HBIC RESEARCH PERSONNEL ORIENTATION

GENERAL INFORMATION AND GUIDELINES

1) HBIC hours
   - HBIC business hours are Monday-Friday 8:00 am – 5:00 pm
   - HBIC is also open every 1st Saturday from 8:00 am – 4:00 pm for scanning
   - The doors are locked from 5:00 pm to 8:00 am on weekdays and all day Saturday and Sunday.
   - If you do not have card access to the HBIC building you will need to make sure that you have contact with someone at HBIC to let you into the building.
   - The phone number to the front desk: 913-588-9070

2) Signing In
   - All research personnel and principal investigators must sign in. Anyone that is with the principal investigator or research personnel must sign in as well. Study participants will not need to sign in.

3) Dress Code
   - Please observe hospital dress code while at HBIC: scrubs or business casual.
     - No scented toiletries should be worn
     - Make-up: Should be conservative and in good taste
     - Skirts and shorts: Skirt length shall be no shorter than three inches above the top of the knee. Split skirts and dress shorts are permitted, provided they fall within the skirt guidelines.
     - Pants: Should be professional
     - Revealing clothing is not permitted
   - Please wear your school identification badge at all times while at HBIC.

4) Contact information
   - HBIC must have contact information for both the primary research personnel and the backup research personnel and a copy of ID badges on file.

ABOUT THE BUILDING AND RESOURCES

1) Restricted areas
   - There are two doors that lead to restricted areas. Research personnel should not go beyond those doors unless they have first checked in at the front desk and have been advised to proceed.

2) Side/back doors
   - Do not use side or back doors, they are for emergencies only.
   - Do not prop any of the doors (front, back, side, animal room) open as this will notify the police.
3) **Restroom locations**

- There are three restrooms located within HBIC (next to the break room, across from the consult room, and in the gown rooms). Participants may use the restrooms located across from the consult room or the bathrooms located within the gown rooms.

4) **Use of the kitchen facilities**

- If you or your participant would like coffee, please check with Melinda King.
- You are welcome to use the break room whenever necessary but please be sure to leave the room as you found it.
- If you would like to use one of the lockers in the break room please feel free to bring a lock and lock up your belongings.

5) **Use of HBIC electronics and other equipment**

- Please do not use any computers at HBIC unless given permission to do so, we will show you what computers you can have access to. (If you need permission to use a certain computer, please see Justine Karungi (jkarungi@kumc.edu).
- When using HBIC rooms please do not remove or move any equipment or materials that do not belong to you or your study. If you need items moved that do not belong to you for the purpose of accommodating your study procedures please notify an HBIC personnel to assist.
- The copy machine and the fax machine are located in the open area and can be used when necessary for the study.
- Wireless internet is available throughout HBIC.

6) **HBIC office supplies/Copy Machine**

- The office supplies should not be taken from HBIC.
- Study personnel are welcome to use the HBIC copy machine to make copy’s of the consent for the participant and for scanning the consent form and safety screening form to MRI personnel.

7) **Storage of supplies for studies at HBIC**

- There is very limited space within HBIC to store study supplies. If you are running a large study and you need to store some supplies at HBIC you will need to speak with Justine Karungi (jkarungi@kumc.edu) to make those arrangements.

**SCHEDULING & PARTICIPANT RELATED PROCEDURES**

1) **Scheduling a room/Resource at HBIC**

- Please use the following ILABS link: [https://kumc.corefacilities.org/account/login](https://kumc.corefacilities.org/account/login) to schedule the consult room, neuropsych room, and or HBIC Testing Room or any other resource at HBIC. This must be done prior to your arrival at HBIC.

2) **HIPAA**

- All forms and private information that need to be discussed between any research personnel and the participant must be done in a reserved private room with the door closed.
3) Consenting a subject

- If you are consenting a subject it must be done in a room with a closed door. HBIC has rooms available for this (neuropsych, consult, and conference rooms). A room must be reserved prior to your arrival. If you need to consent a subject and no room is available, please see Melinda King.

- If there is a conflict that arises while scheduling rooms please contact Melinda King to discuss other alternatives.

4) Waiting for a subject’s arrival

- Please try to arrive at least 10 minutes early if you have a subject arriving at HBIC. If you are waiting for your subject to arrive, please wait in the lobby or the room you reserved for you and your study participant. Please stay at least 10 minutes after your subject is finished.

5) Research personnel back-up for after hours and weekends

- If any research personnel will be here with a participant before or after HBIC business hours One study team member must be present at HBIC. In addition to the research personnel there must be two HBIC personnel present.

6) Procedure for Subjects with Legal Guardians

- Anytime a study has a subject who is not his/her own guardian (child, AD patient, etc) the legal guardian is required to be in the building at all times while the subject is in the building. Study Coordinators should not permit the legal guardian to drop-off or leave the participant while the study procedures are taking place.

PARKING

1) Parking for subjects, PIs and research personnel

- All subjects should park in front of the HBIC building in the reserved spots.
- If there is no parking in front of the building available, the subject can park in the P5 parking garage located on Eaton Street. They will then bring their parking ticket to the front desk where they will receive a voucher so they are not charged. **Please inform participants that if they arrive and there is no parking available in front of HBIC They should stop in front of the building and notify the person at the front desk. Parking is limited and HBIC works very hard to insure there is parking available for participants during their scheduled appointment times.** In the event that you or your participant receives a ticket while parked in an employee lot, please contact Melinda King (mthorp@kumc.edu) and HBIC will work with the parking authority to have the ticket dismissed.
- All KU-L research personnel and PI’s should register their vehicle with KUMC parking services www.kumc.edu/parking.html and park in the employee lot assigned to them upon registration.
- All non-KUMC research personnel and PIs should park in the P5 parking garage located on Eaton street. Research personnel may request a voucher from the HBIC front desk and will not be charged for parking.
HBIC EMERGENCY INFORMATION AND PROCEDURES

1) Storm shelters

- The storm shelters are located in the men’s and women’s gown rooms. If there is a tornado or emergency, it is your responsibility to make sure that your participant is safely in the storm shelter. The storm shelters are located at G014 and G016.

2) Location of AED and Alertus boxes.

- The Alertus boxes are located at the front and back of the building. If there is an emergency the Alertus box will sound and flash. If you see this, you will need to go to the emergency storm shelter in the event of a tornado drill or outside the building in case of a fire
- The AED is located at the back of the building, across from the 3T MRI scanner. Please contact Sara Touchette in case of any health emergencies.

3) Emergency phone numbers

- In case of an emergency, the campus police phone number is 8-5030 or call 911. There is also a direct dial to the police at the front desk.

4) Panic Buttons

- There are two panic button that are located at the HBIC front desk and may be used at any time by research personnel. These buttons when pushed will notify the police that assistance is needed. The panic buttons should be returned to the front desk at the end of the appointment.

5) What to do if a subject gets sick (not feeling well) during testing at HBIC / Onsite Medical Assistant

- The research personnel or principal investigator will need to locate Sara Touchette (onsite Medical Assistant) (stouchette@kumc.edu) and let her know the situation. She will consult with you on the course of action.
- Please let the front desk know if there is an issue and if you are trying to locate someone to help with the situation.

6) Incident Reports (injury or issue with a participant)

- If in the event that there is a situation that must be reported (illness, security issue, injury, etc), you will need to fill out an incident report. If the research personnel is unable to fill out an incident report, a description of the incident can be emailed and discussed with Justine Karungi (jkarungi@kumc.edu). Copy of incident report attached. There will also be copies at the front desk.

3T MRI SCHEDULING AND SAFETY TRAINING

1) MRI Safety Training

- All Study personnel are required to complete the required NRI safety training before they are allowed to beginning scheduling participants for MRI's
- The magnet is always on. Please do not go past the door unless the tech tells you to do so.
- All jewelry and metal must be removed before entering the MRI room.
2) **Scheduling an MRI scan**

- Please use ILAB to schedule an MRI: [https://kumc.corefacilities.org/account/login](https://kumc.corefacilities.org/account/login)
- Instructions for using ILAB and scheduling HBIC Resources are included in training materials.
- Business hours are from 8:00 am – 5:00 pm. MRI scans can be scheduled between the hours of 7:00 am and 7:00 pm. HBIC also has availability for scheduling scans on the 1st Saturday of each month from 8:00 am – 4:00 pm. This is on an as needed basis and is first come first serve.

3) **MRI Cancelation and no show Policy and Procedures**

- MRI Appointments must be canceled at least seven calendar days prior to the appointment date or the study will be charged for that appointment
- All cancellations and updates/changes to appointments must be emailed to [hbicschedulemanager@kumc.edu](mailto:hbicschedulemanager@kumc.edu)
- You may send a cancelation notification to a list of other active study coordinators in an effort to fill the appointment time. If the cancelled appointment time is filled by another study your study will not be charged for the original appointment.
- Studies will be charged for No Shows

4) **Checklist of paperwork needed before scheduling an MRI**

- Approved HSC protocols need to be discussed and approved by the appropriate HBIC personnel involved with the study.
- A safety screening form will need to be signed by subject and approved by the MRI technologist. (We will have someone walk you through how to fill this out)
- If for any reason the participant cancels, please notify Frank Hunsinger and Kerry Gray via Phone or email at fhunsinger@kumc.edu, kgray@kumc.edu as soon as you are made aware.

5) **Safety screening form**

- HBIC Personnel will go over the safety screening form with the research personnel and principal investigator
- If there are any questions about how to complete this form, please call Frank Hunsinger.
- All safety screening form questions should be asked before the participant is included in the study and scheduled for an MRI scan.

6) **Please see the MRI tech before taking your participant back to the console room. Have your participant stay in the scheduled room, gowning room or in the lobby until the tech is ready.**

7) **Use of scrubs and linens (blankets, sheets, pillow) at HBIC.**

- If you have a participant and you are doing an MRI or MEG, HBIC will provide the above items to you. If you are only using the space, you will need to provide your own linens, etc.
- Please discard blue booties in the trash and not in the linen basket located in the gown rooms.

8) **Gown rooms/scrubs**

- The dressing rooms are located in G014 for women and G016 for men. Participants may use a locker and there are keys so they can lock up any personal belongings.
- The scrub sizes for participants are Small-XXXL and we have booties that the participant can place over their socks or feet if needed. The booties must be disposed of in the trash and not in the linen basket.
• Research personnel and principal investigators should get the linens for the subjects before their scan.
• Once your participant has completed the scan, they will need to be escorted back into the gown room and dirty linens will need to be placed in the dirty linen basket.

9) MRI video and cell phone usage in the MRI

• Please refrain from using cell phones in the console room. If your participant is answering questions in the scanner, please watch the screen so that the MRI stays on track. Be aware of what is going on.

10) Once scan is completed take the participant back to the gown room and escort them out of HBIC.

FETAL MEG AND HDEEG SCHEDULING

1) Use of the ultrasound machine and scheduling

• Please contact Danielle Christifano (dchristifano@kumc.edu) or Kathleen Gustafson (kgustafson@kumc.edu) for scheduling the fetal MEG or the HDEEG machine for a study. The equipment and rooms can be scheduled using ILAB. https://kumc.corefacilities.org/account/login

• Please do not use any computer or office supplies in that area. If you need computer access please let Danielle Christifano know when scheduling the room.

QUICK CONTACT INFORMATION
Scheduling scans on the 3T Skyra MRI scanner, faxing/emailing study protocols and consent forms

Frank Hunsinger, R.T. (R) (MR) ARRT-MRI
Technologist/Lab Director
Phone: 913-588-9069
Email: fhunsinger@kumc.edu

Kerry Gray - MRI Technologist
Phone: 913-945-7894
Email: kgray5@kumc.edu

HBIC Resources Scheduling

ILAB link to schedule a scan or a room:
https://kumc.corefacilities.org/account/login

MRI Cancellations and reservation updates
Email
HBICschedulemanager@kumc.edu

iLab scheduling and access and parking related information

Melinda King, Administrative Assistant
Phone: 913-588-9070
Email: mthorp@kumc.edu

Data analysis computer/VPN access, incident reporting, storage of study supplies, budgeting, billing information

Justine Karungi, MBA – Assistant Director
Phone: 913-588-9067
Email: jkarungi@kumc.edu

Data access/storage, XNAT access

Paul Keselman, Ph.D. – Senior Scientist/Manager
Animal Imaging Core
Phone: 913-588-9079
Email: rlepping@kumc.edu

HBIC Medical Assistant, study participant prep room scheduling

Sara Touchette, Medical Assistant/Study Coordinator
Phone: 913-588-0173
Email: stouchette@kumc.edu

MEG and Ultrasound Scheduling

Danielle Christifano, Ph.D. Senior Scientist/Manager
Neurophysiology Core
Phone: 913-588-3140
Email: dchristifano@kumc.edu

Kathleen Gustafson, R. EP T., Ph.D. – Research Associate Professor and Director, fMEG
Phone: 913-588-0065
Email: kgustafson@kumc.edu

Other quick contacts

Study initiation at HBIC, pilot studies, and general study support

William Brooks, Ph.D., - Professor and Director, HBIC
Phone: 913-588-9075
Email: wbrooks@kumc.edu

Laura Martin, Ph.D. –Associate Professor/Director of Structure and Function Unit
Phone: 913-588-7279
Email: lmartin2@kumc.edu

Structural MRI/MRS

In-Young Choi, Ph.D. – Professor, MRI Physicist
Phone: 913-588-0174
Email: ichoi@kumc.edu

Phil Lee, Ph.D. –Professor, MRI Physicist
Phone: 913-588-0454
Email: plee2@kumc.edu