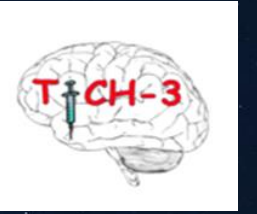




University of
Nottingham

UK | CHINA | MALAYSIA



ISRCTN97695350

**TRANEXAMIC ACID
FOR INTRACEREBRAL
HAEMORRHAGE:
TICH-3 TRIAL**

**UPLOADING CT
SCAN IMAGES**

Final v1.0 17/11/2022

Process for obtaining CT scan images



Patient
admitted

CT head
shows ICH

Enrolled for
TICH 3

Before
uploading
the scan

Please ask the PACS/Radiology team to edit the following and pseudonymise the scan:

- Keep DOB (YYMM)
- Remove name – keep initials
- Keep gender
- Keep date and time of scan – this is an absolute must to be maintained in the metadata**
- DICOM Format

Uploading the CT scan images (1)



1. Log into the TICH-3 website https://stroke.nottingham.ac.uk/sif/live/sif_login.php?sid=TICH-3
2. Select participant list.

TICH-3 trial — DEMO SITE
Tranexamic acid for IntraCerebral Haemorrhage 3

ISRCTN 97695350

Room S/D2123, Stroke Trials Unit
School of Medicine, University of Nottingham
Queen's Medical Centre, Derby Road
Nottingham NG7 2UH, United Kingdom
TICH-3 trial office <mszlh@nottingham.ac.uk>

Participant list

Nottingham DEMO Hospital, NOTTINGHAM Investigator: DEMO scan tester

Log out

Total number of trial participants recruited at this centre: 14

Local time: 27 Oct 2022 14:11 BST

Participant ID/age at randomisation	Event date	Treatment pack ID	Randomised (day 1)	Brain scans
C001-0005-JER 110	1 Mar 2022	80090	1 Mar 2022	Select
C001-0006-OUT 79	1 Mar 2022	80100	1 Mar 2022 †	Select
C001-0007-JLH 67	10 Mar 2022	80056	10 Mar 2022 †	Select
C001-0008-LUW 22	17 Mar 2022	80145	17 Mar 2022	Select
C001-0009-EYH 58	5 May 2022	80162	5 May 2022 †	Select
C001-0010-C-D 62	13 Jun 2022	80011	13 Jun 2022	Select
C001-0011-N-N 114	13 Jun 2022	80025	13 Jun 2022	Select
C001-0012-YXN 63	3 Oct 2022	80193	3 Oct 2022	Select
C001-0013-OGG 62	3 Oct 2022	80131	3 Oct 2022	Select
C001-0014-LSJ 27	4 Oct 2022	80039	4 Oct 2022	Select
C001-0015-IIY 42	4 Oct 2022	80087	4 Oct 2022	Select
C001-0016-???	-	80203	Reserved – pending completion of enrolment CRF	
C001-0017-OKU 106	4 Oct 2022	80042	4 Oct 2022	Select
C001-0001-CYR 60	15 Feb 2022	80114	15 Feb 2022 †	Select
C001-0002-ONK 28	23 Feb 2022	80159	23 Feb 2022	Select

† indicates death

Select patient you will upload a scan for

Uploading the CT scan images (2)



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Scan history

Nottingham DEMO Hospital, NOTTINGHAM Investigator: DEMO scan tester Participant ID: C001-0011-N-N Sex: Male

Log out

« [Back to participant list](#)

» [Brain scan upload](#)



Click on
brain scan
upload

– Uploaded scans –

Scan ID	Scan date/time	Modality	Uploaded by
---------	----------------	----------	-------------

No scans have been uploaded for this participant.

Uploading the CT scan images (3)



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DICOM image upload

Nottingham DEMO Hospital, NOTTINGHAM Investigator: DEMO scan tester Participant ID: C001-0011-N-N Sex: Male

Log out

[« Back to participant's scan history](#)

DICOM image upload



Please browse your local system for the DICOM files to be uploaded for participant C001-0011-N-N

Please note: If your scans are in a 'compressed folder' or Zip archive, please ensure that you copy/extract the individual files. No individual file can exceed 10MB. You can select multiple files in the browser using the Ctrl and Shift keys.

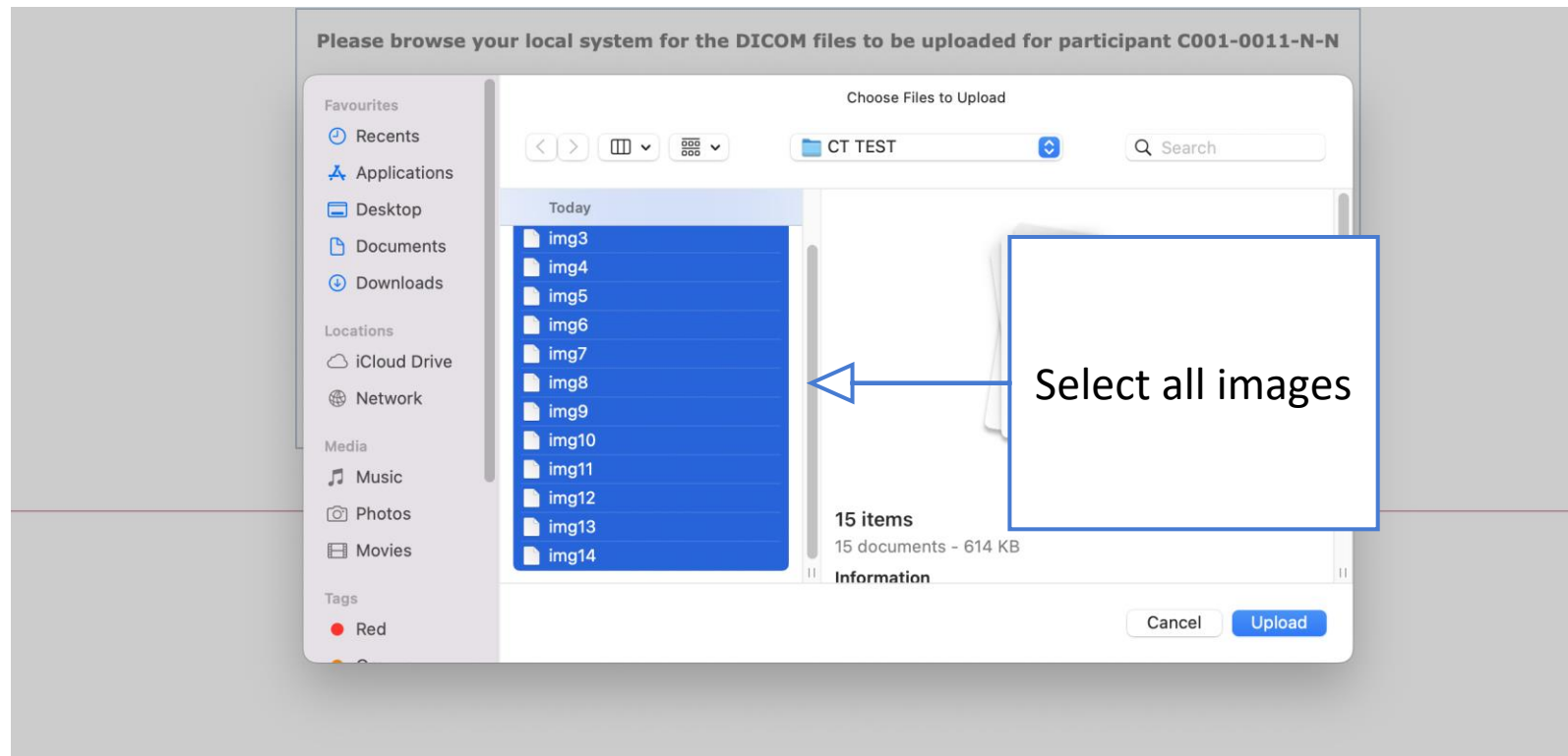
File(s): no files selected

Number of files: 0
Largest file size: 0MB
Total upload size: 0MB

Click on choose files



Uploading the CT scan images (4)



Uploading the CT scan images (5)



DICOM image upload



Please browse your local system for the DICOM files to be uploaded for participant C001-0011-N-N

Please note: If your scans are in a 'compressed folder' or Zip archive, please ensure that you copy/extract the individual files before uploading.

No individual file can exceed 10MB.

You can select multiple files in the file dialogue using the Ctrl and Shift keys.

File(s): Choose Files 15 files

Uploading...

Number of files: 15

Largest file size: 0.05MB

Total upload size: 0.67MB

14 files uploaded: 0 successful

15 files failed to upload!

Close

img0 (0.05MB) This file has already been uploaded
img1 (0.05MB) This file has already been uploaded
img2 (0.05MB) This file has already been uploaded
img3 (0.05MB) This file has already been uploaded
img4 (0.05MB) This file has already been uploaded
img5 (0.05MB) This file has already been uploaded
img6 (0.05MB) This file has already been uploaded
img7 (0.05MB) This file has already been uploaded
img8 (0.05MB) This file has already been uploaded
img9 (0.05MB) This file has already been uploaded
img10 (0.05MB) This file has already been uploaded
img11 (0.05MB) This file has already been uploaded
img12 (0.05MB) This file has already been uploaded
img13 (0.05MB) This file has already been uploaded
img14 (0.05MB) This file has already been uploaded

Error message will follow the first scan you upload:

- Wrong format
- Date format error
- Age mismatch
- Sex mismatch
- Duplicate upload

You will then be taken to the configuration tool to apply the validation settings, you only do this the first time.

Scan configuration tool



Age

Value in DICOM file: 114Y

Value in DICOM file (calculated from DoB): 114

Value for participant: 114

- Full age validation (**recommended**)
- Validate age, but ignore DICOM mismatch
- Disable (**not recommended**)

Full age validation will tolerate a mismatch of up to 1 year. This validates the DICOM age against the calculated DICOM age (using DICOM date of birth), and the participant age.

Date of birth

Value in DICOM file: 1908-06-01 01 Jun 1908

Value for participant: 1908-06-07 07 Jun 1908

- Full date of birth validation
- Validate year and month of birth only (**recommended**)
- Validate year of birth only
- Custom offset (-6 days)
- Require exact age match only
- Disable (**not recommended**)

If you require a different custom offset to be used (e.g. an offset in months or years rather than days), or if you need the date of birth to be validated as a fixed value (i.e. your DICOM files always contain the same date of birth regardless of participant), then the setting will have to be made by the study/trial office.

Patient name

Value in DICOM file: N^N

Participant initials: N-N

- Validate patient name against initials (**recommended**)
- Disable (**not recommended**)

For patient name validation to pass, the patient name must either contain names which correspond to the first and last initial (in any order), or the patient name must be set to the participant's initials.

Sex

Value in DICOM file: M

Value for participant: M

- Full sex validation (**recommended**)
- Disable (**not recommended**)

You should use our recommended validation, however if your site cannot add some data then you can disable this.

Successful scan images uploaded



Confirm and submit

I confirm that I want to save this configuration for all future scan uploads from this centre

Save configuration

The scan images will not have been successfully uploaded and the scan configuration tool is set for future participants scan image uploads.

Please browse your local system for the DICOM files to be uploaded for participant C002-0001-ABC

Please note: No individual file can exceed 10MB.

You can select multiple files in the file dialog, e.g. by using the Ctrl or Shift keys.

File(s): 16 files selected.


Uploaded 

Number of files: 16

Largest file size: 0.04MB

Total upload size: 0.63MB

16 files uploaded: 15 successful, 1 failed

img0 (0.04MB)	Successfully uploaded
img1 (0.04MB)	Successfully uploaded
img2 (0.04MB)	Successfully uploaded
img3 (0.04MB)	Successfully uploaded
img4 (0.04MB)	Successfully uploaded
img5 (0.04MB)	Successfully uploaded
img6 (0.04MB)	Successfully uploaded
img7 (0.04MB)	Successfully uploaded
img8 (0.04MB)	Successfully uploaded
img9 (0.04MB)	Successfully uploaded
img10 (0.04MB)	Successfully uploaded
img11 (0.04MB)	Successfully uploaded
img12 (0.04MB)	Successfully uploaded
img13 (0.04MB)	Successfully uploaded
img14 (0.04MB)	Successfully uploaded
img15 (0.04MB)	 This file has already been uploaded



ASAP

- The site will receive a £20 payment per participant after receipt of the baseline CT scan images
- Please do not wait to upload scans in bulk, these should be uploaded on an ad hoc basis as a participant is recruited
- Each recruit is paid for quarterly
- Please ensure all other eCRF data and other documents have been uploaded for the participant
- Please send your invoice to TICH-3@nottingham.ac.uk please reference the participant ID number on the invoice

CT scan upload FAQs



Can research nurses upload CT scans?

The researchers (site investigators) can all upload scans, as long as they are authorised onto the site's delegation log.

Can we send the scans on a CD?

If you are experiencing problems with the uploads, it is likely we would experience the same problems so please get in touch with us and we can figure out the error message.

If you do not have a CD rom drive to be able to upload the scans then you can send these to us through the post. Please ensure the scan images have the required data on them for us to be able to upload the scan on your behalf.

Scan upload images

The standard 5mm head (typically ~32 images – about 17MB file size).

Deleting images

Scans cannot be deleted once uploaded, the scan admin tool allows a series to be deactivated which then the scans will no longer be included in any downloads, etc. It still shows on the participant list and scan history, but that shouldn't affect re-uploading. Please let us know if a scan is uploaded in error and we will create a file note.

Additional guidance



Error	Information
File extension must be one of 'dcm', or no extension	Only DICOM files can be uploaded. The filename extension will be checked against a defined list (files with no extension may be allowed). The file will also be checked to ensure it contains a DICOM preamble. Filename extension errors can be addressed by renaming the file (although an unexpected extension could indicate the file is invalid).
File is not a DICOM file	
File is too large	The file size exceeds the maximum allowed size. Please ensure you are uploading the correct file. If you need to upload large files, the coordinating centre may be able to increase the limit.
This file has already been uploaded	The file you are uploading (or its encapsulated image data) has already been uploaded to the database, therefore it does not need to be uploaded again.
Sex mismatch	The sex in the DICOM metadata does not match the sex of the participant. This error will also appear if the sex is blank or a value other than 'M' or 'F'.
Age mismatch	The age in the DICOM metadata does not match the age of the participant. This error will also appear if the age is blank (unless date of birth validation can be performed instead).
Date of birth mismatch	The date of birth in the DICOM metadata does not match the date of birth of the participant. This error will also appear if the date of birth is blank. Dates of birth are sometimes partially anonymised – if you can provide details to the coordinating centre it may be possible to adjust the validation to take this into account.
Could not determine scan date/time	The DICOM metadata does not contain a valid study date/time, series date/time or content date/time. Without at least one of these times, it is not possible to determine the date/time of the scan.
The scan date/time is outside the study period	The scan date/time is outside the range of days, relative to the participant's baseline, for which scans are expected. Scan date/times are sometimes partially anonymised – if you can provide details to the coordinating centre it may be possible to adjust the validation to take this into account.

Please also refer to WPD Uploading scans which is available on the TICH-3 documents page

https://stroke.nottingham.ac.uk/docs/TICH-3/Trial_working_practice_documents/WPD%20011%20TICH-3%20Uploading%20Scans%20v1.0%2007.04.22.pdf