

MANDATORY

GUI 58.004C: Clinical Research Imaging Facility Administration

This guidance describes the participant booking process within Clinical Research Imaging Facility (CRIF).

Procedure

The scanning of research participants in CRIF must be booked using CRFManager®, CRIS and CRIF electronic diary. The Lead/Deputy Radiographer will accept appointments and record in the CRIF electronic diary. All appointment requests and amendments are sent to the generic email (GG-UHB.ResearchImaging@nhs.net).

The Clerical Officer (CO) records the appointment information from the CRIF electronic diary to CRIS, following the colour codes for each scanner. The appointments must be checked for amendments daily.

1. CRIS
 - 1.1. Click icon on desktop, login using username and password.
 - 1.2. Enter *CHI*, press enter. Participant radiology record will be visible.
 - 1.3. Select *New Event*. Page will refresh to new visit window.
 - 1.4. Enter the following data: *Referral Source, Referral Location, Referrer, Mobility, Intended Clinician, Code and Room Number*.
 - 1.5. Select date and time of scan.
 - 1.6. Record *R* (research) in *Request Category* and *Patient Type* fields.
 - 1.7. Click *Appointment*.
 - 1.8. Click on *Research* tab and record NHS GG&C R&D reference number.
2. CRFManager®
 - 2.1. Enter <http://acu-is-46/crfmanager/Login.aspx> into internet browser, login using username and password.
 - 2.2. Choose *Find Existing Patient*; enter CHI or D.O.B with participant's name.
 - 2.3. If the participant has previously attended, choose *CRF System Patient Database*.
 - 2.4. If the participant has not previously attended, choose *NHS SciStore*.
 - 2.5. New page will be displayed, check the correct participant's details is shown.
 - 2.6. Enter the *R&D Reference* or keyword from study title.
 - 2.7. Select *Next*.
 - 2.8. Record the type of participant; *Health Volunteer or Patient*. Check with study nurse if unsure.
 - 2.9. Select date and time of appointment.
 - 2.10. Select correct visit as confirmed by study nurse. Select *Next*.
NB: Participants can only be recruited once, contact study nurse with any queries.
 - 2.11. Select *Next* once more.
 - 2.12. Record any notes required for visit i.e. meals, mobility.
 - 2.13. Select *Finish*.
3. Vetting of CT Scans

All CT scans must be vetted to the radiologist and request cards scanned to the visit. CT scans cannot commence without vetting and request card.

- 3.1. Login to CRIS using username and password.
- 3.2. Enter *CHI*.
- 3.3. Page will detail all participants appointments.
- 3.4. Click on the relevant appointment.
- 3.5. Click *Vet* on left-hand side of screen.
- 3.6. Click *Vet* once more.
- 3.7. Click *Referrer*. Pop-up will appear, search for referrer by name or code.
- 3.8. Click *Save*. Option will appear to scan request card.
- 3.9. Place request card in scanner and scan directly into CRIS.

Prepared by	Patricia Clarkin	Signature		Date	
Approved by	Chloë Cowan	Signature		Date	

Version	Date	Description
1.0	17/10/2016	Creation of Guidance document