**STUDY** **IMAGING TRANSFER GUIDELINES**

**FOR THE TRANSFER OF IMAGING TO THE**

**STUDY IMAGING OFFICE IN EDINBURGH**

WI NUMBER: WI - 001

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Purpose and Scope

CT or MR imaging are required as part of the patient assessment and treatment evaluation in the **R4VaD** study. These guidelines outline the two preferred methods of transfer of digital images. (More detailed User Guides for each transfer method are also available - see *section* ***5.1***).

1. **Test images and Centre start up**

The participation of your centre in R4VaD does not require the sending of a test scan. However, since the scans for the R4VaD patients will be send by web upload, you may consider testing the process by login in the R4VaD demo system where a list of demo patients have been created in order to test the system. In this case, you would only need to upload an example CT or MR brain scan – whichever you intend to use - and which would normally be performed for acute stroke in your Imaging Department.

**By testing the web upload process:**

1. Any issues with the actual web upload can be resolved before proper trial scans need to be uploaded
2. We can also check that the images are in DICOM format and can be read by our viewing software
3. Ensure the scans are anonymised, and labelled correctly (see Section 3).

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| **Study Approval is CT or MR specific**:  If you are approved to join the study on the basis of CT test imaging, but later wish to use MR, **you must send MR test imaging before you can start using MR for the study.** Similarly, if you decide to start using **CT or MR perfusion and/or angiography**, you **must** send test imaging before you can start using these additional imaging sequences in the study. |

**1.1 Setting up an account:**

Prospective Principal Investigators (PI) should have received an email containing the URL and log-in for the R4VaD Training Portal.

Once the web upload process has been tested successfully and centre start-up is otherwise complete – the same log-in details will allow access to the R4VaD Live Portal.

Additional accounts for your centre can be created, but must be authorised by the local PI.

1. **Anonymisation and labelling**

**2.1 Anonymising:**

All imaging received by the R4VaD Imaging Office are fully anonymised before being added to the R4VaD archive. Centres **must ensure that images are anonymised** before sending them to the Imaging Office. This means removal of patient-identifiable information from filenames and images. Methods of anonymising imaging files will vary depending on the scanner or PACS system used.

*Please contact your local Imaging Department or PACS manager for help with anonymisation.*

**2.2 Ensure correct date and time on images:**

When preparing the images for electronic transfer, please make sure that the date and time is shown on the images – some anonymisation software removes this information.

Please also ensure that the **date and time displayed on images shows when they were acquired**, **not** the date and time the images were **copied**. The details of how to do this vary with scanner manufacturers.

**2.3 Labelling:**

Studies should be labelled in the following way:

* In the Patient name field, please put the study name – R4VaD – followed by the patients initials (or Test).
* In the Patient ID field, please enter the x-digit site number, followed by the patient study number, e.g. xxx:yyy.

1. **Transferring Image data**

**3.1** **Imaging Transfer Form**:

This **must be completed online** for each study, for each patient.

After Log-in to the R4VaD portal, click on Image Transfer. You will be prompted to enter your x-digit site number, followed by the y-digit number for the patient you have images for. Having entered this number, you will be taken to the online Imaging Transfer Form. Detailed instructions on how to complete the form are available in the User Guides – *see section* ***5.1***.

If sending images on CD or DVD, a paper copy of the Transfer form **must** be included in the packet.

A copy of the form can be also saved or printed for local records.

* 1. **Web Upload:**

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| The current version of the R4VaD Portal is designed to work with any web browser on any platform. However you will need to allow the running of **javascript** on your browser to use the Web Upload function. For help with this, please contact your local IT department. |

**3.2.1 Preparing files for transfer:**

* Transfer the **anonymised** DICOM imaging files to a computer which is connected to the internet.
* Individual studies must be **Zipped** (compressed) prior to transfer by web upload. For help with this, please contact your local IT department, or email [r4vad\_imaging@mlist.is.ed.ac.uk](mailto:r4vad_imaging@mlist.is.ed.ac.uk)

**Note:** if you transfer the zipped DICOM files to your local computer via a CD or other portable memory device, you can upload **directly** from the CD/device.

**3.2.2 File transfer:**

* Go to the R4VaD portal (Use the demo version when uploading a demo scan)
* Log in.
* Complete the Imaging Transfer Form (*see section* ***4.1***).
* Once the form has been completed, you will see a page on which all Image Transfer Forms are listed for that patient. Click on the Upload button for the Imaging Study you wish to send. **Please ensure that you have selected the correct study before you click Upload**
* A detailed Web Upload User Guide is also available (*see section* ***5.1*** *Appendix a*).
* If you have any problems, contact [r4vad\_imaging@mlist.is.ed.ac.uk](mailto:r4vad_imaging@mlist.is.ed.ac.uk)

**3.3 CD/DVD:**

* DICOM files can be copied directly onto a CD/DVD and sent to the R4VaD Imaging Office.

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| In the interests of data security, **we strongly recommend that each CD/DVD is encrypted**. For help with this, please contact your local PACS manager or IT department, or email [r4vad\_imaging@mlist.is.ed.ac.uk](mailto:r4vad_imaging@mlist.is.ed.ac.uk) |

**3.3.1 Preparing CD/DVD:**

* Copy the DICOM image files directly onto a CD/DVD (preferably one patient per CD/DVD, but can be multiple studies for one patient).
* Write the following information directly on the CD\DVD:

R4VaD and patient initials

Centre number: patient number (or Test)

Scan date(s)

R4VaD JA

xxx:yyy

Scan date(s)

DD/MM/YYYY

* Please ensure you write on the correct side of the CD\DVD. The side to write on will have the brand’s logo on it or be coloured and have small numbers on the centre. Please use a permanent marker pen. **Please do not attach a label** to the CD\DVD as these come off and damage CD/DVD readers.
* Place the CD\DVD in a protective cover.
* Go to the R4VaD portal (Use the Demo version if you are sending a demo scan)
* Log in.
* Complete the online Imaging Transfer Form, one for each study on the CD/DVD (*see section* ***4.1***).
* You will be asked when completing the Imaging Transfer form online to enter the necessary password for decrypting the CD\DVD files. Please note that the printed copy of the Imaging Transfer form that will be included with the CD/DVD will NOT show the password. **Do not write this password on the paper copy**.
* Send the CD\DVD and Imaging Transfer Formto the address given on the Form.
* A detailed CD/DVD User Guide is also available (*see* ***5.1*** *Appendix b*)

1. **Help and Queries**

If you have any queries regarding imaging requirements for R4VaD, please contact the R4VaD Imaging Office: by e-mail to: [r4vad\_imaging@mlist.is.ed.ac.uk](mailto:r4vad_imaging@mlist.is.ed.ac.uk)  or by tel no. +44 131 465 9564.

It is not possible for us to answer all your IT queries so we advise you to make contact with your local IT support personnel and/or PACS manager.

**Appendices:**

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| 1. Web-upload User Guide |  | |
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**DOCUMENT HISTORY**

List specified details of previous versions of the procedure.

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| Version  Number: | Effective Date: | Reason(s) for change(s): |
| Version 1.0 | 03/10/2018 | Document approved by SM and released |
| Version 1.0 | 21/09/2018 | Updated with some corrections – Approved first version |
| Draft 1.1 | 07/09/2018 | Edited document for text errors |
| Draft 1.0 |  |  |
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