University of Nottingham
UK | CHINA | MALAYSIA

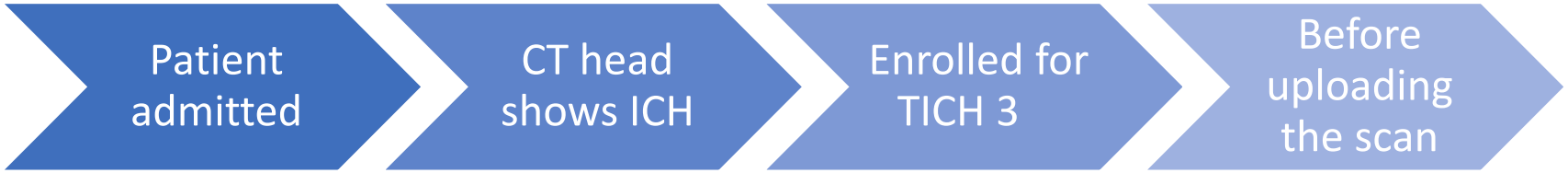
ISRCTN97695350

# TRANEXAMIC ACID FOR INTRACEREBRAL HAEMORRHAGE: TICH-3 TRIAL

# UPLOADING CT SCAN IMAGES

Final v1.2 08/03/2024

# Process for obtaining CT scan images




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

- Keep DOB (YYMM)
- Remove name – keep initials
- Keep sex
- **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)

# Uploading the CT scan images (3)

**TICH-3 trial — DEMO SITE**
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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**
**No individual file can exceed 10**
**You can select multiple files in t** **and Shift keys.**

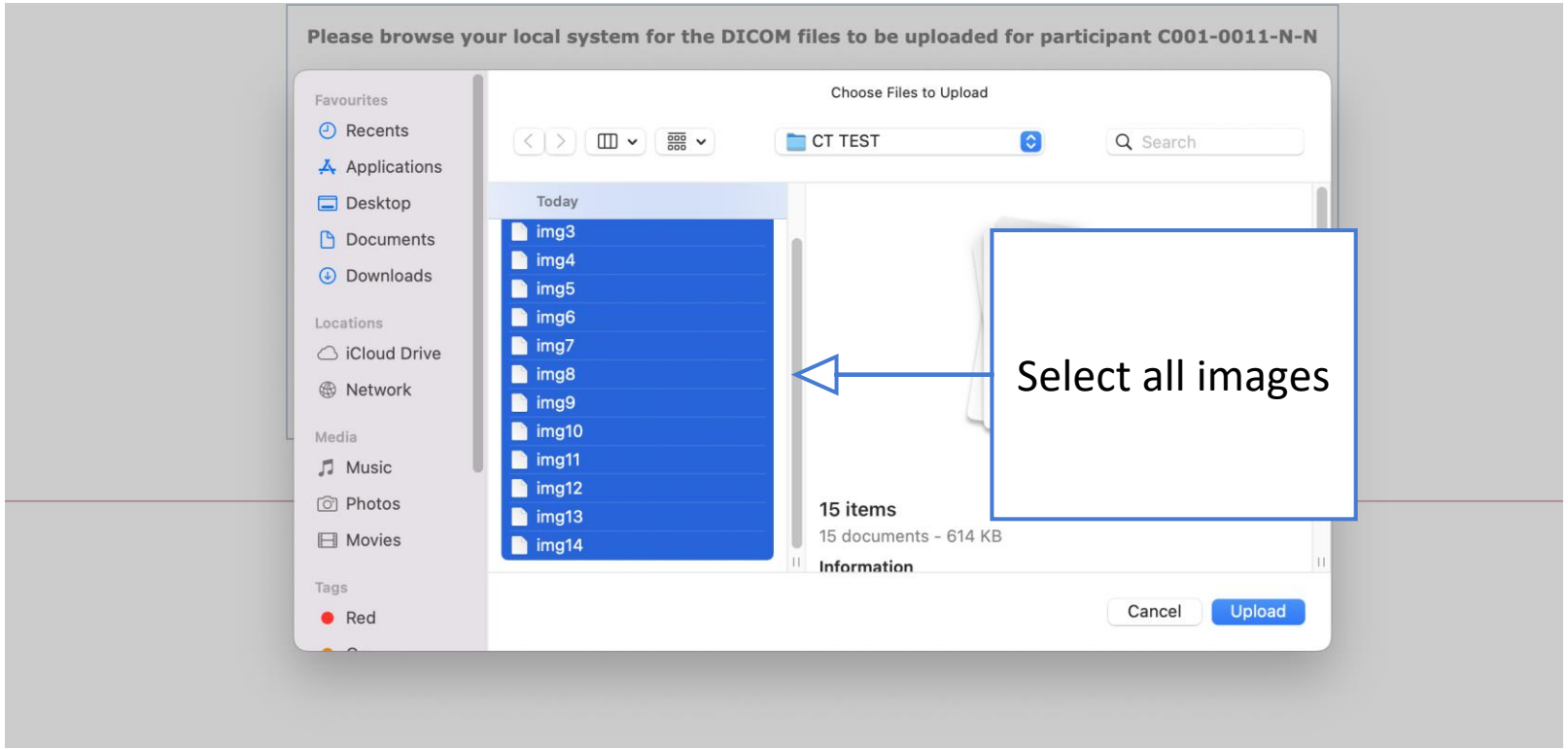
File(s): Choose Files no files selected

Upload files

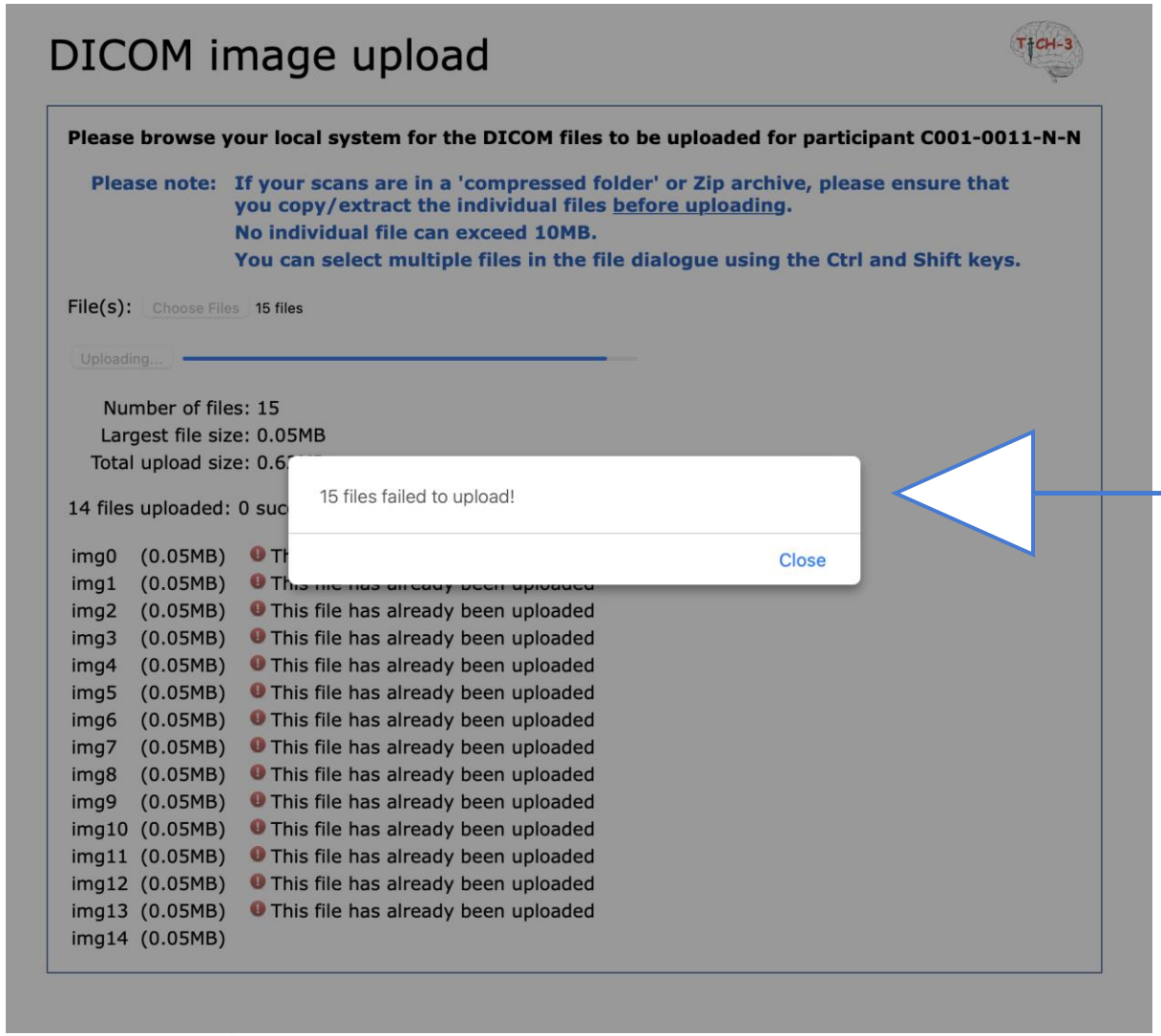
Number of files: 0
Largest file size: 0MB
Total upload size: 0MB

Click on choose files

# Uploading the CT scan images (4)



# Uploading the CT scan images (5)




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.

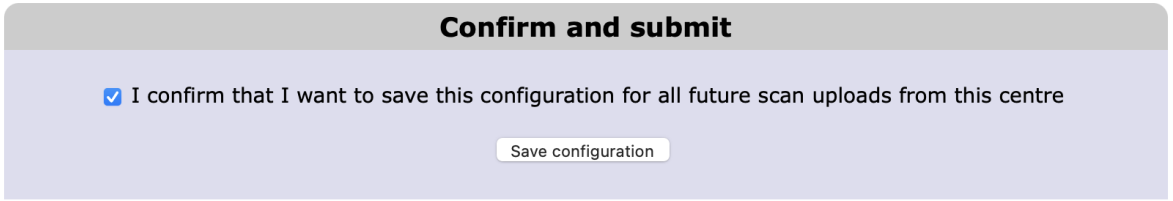
## Sex

**Value in DICOM file:** M
**Value for participant:** M

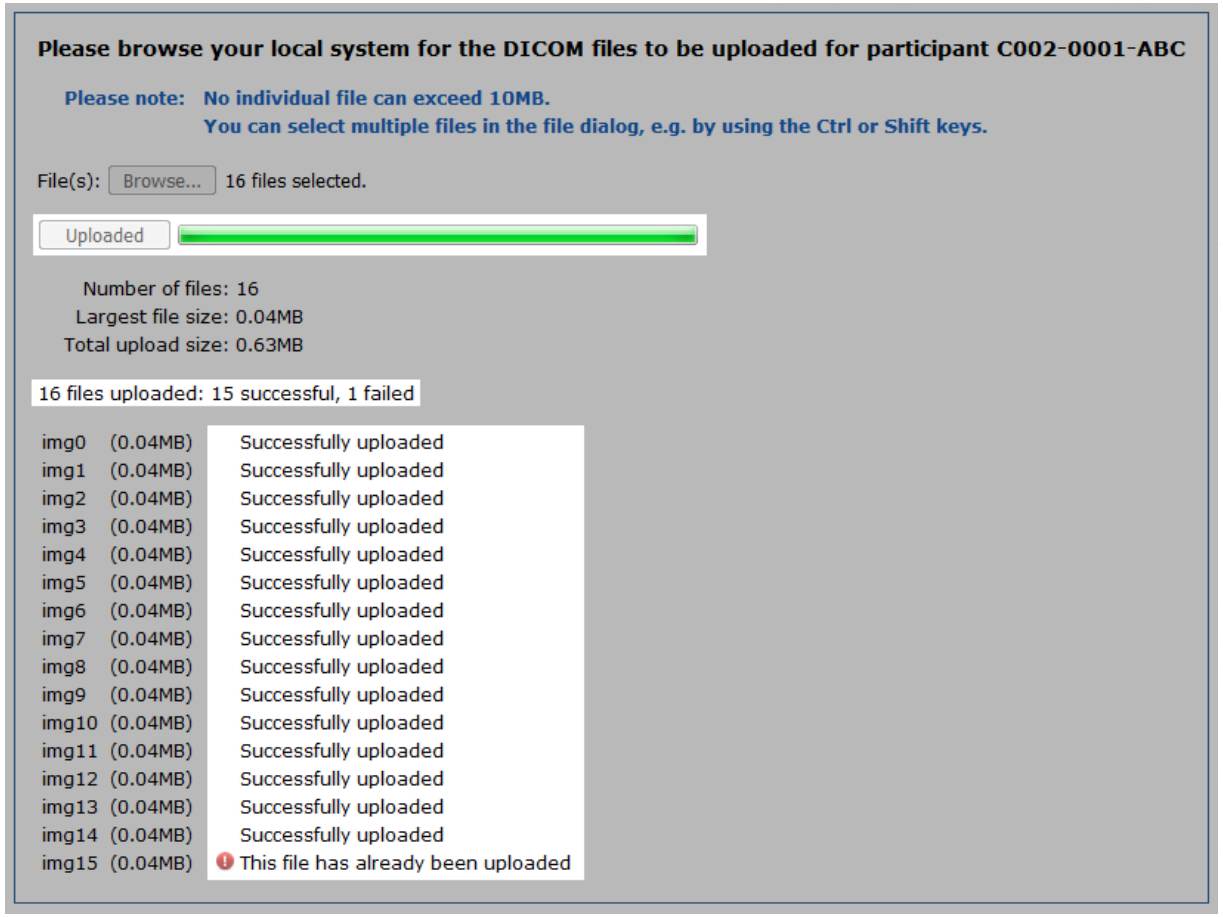
- (•) Full sex validation **(recommended)**
- ( ) Disable **(not recommended)**

Based on what data is in the metadata the configuration tool tells you the recommended option to select to set the correct validation format in line with the metadata.

# Successful scan images uploaded




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



# Payment for scans

## 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.

## I've accidently uploaded the CT scan images without anonymising.

The upload process automatically anonymises metadata, so it wouldn't matter that the files weren't anonymised beforehand.

# 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

# Audit list of updates to training presentations

## Previous version 1.1 30/05/2023

- Added to FAQ regarding anonymising CT scans prior to upload

## This version 1.2 08/03/2024

- Slide Process for obtaining CT scan images - corrected wording from ‘gender’ to ‘sex’
- Slide scan configuration tool – reworded “Based on what data is in the metadata the configuration tool tells you the recommended option to select to set the correct validation format in line with the metadata.”