BIAC Experimenter Training

Updated: 2/9/15

BIAC Experimenter Meeting

Agenda:

- Scheduling Procedures
- Calendar Entries
- Preparing for your scanning session
  - MR Safety/Subject Eligibility
  - Visitors
  - Procedures at the Scanner
- Billing
- Next Steps

BIAC Experimenter Meeting

Agenda:

- Scheduling Procedures

Scheduling

- Most often, the experimenter (the person running the subject) schedules a session on a BIAC scanner.

- We strongly encourage you to enter real participant information.
  - If a subject is lost and calls the BIAC office, having their name in the calendar helps us find where they need to be.
  - We can run demographics reports for you!

- It is the expectation that you have a participant when you reserve a slot.
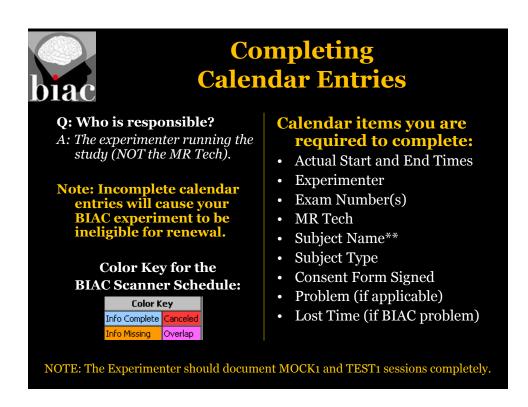
Scheduling: Null.01

- Should ONLY be used to avoid double-booking an MR Tech.

- The experimenter is responsible for placing Null.01 on the opposite scanner during single MR Tech coverage.

- If you think someone forgot to schedule a Null.01, please contact the BIAC office before scheduling your study.

- In the event of a double-booking, the study that scheduled first will remain on the calendar. The scan that scheduled last will have to be rescheduled.

- Be sure to check the notes (in blue) at the top of the scanner schedule to see exceptions to the normal tech schedule.
  - If your study starts at a time when there are 2 techs available and continues to a time when only 1 is available, you need to put a Null.01 on the opposite calendar for just the time there is only 1 tech available.
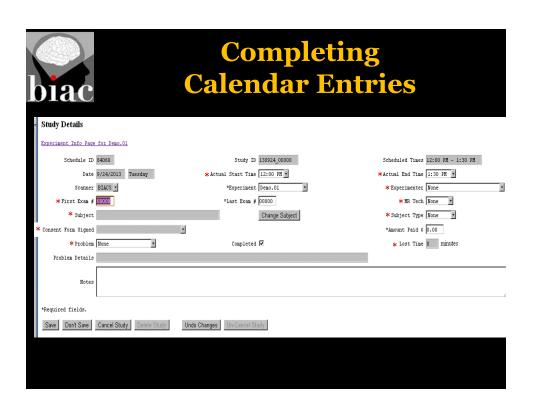
BIAC Experimenter Meeting

Agenda:

- Scheduling Procedures
- Calendar Entries

Completing Calendar Entries

Q: Who is responsible?

A: The experimenter running the study (NOT the MR Tech).

Note: Incomplete calendar entries will cause your BIAC experiment to be ineligible for renewal.

Color Key for the BIAC Scanner Schedule:

Color Key	
Info Complete	Canceled
Info Missing	Overlap

Calendar items you are required to complete:

- Actual Start and End Times
- Experimenter
- Exam Number(s)
- MR Tech
- Subject Name**
- Subject Type
- Consent Form Signed
- Problem (if applicable)
- Lost Time (if BIAC problem)

NOTE: The Experimenter should document MOCK1 and TEST1 sessions completely.

Completing Calendar Entries

Study Details

Experiment Info Page for Demo.01

Schedule ID 84060	Study ID 130924_00000	Scheduled Times 12:00 PM - 1:30 PM
Date 9/24/2013 Tuesday	*Actual Start Time 12:00 PM	*Actual End Time 1:30 PM
Scanner BIAC5	*Experiment Demo.01	*Experimenter None
*First Exam # 00000	*Last Exam # 00000	*MR Tech None
*Subject	Change Subject	*Subject Type None
*Consent Form Signed		*Amount Paid $ 0.00
*Problem None	Completed ☑	*Lost Time 0 minutes
Problem Details		
Notes		

*Required fields.

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

Completing
Calendar Entries

- Exam Number(s)
  - The MR Tech will have this number at the time of the scan.
  - The Experimenter should enter this number in the calendar.
- Experimenter
  - Enter the actual person at the scanner running the session.
- MR Tech
  - The Experimenter should enter the name in the calendar entry.
- Subject Name
  - Experimenter should enter prior to scan.
- Problem (if applicable)
  - The Experimenter should enter any problem that arises. Use the Problem details field to elaborate further.

Null.01

- Do NOT use Null.01 for the following situations:
  - As a placeholder for an experiment
  - User Tests
- Do not list any subject information/PHI in the Null.01 calendar entry. Only list the Experimenter's name so that it can be matched to the actual scan on the opposite scanner.
  - All users have access to the Null.01 calendar entries. If you list the subject's information in the Null.01 entry, you have just publicized PHI.
- If you delete/cancel a scan, remember to delete/cancel the Null.01 on the opposite scanner if it was used.
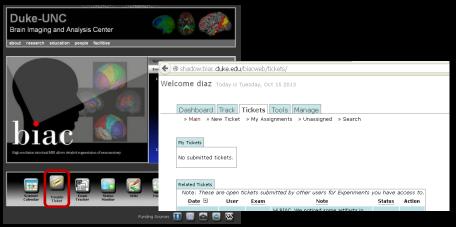
Claiming Lost Time

- Lost Time should only be claimed if you are unable to use all or 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 as soon as possible so that the problem can be investigated and avoided for future scans.

Trouble Tickets

- Trouble tickets can be submitted through our homepage (at the bottom left): www.biac.duke.edu
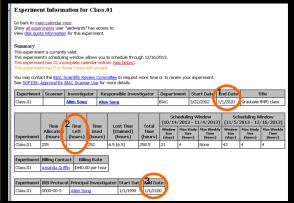
Experiment Information Page

- If your experiment is not available in the drop-down list, you should check the Experiment Info Page for details.

1. Has your experiment expired?
2. Has the experiment run out of hours?
3. Is the IRB protocol expired?

The Experiment Info Page will also list incomplete calendar entries!

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
- Incomplete Calendar Entries
  - No subject info
  - Missing exam number
  - MR Tech not listed
  - Lost time not claimed properly
  - MOCK1 and TEST1 should also be documented completely

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  - Visitors
  - Procedures at the Scanner

Preparing for your Session: MR Safety

- If you have questions about MR Safety and/or a subject's eligibility, please contact BIAC!
- At least 3 days before your exam, email all 3 MR technologists with the device model and manufacturer of any medical implants.
- They will reply via email regarding eligibility
- Don't wait until you get to the scanner to ask these questions!

Subject Safety is our #1 Concern!

Preparing for your Session: Pregnancy Tests

- Female participants must receive a urine pregnancy test 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 techs will perform the pregnancy test.
- Participant gender must be listed on the calendar!

Preparing for your Session: Visitors

- Visitors and family members are never allowed in the console room.
- What are my options?
  – Schedule time in the Mock/Whisper room
  – Parent/guardian can wait outside BIAC5
  – Parent/guardian can wait in the children's hospital lobby
  – Parent/guardian can sit in the magnet room.
    • Must complete a screening form
    • Must have no contraindications to scanning

Preparing for your Session: 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 look like inside the scanner
- UserTest.01 can be scheduled <24 hours in advance
- Please! Schedule a UserTest.01 prior to your first participant.

Preparing for your Session: Session Time

- At BIAC a scheduled session must include:
  - Protocol time – the time it takes to run a protocol
  - Breaks – if there is a short resting period between runs
  - Talking to your participant between runs
  - Set up time – the time it takes to review the screening forms and get the participant set up
  - Exit time – the time it takes to get a participant out of the scanner

- Typically allot 15 minutes beyond protocol time.

Preparing for your 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.

Preparing for your 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 my options?
    - Schedule Mock/Test time
    - Wait in the Mock/Test room
- Please do not wait in the hallways.
- Scans are not allowed to run over the scheduled time.

Preparing for your Session: BIAC Resources

- We have many peripherals available for you to use!
- Detailed instructions can be found here: http://wiki.biac.duke.edu/biac:experimentalcontrol

There is a lot of useful information on our wiki – check it out!

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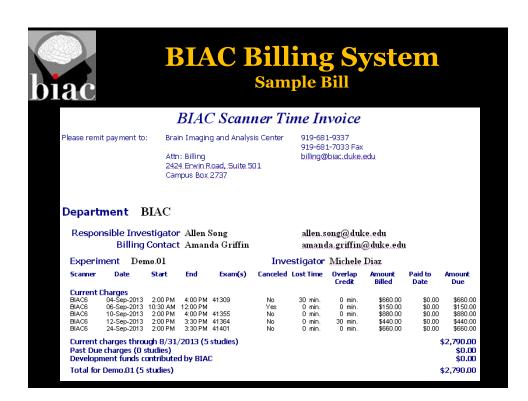 - Procedures at the Scanner
- Billing

BIAC Billing System

- Each month, we generate invoices for each experiment through the BIAC Scanner Schedule system.
  - Invoices will be emailed on the 1st work day of the following month.
- Calendar entries must be fully documented by the end of the last day of each 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:
  - Responsible Investigator, Investigator, Billing Contact
- These individuals should review the invoices upon receipt and email 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 Billing System
Sample Bill

BIAC Scanner Time Invoice

Please remit payment to: Brain Imaging and Analysis Center   919-681-9337
919-681-7033 Fax
Attn: Billing   billing@biac.duke.edu
2424 Erwin Road, Suite 501
Campus Box 2737

Department   BIAC

Responsible Investigator Allen Song   allen.song@duke.edu
Billing Contact Amanda Griffin   amanda.griffin@duke.edu

Experiment   Demo.01   Investigator Michele Diaz

Scanner	Date	Start	End	Exam(s)	Canceled	Lost Time	Overlap Credit	Amount Billed	Paid to Date	Amount Due
Current Charges										
BIAC6	04-Sep-2013	2:00 PM	4:00 PM	41309	No	30 min.	0 min.	$660.00	$0.00	$660.00
BIAC6	06-Sep-2013	10:30 AM	12:00 PM		Yes	0 min.	0 min.	$150.00	$0.00	$150.00
BIAC6	10-Sep-2013	2:00 PM	4:00 PM	41355	No	0 min.	0 min.	$880.00	$0.00	$880.00
BIAC6	12-Sep-2013	2:00 PM	3:30 PM	41364	No	0 min.	30 min.	$440.00	$0.00	$440.00
BIAC6	24-Sep-2013	2:00 PM	3:30 PM	41401	No	0 min.	0 min.	$660.00	$0.00	$660.00

Current charges through 8/31/2013 (5 studies) $2,790.00
Past Due charges (0 studies) $0.00
Development funds contributed by BIAC $0.00

Total for Demo.01 (5 studies) $2,790.00

BIAC Billing System

Current Rates (effective 1/1/2015):

- Current NIH rate for scans = $480 per hour

- Cancellation Fee Rate = $120 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 include but are not limited to:
    - UserTest
    - SysDevelop.16
    - SysMaint
    - SysService
    - QA
    - Demo

BIAC Billing System
Cancellations

- Canceled scans incur a fee at the rate of $120/hr *(effective 1/1/15).* Please note that this charge will only apply to those sessions which are canceled within 48 hours of the session start time.

- Sessions canceled with >48 hours of 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 an entire session. You cannot cancel a portion of your scan. 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.

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Next Steps

- Send experimenter contact information to info@biac.duke.edu.
  - Include office and cell phone numbers, plus best email address.
  - This will allow us to contact you directly if a problem arises.
- Complete any incomplete calendar entries!
- Update any problems/lost time as soon as possible after your scan.
- Call/Email BIAC with any questions.

BIAC Contact Info:

Main Line: 919-681-9337

Email: info@biac.duke.edu