SIGN OFF SHEET

**DHN1**

Please use the supplies provided to sanitize any surfaces used during your scheduled time.

After sanitizing the space, please complete this log (with your own pen):

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME SANITIZED</th>
<th>STUDY NAME</th>
<th>EXPERIMENTER NAME (PRINT)</th>
<th>EXPERIMENTER INITIALS</th>
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</thead>
<tbody>
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<td>5:00 PM</td>
<td>Sample.01</td>
<td>Amanda Griffin</td>
<td>aeg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Study</th>
<th>Experimenter Name</th>
<th>Experimenter Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/19/2020</td>
<td>5:00</td>
<td>Sample.01</td>
<td>Amanda Griffin</td>
<td>aeg</td>
</tr>
</tbody>
</table>
BIAC Resources
BIAC Resources: Stimulus Controls

- We have many peripherals available for you to use!

- Details instructions can be found here: https://wiki.biac.duke.edu/biac:experimentalcontrol
BIAC Resources: Subject Recruitment

- BIAC maintains an active subject pool (~425 members)
- Healthy, “Normal” participants
- **Criteria:**
  - 18-80 years of age
  - Right-handed
  - Earned at least a high school diploma
  - English speaker (native/fluent)
  - No history of brain injury or disease
  - No anti-depressants, anti-anxiety, or hypertension medication use

**Currently not recruiting, but can still use**
BIAC Resources: Using BIAC Subject Pool

If needed, submit IRB amendment to add BIAC Subject Pool Protocol (Pro00010672) to your protocol

- Note: protocol must be approved by the BIAC Scientific Review Committee prior to beginning recruitment

If needed, provide study title, PI name(s), and IRB number to the BIAC Research Coordinator for IRB submission

Once both protocols have been approved, submit either a “Behavioral Study Request” form or a “MRI Study Request” form to the BIAC Research Coordinator

Please confirm that you have requested Mock1/Test1/DHN1/DAV1 on your BIAC Research Proposal if you need a room for consenting, debriefing, or behavioral tasks

BIAC’s Research Coordinator will use the provided information to contact eligible subjects from our subject pool
BIAC Resources: Using BIAC Subject Pool

- Please be aware that we schedule and recruit for many BIAC studies. Please provide enough time for IRB amendment approval and/or contacting participants if you need subjects.

- Please try to be flexible with your schedule, our scanners have extended hours Monday - Wednesday nights, plus availability on Thursday nights/Saturdays alternate.

- Keep in mind that many of our subjects are students, be mindful of the academic calendar (fall break, exams weeks, major holidays, spring break, etc.)
BIAC Resources: Subject Feedback

- Please let us know if a subject does not show for a scan as they will no longer be contacted for our studies.

- Please let us know if a subject performs extremely poorly on a task, is unusually unmotivated, or falls asleep during the scan.
  - We have a two-strike policy with subjects for instances like these, so the more feedback—the better our recruitment can be.

- Please let us know if the subject has trouble laying still.
  - Dental work may produce image artifacts.
BIAC Billing System
BIAC Billing System

- Each month, we generate invoices for each experiment through the BIAC Scanner Schedule System
  - Invoices will be emailed on the 1st business day of the following month

- Calendar entries must be fully documented by the end of the last day of every month. Once the invoices are generated, changes cannot be made.
  - This includes making any lost time claims and/or cancellations
BIAC Billing System

- Invoices are sent to the following individuals that were listed on the initial BIAC proposal form received by the Scientific Review Committee.

- These individuals should review the invoices upon receipt and contact billing@biac.duke.edu to confirm the charges.

- Payments will be processed within 2-4 days after the invoices are sent out.
  - We will charge the last cost object (fund code) that we have on file for the study. If the funding source has changed, please notify BIAC as soon as you have the new fund code.

- Updating calendar entries regularly will avoid the need for corrections on the invoices.
# BIAC Scanner Time Invoice

Please remit payment to:  
Brain Imaging and Analysis  
919-681-9337  
919-681-7033 Fax  
billing@biac.duke.edu

**Department**  
BIAC

**Responsible Investigator**  
Allen Song  
allen.song@duke.edu  
elena.musty@duke.edu

**Billing Contact**  
Elena Musty

<table>
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<th>Experiment</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Exam(s)</th>
<th>Canceled</th>
<th>Lost Time</th>
<th>Overlap</th>
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<th>Amount Due</th>
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</table>

Current charges through 4/30/2019 (2 studies)  
$840.00

Past Due charges (0 studies)  
$0.00

Development funds contributed by BIAC  
$0.00

Total for [Name Redacted] (2 studies)  
$840.00

Current charges through 4/30/2019 (2 studies)  
$840.00

Past Due charges (0 studies)  
$0.00

Development funds contributed by BIAC  
$0.00

Total for Allen Song (2 studies)  
$840.00
BIAC Billing System

- Rates Effective July 1st, 2023:
  - Rate for Scans = $640 per hour
  - Cancellation Fee Rate = $160 per hour
    - Scans cancelled with less than 48 hours notice will incur the cancellation fee
BIAC Billing System: Helpful Definitions

- **Lost Time**: This is a credit for time/data lost due to a BIAC-related problem. The experimenter should claim this on the BIAC Scanner Schedule.

- **Overlap Credit**: This is a credit granted when a paying study takes over a canceled slot and completes the scan.
  - **Non-Paying Studies**:
    - UserTest
    - SysDevelop
    - SysService
    - QA
    - Demo
BIAC Billing System: Cancellations

- Canceled scans incur a fee at the rate of $160/hr. (effective 7/1/2023).
  - Please note that this charge will only apply to those sessions which are canceled <48 hours of the session start time

- Sessions canceled with >48 hours notice, or due to scanner down time, will have no associated charges. If a BIAC MR Tech becomes unavailable for your scan, we will not charge you for the time.

- The cancellation fee can only be applied to the entire session
  - You will be charged the full rate for your scheduled time, even if you only use a portion of it.

- The earlier you cancel your study on the calendar, the more time another paying study has to take over the slot
FAQs
FAQs

- Q: I am at the scanner and my session ended and I need more time. What do I do?
FAQs

Q: I am at the scanner and my session ended and I need more time. What do I do?

A: If the MR Tech and scanner are available (no other session booked), you may continue your scan by adding additional time to the calendar. If you do not add it, the MR Tech will and you will be billed appropriately. You can only add time in 30 minute increments. (i.e. If you schedule 30 minutes but need 45, you will pay for 1 hour. The time you schedule on the scanner should be adequate to cover time you enter the console room, until the time you leave. This includes the time for the subject to enter and exit the scanner.
FAQs

- Q: I no longer need my full time slot, can I cancel a portion of my scheduled scan time for a reduced fee?
FAQs

Q: I no longer need my full time slot, can I cancel a portion of my scheduled scan time for a reduced fee?

A: You can cancel the portion on the calendar, however you will not receive a reduced fee unless a paying study takes over your time slot (overlap credit will apply). If you scheduled time and run your study, you will be charged for the entire scheduled slot regardless of how much time you use.
FAQs

- Q: My subject has an implant/device/object but says they have had an MRI scan since then. Do I still need to get the MR Techs to clear it before their scan? Even if the scan was done at Duke?
FAQs

- Q: My subject has an implant/device/object but says they have had a MRI scan since then. Do I still need to get the MR Techs to clear it before their scan? Even if the scan was done at Duke?

  - A: YES! You will still need to have the implant/device/object cleared by the MR Techs at least 3 days prior to the scan.

  - A: YES! Both 1.5T and 3T scanners are used clinically, so implants/devices/objects that were at one time cleared for 1.5T have not all been cleared for 3T.
Next Steps...
Next Steps…

1. Get a DHE account
2. Send NetID and email to biac-newuser@duke.edu
3. Complete the BIAC User Profile survey
4. Complete the Level 1 Access survey
   ▪ Date of scheduled New User Orientation
   ▪ Date completed MRI Safety Quiz
   ▪ Uploaded MRI Level 1 Access Signature Sheet
   ▪ Upload MRI Subject Screening form
5. Complete the New User Orientation session
6. Join the BIAC User Listserv
Forms and Safety Quiz

- Found at https://www.biac.duke.edu/research/safety
- Uploaded to the Level 1 Access survey

Safety

If you need access to the MRI suite, you must review the MRI safety materials and pass the safety quiz to demonstrate your understanding of the material covered. You must also complete, sign and date the MRI Screening Form and Level 1 MRI Access Signature Sheet and return them to the BIAC Main Office.

- SOP101: MRI Access
- SOP111: BIAC Safety Training
- MRI Safety Tutorial
- MRI Safety Video
- MRI Safety Quiz
- MRI Subject Screening Form (PDF)
- MRI Level 1 Access Signature Sheet (PDF)
BIAC User Listserv

▪ Join to stay up to date and receive any notices, policy changes, etc.

▪ To join:
  ▪ Go to https://lists.duke.edu/sympa
  ▪ Log in with Net ID and click “Search for lists”
  ▪ Search “biac” and click the group biac-users@duke.edu
  ▪ On the left side of the page, click “Subscribe”
Questions?
Thank you for attending the BIAC New User Orientation!