BIAC New User Orientation

Jenn Graves | Duke-UNC Brain Imaging and Analysis Center
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

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) DHNI
Overview of the Scanner Hallway
Key Places:

7) BIAC 6  
8) TEST 1  
9) Restroom  
10) BIAC 5
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
  - DHNI
  - TEST 1
  - DAV 1*

- Scanners
  - BIAC 5
  - BIAC 6
Accounts and Access
In order to use various BIAC computer systems (including the BIAC Computer cluster and the scheduling calendar), you will need a DHE (Duke Health Enterprise) account or be on a DHE computer.

More info at - https://wiki.biac.duke.edu/biac:accounts
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)](Sponsored%20Accounts%20(duke.edu))
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*:
   - Business justification*:
   - 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
Access Emails

- You do not need to email BIAC before you get DHE access in addition to filling out the previous form.
- You do need to email biac-help@duke.edu to get BIAC computer access.

*DHE access only gives you access to the network – BIAC needs to give you permissions to the computers.*
Scanner Access

How to get BIAC Level 1 Access:

1. Read and sign off on all relevant SOPs on the Signature Sheet: Level I MRI Access
2. Read the MRI Safety Tutorial and watch MRI Safety Video
3. Complete the online Safety Quiz
4. Complete the MRI Safety Screening form
5. Attend BIAC New User Orientation
6. Return completed forms to BIAC
7. Email help@biac.duke.edu with your Duke Unique ID and your HID-Activated Card Number
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
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**Color Key**
- **Blue**: Normal tech overlap
- **Green**: Site AM/PM AM
- **Teal**: Field staff coverage

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

**Calendar version 2020.02.15 by Teresa Bongiorno.**
## BIAC Scanner Schedule

### Experiment Info Page

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

### Update View

- **3/19/2023**
- **3/20/2023**
- **3/21/2023**
- **3/22/2023**
- **3/23/2023**
- **3/24/2023**
- **3/25/2023**

### Calendar Version

- **Version**: 1.7.1.8 (2022.02.16)
- **By**: Eric Saadet

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### BIAC Scanner Schedule Table

|---------------|------------------|------------------|-------------------|---------------------|--------------------|------------------|-------------------|
| 8:00 AM       | Add Item         | Add Item         | Add Item          | Add Item            | Add Item           | Add Item         | Experiment Info Page | 8:00 AM
| 9:00 AM       | Add Item         | Add Item         | Add Item          | Add Item            | Add Item           | Add Item         | Experiment Info Page | 9:00 AM
| 10:00 AM      | Add Item         | Add Item         | Add Item          | Add Item            | Add Item           | Add Item         | Experiment Info Page | 10:00 AM
| 11:00 AM      | Add Item         | Add Item         | Add Item          | Add Item            | Add Item           | Add Item         | Experiment Info Page | 11:00 AM
| 12:00 PM      | Add Item         | Add Item         | Add Item          | Add Item            | Add Item           | Add Item         | Experiment Info Page | 12:00 PM
| 1:00 PM       | Add Item         | Add Item         | Add Item          | Add Item            | Add Item           | Add Item         | Experiment Info Page | 1:00 PM
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| 8:00 PM       | Add Item         | Add Item         | Add Item          | Add Item            | Add Item           | Add Item         | Experiment Info Page | 8:00 PM
| 9:00 PM       | Add Item         | Add Item         | Add Item          | Add Item            | Add Item           | Add Item         | Experiment Info Page | 9:00 PM

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

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**Color Key:**
- **Info Complete**: Green
- **In Use**: Blue
- **Overlap**: Red

**Calendar Version:** 1.7.1.8 (2022.02.16)

**By:** Eric Saadet
**Scheduling Step 3: Select the scanner and choose an open time slot**

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**Note:** Experimenters 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
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

Experimenter must complete all calendar entries for their experiments.
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.
MR Tech Schedule

- 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.
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...

Book Null for both scan time and cleaning slot.
Single Tech Scheduling Example...Saturday

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

**Experiment Info Page**

**ML Tech Schedule**

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<th>Stop Time: 10:00 PM</th>
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**Update View**

- **May** 2023

**Calendar Events**

- **5/7/2023**: Today

**Experimenter's Note**

- Experimenters must complete all calendar entries for their experiments.

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</tr>
<tr>
<td>5:00 PM</td>
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<tr>
<td>6:00 PM</td>
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<tr>
<td>7:00 PM</td>
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<tr>
<td>8:00 PM</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- **Saturday 5/13/2023**
  - 9:00 AM: Margaret Hollister (9:00 AM - 11:00 AM)
  - 11:00 AM: None
  - 1:00 PM: Alesandra (1:00 PM - 3:00 PM)
  - 3:00 PM: Lenovo (3:00 PM - 5:00 PM)
  - 5:00 PM: None

---

**Single Tech Scheduling Examples…Saturday**

- Margaret Hollister (9:00 AM - 11:00 AM)
- None (11:00 AM - 12:00 PM)
- Alesandra (1:00 PM - 3:00 PM)
- Lenovo (3:00 PM - 5:00 PM)
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

*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 ($140 an hour)
  - Entry appears on the calendar in red
Deleting a Scan…

…Removes a scan from calendar completely
Cancelling a scan

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>
## Study Details

**Experiment Info Page**

<table>
<thead>
<tr>
<th>Schedule ID</th>
<th>Study ID</th>
<th>Scheduled Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>121497</td>
<td>190514_00000</td>
<td>2:00 PM - 4:00 PM</td>
</tr>
</tbody>
</table>

**Date**

- **5/14/2019**

**Scanned**

- **BIACS**

***First Exam* 00000**

**Subject**

- Change Subject

**Consent Form Signed**

***Problem* None**

**Problem Details**

**Notes**

*Required fields.*

- Save
- Don't Save
- Cancel Study
- Delete Study
- Undo Changes
- Un-Cancel Study

**Actual Start Time**

- 2:00 PM

**Experiment**

**Last Exam** 00000

**Actual End Time**

- 4:00 PM

**Experimenter** None

**MR Tech** None

**Subject Type** None

**Amount Paid** 0.00

**Lost Time** 0 minutes
### Calendar Entries

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>ConvUp.01</td>
<td>QA.04</td>
<td>ConvUp.01</td>
<td>QA.04</td>
<td>ConvUp.01</td>
<td>QA.04</td>
<td>ConvUp.01</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>QA.04</td>
<td>QA.04</td>
<td>QA.04</td>
<td>QA.04</td>
<td>QA.04</td>
<td>QA.04</td>
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<td>QA.04</td>
<td>UserTest.01</td>
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<tr>
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<td>UserTest.01</td>
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</tr>
<tr>
<td>4:00 PM</td>
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<td>UserTest.01</td>
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<td>QA.04</td>
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</tr>
<tr>
<td>5:00 PM</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
<td>QA.04</td>
<td>UserTest.01</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>ConvUp.01</td>
<td>QA.04</td>
<td>ConvUp.01</td>
<td>QA.04</td>
<td>ConvUp.01</td>
<td>QA.04</td>
<td>ConvUp.01</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>QA.04</td>
<td>QA.04</td>
<td>QA.04</td>
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<td>8:00 PM</td>
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<tr>
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<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>Experiment Info Page</strong></td>
</tr>
<tr>
<td>MR Tech and Pre-Sold Slots Schedule</td>
</tr>
<tr>
<td>Scanner: BIAC/S</td>
</tr>
<tr>
<td>Start Time: 8:00 AM</td>
</tr>
<tr>
<td>Stop Time: 10:00 PM</td>
</tr>
<tr>
<td>Update View</td>
</tr>
<tr>
<td>5/12/2015 Today</td>
</tr>
<tr>
<td>May 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Color Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Info Complete</td>
</tr>
<tr>
<td>Info Missing</td>
</tr>
<tr>
<td>Desktop</td>
</tr>
</tbody>
</table>

Calendar version 1.2 [2016.09.17] by [Name Redacted]
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
  - No subject info
  - Missing exam number
  - MR Tech not listed
  - Lost time not claimed properly
  - Mock1/Test1/DHNI/DAV1 entries are not completed
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.
Protocol Planning
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 [Your Name] and I am calling from the [Company Name] as a part of our [Program Name]. Are you free for a minute or about that long?

Yes. 

Great. Would you like to talk about screening?

If so, please take a few minutes to read the following script.

**Part II: Screen Scenarios**

**Yes**

Our review of historical patient imaging showed you to have a history of stroke that was unprovoked. We have a number of follow-up actions we can take in our practice, and we would like to discuss these with you today.

If you are aware of any other ways we can help you, please let us know. Our goal is to provide you with the best possible care.

**No**

If not, we will move on to the next scenario.

**Part III: Enrollment**

This is to inform you that you have been enrolled in a study by [Company Name] as a part of our [Program Name]. This study will take place over the next [Number] years and will involve [Brief Description of Study].

If you have any questions or concerns, please contact [Contact Information]. Thank you for your participation.

**Examples of Pre-Screening Resources**

1. Phone Screening Script

2. [Link to Additional Resources]

3. [Link to Additional Resources]

4. [Link to Additional Resources]

5. [Link to Additional Resources]

6. [Link to Additional Resources]

7. [Link to Additional Resources]

8. [Link to Additional Resources]

9. [Link to Additional Resources]

10. [Link to Additional Resources]

11. [Link to Additional Resources]

12. [Link to Additional Resources]

13. [Link to Additional Resources]

14. [Link to Additional Resources]

15. [Link to Additional Resources]

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18. [Link to Additional Resources]

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32. [Link to Additional Resources]

33. [Link to Additional Resources]

34. [Link to Additional Resources]

35. [Link to Additional Resources]

36. [Link to Additional Resources]

37. [Link to Additional Resources]

38. [Link to Additional Resources]

39. [Link to Additional Resources]

40. [Link to Additional Resources]

*Revised: 03/04/2019*
Examples of Pre-Screening Resources

- BIAC MRI Safety Screening Form

Duke-UNC Brain Imaging and Analysis Center: MRI Safety Screening

All individuals entering the MRI suite must sign this information sheet before entering. Any potential contraindications must be reviewed with the radiologist before any MRI exam. The BIAC MRI Safety Committee has reviewed and approved the safety measures below to ensure safe scans. Please read the following information carefully before entering the MRI scanner.

Part I: For all individuals entering the scanner room

Name: [Name]
Address: [Address]
DOB: [DOB]
State: [State]
City: [City]
Phone (Home): [Phone]
Phone (Work): [Phone]
IC: [IC]
Eye: [Eye]
Hair: [Hair]
Height: [Height]
Weight: [Weight]

6. Are you currently taking or have you recently taken any medication?
   - Yes [ ] No [ ]
   - [If yes, please describe...]
7. Do you have any contraindications that affect your blood pressure?
   - Yes [ ] No [ ]
   - [If yes, please describe...]
8. Do you have a history of heart disease, stroke, or prior head trauma, or other neurological disorder?
   - Yes [ ] No [ ]
   - [If yes, please describe...]
9. Do you have any known allergies (e.g., latex, eggs, nuts, bee stinging, or neoplasms/thrusters)?
   - Yes [ ] No [ ]
   - [If yes, please describe...]

WARNING: Complications, such as severe allergic reactions, can occur in patients who are allergic to magnetic substances. In case of MR-induced adverse effects, the MRI scanner must be immediately turned off. The MRI technician or radiologist must be notified immediately.

Before you enter the MRI scanner room, you must remove all metallic objects:
- All contents of pockets, including back packs
- Sheet that contains any metal (e.g., steel tipped)
- Wrist watches, any bracelets
- Hair pins, clips, scissors, scissors
- Pins or badges on shirt
- Dentures or removable retainers
- Belt with metal (e.g., buckles)
- Necklaces, chains

Part II: For all individuals entering the scanner bore

1. Are you claustrophobic?
   - Yes [ ] No [ ]
2. Do you have an ICD or defibrillator containing metal?
   - Yes [ ] No [ ]
3. Are you pregnant, undergoing her 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 surgeries or other invasive medical procedures in as much detail as possible.

Revised: 7/28/2017
Page 1 of 3

Please Indicate if you have any of the following:

- Yes [ ] No [ ]

- [List of possible contraindications]

- An important note:

Before entering the MRI environment or MRI system room, you must remove all metallic objects (including hearing aids, dentures, partial plates, lenses, cell phones, pagers, beepers, hair pins, horns, jewelry, body piercing jewelry, watch, safety pin, paperclips, keys, credit cards, back cards, magnetic strip cards, visas, passports, wallet, watch, bangles, clock, rings, with metal fasteners, and clothing with metal threads. You will be asked to wear our tights to protect your clothing during the scan.

Please consult the MRI Technologists or Radiologists if you have any questions or concerns before entering the MRI scanner.

Signature of Person Completing Form: [Signature]
Signature of Person Screening Subject Name: [Signature]
Date: [Date]

Revised: 7/28/2017
Page 2 of 3

[Additional text and images related to MRI safety and procedures]
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

- 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
  - 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>
</tr>
</thead>
<tbody>
<tr>
<td>7/19/2020</td>
<td>5:00 PM</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

1. 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.

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

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

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

5. 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  

Center  
919-681-7033 Fax  

Attn: Billing  

Campus Box 3918  
billing@biac.duke.edu  

Durham, NC 27710

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**Department**: BIAC  

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

**Billing Contact**: Elena Musty

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<th>End</th>
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**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 [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

- **Current Rates (effective 7/1/2018):**
  - Rate for Scans = $560 per hour
  - Cancellation Fee Rate = $140 per hour
    - Scans cancelled with less than 48 hours notice will incur the cancellation fee

- **Rates Effective July 1st, 2023:**
  - Rate for Scans = $640 per hour
  - Cancellation Fee Rate = $160 per hour
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 $140/hour (effective 7/1/2018).
  - 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

- 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 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?
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. Read and sign off on all relevant SOPs on the Signature Sheet: Level I MRI Access
2. Read the MRI Safety Tutorial and watch MRI Safety Video
3. Complete the online Safety Quiz
4. Complete the MRI Safety Screening form
5. Attend BIAC New User Orientation
6. Email completed forms to help@biac.duke.edu and Jenn Graves, jenn.graves@duke.edu
7. Email help@biac.duke.edu with your Duke Unique ID and your HID-Activated Card Number
8. Join the BIAC-User listserv
Forms and Safety Quiz

- Found at https://www.biac.duke.edu/research/safety
- Can email the forms to jenn.graves@duke.edu

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!