The Radiology Research Services System (RRSS)

User Training
January 20, 2016
Today’s Agenda

• Introduce Radiology Research Team
• Review the Radiology Research Services System
• Answer Questions
Who are we?

- **Radiology Research (RR) Team** offers quality customer service to both patients and colleagues across KUMC through provision of ancillary clinical research services, including administrative, technologist, and image transfer support
  - Jacqueline Hill, Director of Clinical Research, PhD, MPH, CHES
  - Emily Amaro, Research Coordinator
  - Angie Barton, Research Coordinator, MS, CNMT, RT(CT)
  - Rose Hoover, Research Coordinator, CNMT, AART (R)(CT), ASCP(N)
  - Carissa Walter, Research Coordinator, MPH
What do we do?

- **Scholarship and Mentorship**: structure and education for residents, fellows, and staff to complete investigator-initiated studies.

- **Departmental Clinical Research Trials**: support for sponsored clinical research trials.

- **Ancillary Research Support Services**: supplementary research services to assist study coordinators in completing study imaging activities across the institution, including:
  - Study protocol reviews
  - Site survey/scanner qualifications completion
  - Image upload transmissions
  - Special patient scans (with pre-approval)
  - Special radiologist reads (with pre-approval)
Study Life Cycle

1. Protocol Reviews
   - Performed by Cancer Center (CC), Research Institute (RI), Research Impact Committee (RIC)

2. Study Initiation Activities
   - Budgets, Contracts, IRB Processes, SIVs

3. Study Procedures
   - Imaging, Queries, Billing

4. Study Closeout Activities
   - Sponsor Visits, IRB Processes
1. RR reviews protocol for imaging & special research procedures.

2. RR sends SC “Radiology Research Imaging Needs Identified” survey.
   A. SCs submit Site Survey/Scanner Qualification Request, if necessary.
   B. RR completes request & notifies SC.

3. RR receives IRB approval notification & approves study.

4. RR sends SC “Radiology Research Approval Notification” survey.

5. SC uses REDCap to request uploads & answer queries. SC uses O2 to request special reads.

6. RR completes upload/reads & notifies SC.

7. RR bills studies for services.

8. RR receives IRB notification and closes study.

RR = Radiology Research
SC = Study Coordinator
Study Life Cycle + RRSS

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1. Protocol Reviews

- RR reviews a study protocol to determine if radiology services are needed. RR completes a form in REDCap and sends an email with a survey link to the project director or SC (see below).

- SC should click on the link to complete the “Radiology Research Imaging Needs Identified” survey.

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Radiology Research Services - Review Needed

From: jhill6@kumc.edu

Subject: Cancer Center Test Study - Review Needed

Dear Study Manager,

The Department of Radiology Research Team has reviewed Cancer Center Test Study and has noted that the following services are likely needed per protocol requirements:

Image Uploading

Please complete the following survey for Radiology Research Team review. You will need to complete the survey in one sitting. Please email radiologyresearch@kumc.edu with any questions. Thank you!

You may open the survey in your web browser by clicking the link below:

Radiology Research Imaging Needs Identified

If the link above does not work, try copying the link below into your web browser:

https://redcap.kumc.edu/surveys/?s=doczCz7nYh
Radiology Research Imaging Needs Identified

The Radiology Research Team has reviewed Cancer Center Test Study and noted that the following services are likely needed per protocol requirements:

Please complete the following survey to confirm or deny these services for Radiology Research Team review. You can email radiologyresearch@kumc.edu with any questions. Thank you!

Study Name: Cancer Center Test Study

Different PI Than Listed Above?  No

Study Funding Source  Sponsor

Primary Study Coordinator  

Primary Study Coordinator Email  

Secondary Study Coordinator  

Secondary Coordinator Email  

Additional Study Contact  

Additional Study Contact Email  

HSC Number  

Site Number  

Speedtype (billing account number)  

Image Uploading
This is where a project director can designate someone else as the primary coordinator for the study. That person will receive a notification.

If the SIV date changes, email us to let us know.

Click yes, if you need a site survey. A survey link will appear.

Click “submit” when you have completed all required fields. You will receive an email confirmation your survey was submitted.
Site Survey/Scanner Qualification Requests

• To improve processing and documentation for research studies, all site surveys, scanner qualification, and equipment information requests will now be submitted via a centralized portal.

• SC completes brief survey and attaches documents that need completed. RR completes forms in **3-5 business days** and sends completed documents back to SC.

• Survey request link is housed on our website: [http://www.kumc.edu/school-of-medicine/diagnostic-radiology/radiology-research/research-administration.html](http://www.kumc.edu/school-of-medicine/diagnostic-radiology/radiology-research/research-administration.html)
Site Survey/Scanner Qualification Requests

Site Survey/Scanner Qualification Request

Please complete the following survey and upload appropriate documentation for Radiology Research Team review. Once complete, you will receive a notification email. If you have any questions, please email radiologyresearch@kumc.edu. Thank you!

1) Name of Study
   * must provide value

2) Date Submitted
   * must provide value

3) Study Coordinator Full Name
   * must provide value

4) Study Coordinator Email
   * must provide value

5) Site ID
   * must provide value

6) Sponsor or Corelab
   * must provide value

7) Study HSC Number
   If available

8) Please Upload Site Survey/Scanner Qualification Documents for Radiology Research Team
   [Upload document]

9) Additional Comments or Special Instructions

Submit
Study Life Cycle + RRSS

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2. Study Initiation Activities

• After the study is IRB approved, RR reviews budgets and activates study. SC will receive an email with a survey link (see below).

• SC should click on the link to complete the “Radiology Research Approval Notification” survey.

Radiology Research Study Approval
radiologyresearch@kumc.edu

Sent: Tue 1/12/2016 2:14 PM
To: Carissa Walter

The study below has been approved by Radiology for initiation.

Cancer Center Test Study
Cancer Center Study long name

Please open survey link below and click submit to confirm you have received this approval message.

Thank you!

Radiology Research Team

You may open the survey in your web browser by clicking the link below:
Radiology Research Approval Notification

If the link above does not work, try copying the link below into your web browser:
https://redcap.kumc.edu/surveys/?s=J6cP3g4qH
2. Study Initiation Activities

- SCs complete the survey (by simply clicking the “Submit” button!). This documents study activation for RR and study personnel.
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3. Study Procedures – Uploads

- SC submits uploading requests (and answers queries) using REDCap.
  a. Login to REDCap and click on “1.2 Radiology Research Services Requests.”
  b. Click “Request Information” on far left.
  c. Click “Add New Record” button to submit new request. (Choose from record drop down list to view existing records for queries).
3. Study Procedures – Uploads

d. Complete fields, **mark form complete**, and click “Save and Go To Next Form.”
3. Study Procedures – Uploads

e. You will see the “Research Study Uploading Request” form.

f. Complete the fields, mark **form complete**, and click “Save and Continue” button.

g. You will receive confirmation email that your request was submitted to RR.
3. Study Procedures – Uploads

- RR receives the upload request. When complete, SCs will receive email notifications:

  **Upload Complete: TESTESSTS**
  radiologyresearch@kumc.edu
  **Sent:** Thu 1/14/2016 2:24 PM
  **To:** Carissa Walter

  The upload you requested has been completed for Study ID #13. Please login to your REDCap account to obtain the necessary patient information and any associated documents for your study records. If you have any questions, please email radiologyresearch@kumc.edu.

  Thank you!

- RR bills studies monthly for services provided.
Queries

- REDCap holds records of all past requests, which provides SCs with information for responding to queries.
  
a. Click on any form on the left. The “Research Study Uploading Request Completion (Rad Research)” will be most helpful.

  b. If you know the record number, select it from the drop-down menu.

  c. You can also search for a record by patient MRN or other identifier.
3. Study Procedures – Special Reads

- When special radiologist reads or scan parameters are necessary, please inform radiologists and technologists via O2 imaging orders.

- If special imaging or reads are necessary for this study patient, in the “additional clinical indications” field, enter **Research: [insert instructions]** to flag patient (300 character limit).

- If imaging and reads are performed as standard of care (SOC), DO NOT ENTER any special comments.

- If you do not know, please email radiologyresearch@kumc.edu for help. Please DO NOT simply enter information in the field.
3. Study Procedures – Special Reads

- In the “additional clinical indications” field, enter **Research: [insert instructions]** to flag patient (300 character limit).
3. Study Procedures – Special Reads

- This text will translate to the following information areas:
  - Technologist details report
  - Control sheet (for technologists and radiologists)
  - Radiologist reading palette
Study Life Cycle + RRSS

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4. Study Closeout Activities

• RR receives notification from IRB of study closure and marks the study as closed in REDCap.
Summary

• The RRSS will help:
  – RR complete requested activities in a more timely manner
  – SCs communicate with Radiology
  – SCs respond to queries
  – RR and SCs document and track study activities in a more efficient way
Next Steps

• Ensure you have an active REDCap account.
• Review and confirm active studies in the RRSS.
• Refer to our training materials or website if you need help: http://www.kumc.edu/school-of-medicine/diagnostic-radiology/radiology-research/research-administration.html
• Contact us with questions:
  – radiologyresearch@kumc.edu
  – Carissa Walter (5-7369)
  – Emily Amaro (8-8685)