

BWH Radiology Documentation

Document Number
1.1SOP

Title		
BWH Research Imaging Core – Policy on Radiologist Interpretation of Structural Image Set		
Document Type	Revision Code	Page Number
Standard Operating Procedure	-	1 of 6
PRESUMES PRACTITIONERS KNOWLEDGE OF: (title)	SPECIAL NOTES	
2.3.1SOP – Reporting of Radiologic Examinations	ABSOLUTE CONTRAINDICATIONS: NA EXPOSURE: NA PROTECTIVE EQUIPMENT: NA PATIENT/FAMILY EDUCATION MATERIALS: NA EQUIPMENT: NA	

1.0 PURPOSE

- 1.1 To provide guidelines for the Department of Radiology to ensure a BWH Radiologist structural review of all completed research scans in the research PACS system and the appropriate reporting of any significant findings to the research study PI.
- 1.2 Guidelines based on current best practices as reported by peer academic medical centers as of January 11, 2011.

2.0 SCOPE

- 2.1 All Radiology divisions located at 75 Francis Street, the Shapiro Building, 221 Longwood Avenue, and BTM

3.0 RESPONSIBILITIES

- 3.1 Research Study PI – Responsible for identifying a BWH Radiologist to be associated with their research study, reviewing the Radiologist’s notes in the research PACS system for any significant findings within 5 days after Radiologist’s 5 day window to read the exam, notifying the subject if the BWH Radiologist indicates there is a significant finding on the structural exam, obtaining the name of the subject’s PCP, sending the Radiologist’s report to the subject’s PCP, and sending the PCP a letter describing the research project. Also responsible for assigning a delegate to review the Radiologist note and contact the PCP in their absence and to leave an out of office email with the name and contact information of their delegate when out of the office. If the Research Study Staff observe an apparent finding during the exam that does not require immediate review, then the Research Study Staff must provide information on the specifics of the apparent finding by contacting the participating Radiologist when the exam was completed.
- 3.2 BWH Radiologist – Responsible for providing structural reviews of all completed research scans in the research PACS system that they are associated with within

NOTICE		
This document is proprietary and its contents are the exclusive property of Brigham & Women’s Hospital. This document may not be reproduced in any form whatsoever, without prior written permission from Brigham & Women’s Hospital.		
Refer to 2.1.1SOP for instructions on using this form	Document Number:	REV:

BWH Radiology Documentation

Document Number

1.1SOP

Title

BWH Research Imaging Core – Policy on Radiologist Interpretation of Structural Image Set

Document Type

Revision Code

Page Number

Standard Operating Procedure

-

2 of 6

5 days of notification from the Study PI that an exam has been completed, writing a report in the “Notes” section of the research PACS system, and contacting the Study PI, or the PI’s delegate, and Jeffrey Guenette, MD. MPH, Medical Director of the Research Imaging Core, as soon as possible after finding a critical or life threatening finding.

- 3.3** Imaging Core Manager – Responsible for identifying an appropriate BWH Radiologist to associate with a research study in which no BWH Radiologist is involved and contacting the BWH Radiologist for their approval to provide the structural reviews of the research scans for the study.

4.0 DEFINITIONS

- 4.1** NA

5.0 POLICY / PROCEDURE

- 5.1** All research imaging exams completed in the Research Centricity IW system will include a structural scan which will have a review by a BWH staff Radiologist.

- 5.2** All research projects set up in the research instance of Percipio will include a BWH Radiologist associated with the project.

5.2.1 When a PI completes an intake form for a new project using the Imaging Core infrastructure, the PI will be required to include a BWH Radiologist associated with the research study.

5.2.1.1 If the PI is not working with a BWH Radiologist, the Imaging Core Manager will identify an appropriate Radiologist to be associated with the research project, and will contact the Radiologist for approval

5.2.2 All exams done as part of research projects associated with the BWH Radiologist will be listed in the Radiologist’s worklist in the Research Centricity system

5.2.3 Imaging Core Manager or designee will be responsible for letting the Radiologist know when research exams have been completed

- 5.3** Providing a structural review of research exams

5.3.1 Research images can be accessed through the Research Centricity IW system, the digital enterprise distribution system created solely for research exams implemented at BWH. Images are available to authorized research staff with appropriate Partners Healthcare System username and password.

NOTICE

This document is proprietary and its contents are the exclusive property of Brigham & Women’s Hospital. This document may not be reproduced in any form whatsoever, without prior written permission from Brigham & Women’s Hospital.

Refer to 2.1.1SOP for instructions on using this form

Document Number:

REV:

BWH Radiology Documentation

Document Number

1.1SOP

Title

BWH Research Imaging Core – Policy on Radiologist Interpretation of Structural Image Set

Document Type

Revision Code

Page Number

Standard Operating Procedure

-

3 of 6

5.3.2 Research Centricity IW is connected to any workstation in the Partners network or via VPN to the MGB network.

5.3.3 Upon notification the BWH Radiologist will provide a structural review of the research exams. The structural review of research exams will take place within 5 business days of notification

5.3.3.1 A BWH Radiologist can delegate the structural review to another BWH Radiologist by contacting the Percipio IT Help Desk and asking to have a colleague associated with the research project and thereby gain access to the images.

5.4 Reporting on significant findings

5.4.1 The BWH Radiologist will include a write-up in the Notes section of the exam for all structural reviews. If everything is normal, this will be indicated in the Notes section of the exam.

5.4.2 Any significant, unsuspected or important findings in the structural images will be reported on by the Radiologist in the “Notes” section of the research PACS.

5.4.3 The PI (Co-Investigator or Research Coordinator) will be responsible for looking in the Notes section of the exam within 5 days after the Radiologist’s 5-day window to read and interpret the exam.

5.4.4 The Radiologist will immediately report the presence of a critical or life-threatening finding, and its location in the Notes section of the subject’s exam to the study PI, or their delegate via the PI’s preferred means of contact (email or page), or to the delegate’s contact information as listed on the PI’s out of office email auto-reply. In addition, the Radiologist will communicate the finding(s) via email to Jeffrey Guenette, MD, MPH, Medical Director of the Research Imaging Core

5.4.5 It is the PI’s responsibility, or in the absence of the PI, their delegate’s responsibility, to contact the patient/subject to ask for the name of their PCP and for permission to report the findings to their PCP. In addition, the PI is expected to communicate the specifics of the required follow-up with the subject and his/her PCP, via email to Jeffrey Guenette, MD, MPH, Medical Director of the Research Imaging Core,

5.4.5.1 If the research patient/subject does not have a PCP, the PI, or their delegate, will provide a referral list of Primary Care physicians

NOTICE

This document is proprietary and its contents are the exclusive property of Brigham & Women’s Hospital. This document may not be reproduced in any form whatsoever, without prior written permission from Brigham & Women’s Hospital.

Refer to 2.1.1SOP for instructions on using this form

Document Number:

REV:

BWH Radiology Documentation

Document Number

1.1SOP

Title

BWH Research Imaging Core – Policy on Radiologist Interpretation of Structural Image Set

Document Type

Revision Code

Page Number

Standard Operating Procedure

-

4 of 6

5.4.6 If the patient/subject permits the scan and summary to be sent to her/his physician, the PI, or their delegate, will send the Radiologist's note to the subject's PCP. The PI, or their delegate, will also send a letter of explanation to the physician explaining the context of the exam (i.e., "one of your patients participated in an MRI/CT research study during which an incidental finding was discovered").

5.4.6.1 The PI, or their delegate, must document the patient/subject's verbal consent by including a note in the patient/subject's exam "Notes" section indicating the date and time the verbal consent was given.

5.4.7 The patient/subject's physician will then decide whether to follow-up on the initial finding and may contact the BWH Radiologist with questions.

5.4.8 If the patient/subject does not give permission for the PI, or their delegate, to contact their PCP with the findings, the PI, or their delegate, will document the refusal and keep the signed refusal notice in the subject's research file.

5.5 "Apparent" finding observed during research exam

5.5.1 If the Technologist or Research Study Staff incidentally notice an apparent finding that is deemed unusual or potentially significant at the time of the research exam, they may choose to invoke one of the following options:

5.5.1.1 The intent of this section is to empower the Technologist and Research Study Staff to reach out to any BWH Radiologist if there is a concern. If the Technologist or Research Study Staff are concerned that the finding may be serious or life threatening and do not feel comfortable letting the research subject leave the hospital, the appropriate clinical Radiologist for the MRI/CT or other imaging device should be consulted to immediately evaluate the exam.

5.5.1.2 The intent of this section is to enhance communications between the Research Study Staff and the Project Participating Radiologist. If the Research Study Staff observe an apparent finding during the exam that does not require immediate review, then the Research Study Staff must provide information on the specifics of the apparent finding (series, image and suspected location, signal intensity, etc) when they contact the participating Radiologist to let them know the exam was completed. In this way, the participating Radiologist will be sure to comment on the specific image in question.

NOTICE

This document is proprietary and its contents are the exclusive property of Brigham & Women's Hospital. This document may not be reproduced in any form whatsoever, without prior written permission from Brigham & Women's Hospital.

Refer to 2.1.1SOP for instructions on using this form

Document Number:

REV:

BWH Radiology Documentation

Document Number
1.1SOP

Title		
BWH Research Imaging Core – Policy on Radiologist Interpretation of Structural Image Set		
Document Type	Revision Code	Page Number
Standard Operating Procedure	-	5 of 6

REVISION SHEET

DATE	REV	REVIEWED / REVISED / APPROVED	BY
7/15/2013		Revised	Patti Goldberger
7/22/2014		Revised	Patti Goldberger
3/21/2016		Revised to include all imaging exams, not just MRI	Patti Goldberger
7/7/2020		Revised	Victor Gerbaudo
10/28/23		Revised	Victor Gerbaudo; Jeffrey Guenette

NOTICE		
This document is proprietary and its contents are the exclusive property of Brigham & Women's Hospital. This document may not be reproduced in any form whatsoever, without prior written permission from Brigham & Women's Hospital.		
Refer to 2.1.1SOP for instructions on using this form	Document Number:	REV:

BWH Radiology Documentation

Document Number
1.1SOP

Title		
BWH Research Imaging Core – Policy on Radiologist Interpretation of Structural Image Set		
Document Type	Revision Code	Page Number
Standard Operating Procedure	-	6 of 6

NOTICE		
This document is proprietary and its contents are the exclusive property of Brigham & Women's Hospital. This document may not be reproduced in any form whatsoever, without prior written permission from Brigham & Women's Hospital.		
Refer to 2.1.1SOP for instructions on using this form	Document Number:	REV: