



## SOP 103 Scheduling

### BMEII Scheduling, Usage and Cancellations Policies (Effective August 1)

#### Introduction

All bookings for the human (3T, 7T, PET/MR, US, FORCE CT, & supporting rooms) and animal (7T, 9.4T & Procedure rooms) research systems must be reserved in the BMEII Calpendo scheduling system. Instructions on how to do this can be found at: <https://icahn.mssm.edu/research/bmeii/core-facility/scheduling>. Once a study is approved, individual bookings can be made without approval by BMEII. As a result, we ask that each group be considerate of the other researchers and use the calendar efficiently and prudently. The following are a set of guidelines we ask users to follow when booking and running a study.

#### Booking

Each booking of the MR systems must be a minimum 1-hour in duration. After the first hour, additional time can be added in 30-minute intervals. Please refrain from purposely leaving a 30-minute block of un-booked time between bookings. The human scanner has a limit of 4 hours per booking. If additional time is needed, please contact Cheuk Tang or Chris Cannistraci. The support rooms for both human and animal core have a minimum 30 minutes and a maximum of 2 hours for human core and duration equal to the scan time for the animal core.

With the exception of the Neuro Testing Room (NTR), there is no charge for booking the support rooms on either the human or animal floors. The NTR will be billed \$20/hr with the following exception: the room may be booked for 30 minutes immediately prior to, or following, booked time on MR system at no charge. For example if the 3T is booked from 10-11am for Dr. Smith's study, the NTR can be booked to support the same study at 9:30-10am and/or 11-11:30am at no charge. If the NTR is needed from 9-10am then it will be charged for 30 minutes, only. As with all bookings, available time is first-come-first serve.

#### *At the imaging suite*



It is recommended that a member of the research team be present for the duration of the experiment to address any issues that may arise. If this is not possible, there must be member of the research team available by phone should there be any questions about the study or subject. Due to space limitations we request that teams limit research personnel in the control room to 2 people.

The booked time on Calpendo must **include all aspects of the study in the imaging suite**, not just the imaging. This includes screening by the technologist, loading the subject on the table and unloading the subject. It is suggested that each booking account for this by adding, at least 15 minutes to the total imaging time. More time should be added for studies that require physiological monitoring and/or specific instructions for the subject. If a study constantly goes over their booked time, they will be asked to shorten their imaging protocol or book a longer the slot.

For human imaging, BMEII provides both a Mock MRI room and a Neuro Testing Room to prepare a subject for the experiment, testing and for finishing interviews. For small/large animal imaging BMEII provides procedure rooms and staging rooms for preparing animals for experiments and managing their recovery. These resources are free when used in conjunction with booked imaging slots to help limit the use of the control and imaging rooms for non-imaging related tasks.

#### Late start

It is recommended that all subjects arrive 30 minutes prior to the start of the booked time to prevent late starts. This should give enough time for subjects to complete the necessary paperwork and get out of their street clothes (necessary for all subjects). The NTR is available, free of charge during this time (see above). If a team expects to be late they should contact the tech to inform them of the delay.

Studies will not be allowed to run beyond their booked time. If a subject and/or research team arrives late, the study must either be cut short by removing scans from the protocol or rescheduled. If it's been determined that a group is leaving an empty 30 minute slot on the calendar to protect against running late, the study will be charge for the extra 30 minutes.

#### *Cancellations*

TBD



Reserving\* policy:

1. Groups with externally funded studies (NIH/Foundation/Industry) can reserve a slot more than 20 business days (4 weeks) in advance of a scan date.
2. Groups with internal funding (MSSM), or any study using development^ time, can only reserve within 20 business days (4 weeks) of a scan date.
3. If at 10 business days (2 weeks) prior to the scan date, the reserved slot is not populated with valid subject information, it will be automatically cancelled and opened for general booking.
4. Between 10-5 business days of a scan date, groups can reserve a slot, but will be cancelled if valid subject information is not entered 5 business days prior to scan date.
5. To schedule within 5 business days of scan date, the booking must contain valid subject information.

Booking limits:

1. Groups with externally funded studies can reserve a maximum of 5 hours per 7 days when booking more than 5 business days prior to the scan date.
2. Groups with internally funded studies can reserve 2 hours per 7 days when booking more than 5 business days prior to the scan date.
3. There is no limit to the number of booked scan within 5 business days of the scan date.

Cancelations:

1. If any scan is cancelled within 5 business days prior to the scan date, and not rebooked, the cancellation fee will be 50% of cost of the scan time not used. For example, if a 1.5-hour slot (\$720.66/hr.) is cancelled within 5 days of the scan date and not rebooked, the



cancellation charge will be \$540.50. If 1 hr. of the 1.5 hrs. gets used by another funded study, the cancellation fee will be \$180.17 (1/2 of the remaining 30 minutes)

2. If a study starts and is aborted for any reason (other than equipment malfunction) full charge will be applied.

3. If groups are found to putting in invalid subject information in order to bypass these policies further restrictions will be applied to that group's ability to access the calendar.

Booking modifications:

1. Technologist will be recording the beginning and end of each session. If projects routinely go over the booked time, the study will be billed accordingly.

2. Studies will not be permitted to run beyond their booked time. If a subject arrives late, the scan protocol will need to be shortened to fit the booked time.

3. If the scan goes beyond the scheduled time, the study will be billed accordingly

4. The start and end of a booking can no longer be modified. If a subject needs to be rescheduled, the booking will need to be cancelled and rebooked.



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\* “Reserve” implies blocking a slot without (or with) a subject

^ This refers to development time using human subjects. Development time involving phantoms are limited to book within 1 business day of the scan time.

Resources that are available for scheduling:

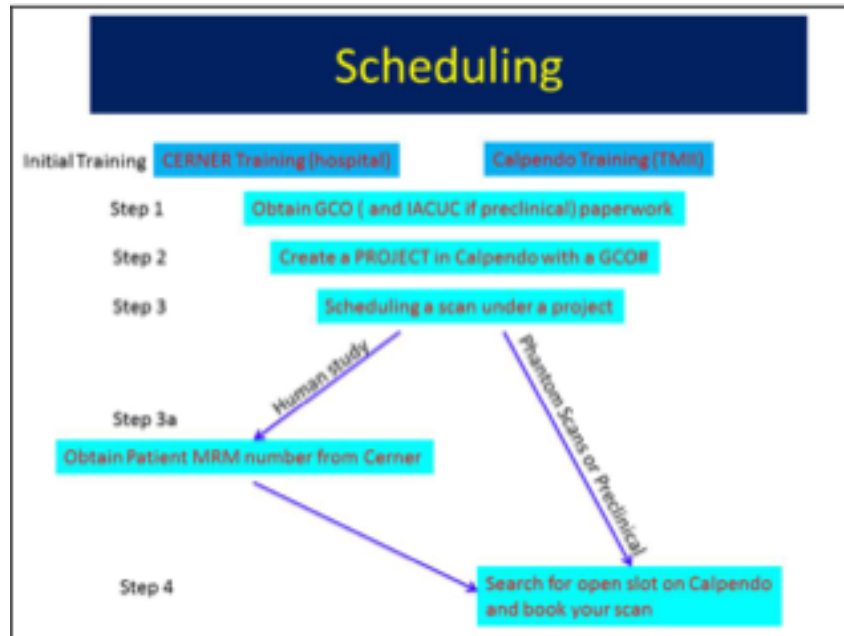
SC2:

- - Skyra 3T
- - PET/MR 3T
- - Magnetom 7 T whole body
- - Neuro Testing Room
- - MR Simulator Room (Mock MR)
- - Clinical Exam Room

SC1 (Preclinical):

- - Bruker 7T
- - Bruker 9.4T
- - Procedure Room 1
- - Dose Room
- - Gamma Counter Room 1
- - (For scanning on the IVIS Spectrum or micro Ultrasound,

Please contact: Yu Zhou at 212-824-8547 or [yu.zhou@mssm.edu](mailto:yu.zhou@mssm.edu))



Before you can schedule a scan you need to have all IRB and or IACUC paperwork ready. If this is a new study, please create a new project on Calpendo (see Project Creation). Once the project is created and approved you can start scheduling scan time.

In order to schedule time on one of the resources please use the online Calpendo calendar system

For additional information about Calpendo please contact Daniel Samber ([Daniel.samber@mssm.edu](mailto:Daniel.samber@mssm.edu)) or Edmund Wong ([Edmund.wong@mountsinai.org](mailto:Edmund.wong@mountsinai.org)).

**Because of the Hospital requirement that every research subject receive at least a limited read for incidental finding, all subjects need to be scheduled with a Medical Record Number (MRM).**

The following steps outline the process to access the CERNER program that allows for viewing and creating an MRN (Medical Record Number) for a subject.

## CERNER Training

Created: 3/27/2015

Updated: 05/29/2020

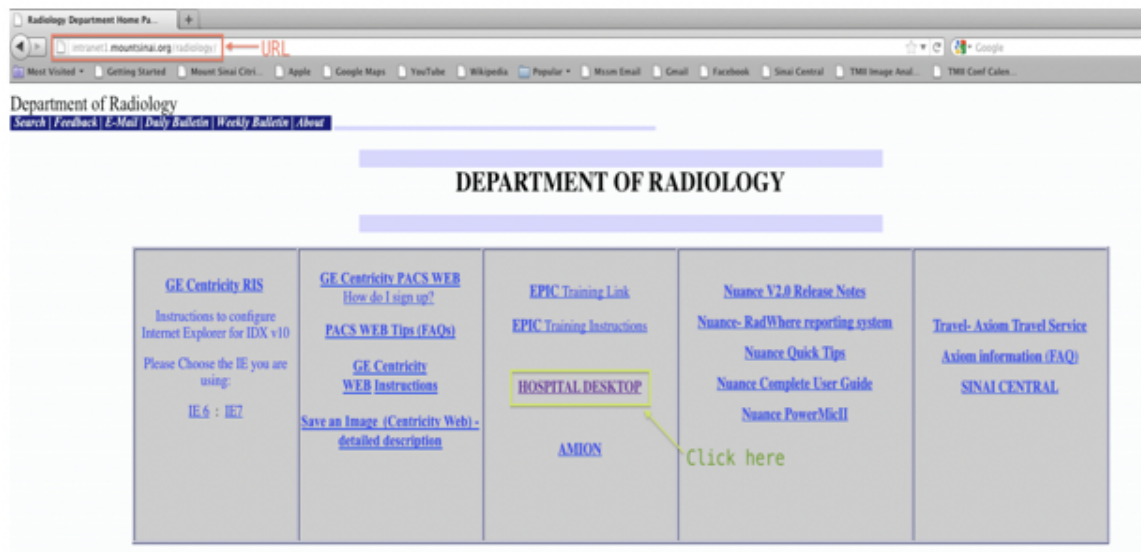


Everyone that views or creates an MRN must undergo training from the Mount Sinai CERNER Applications Team in order to gain access to the CERNER applications program. Contact Ailyn Villareal ([ailyn.villareal@mountsinai.org](mailto:ailyn.villareal@mountsinai.org)) or Donna Baer ([donna.baer@mountsinai.org](mailto:donna.baer@mountsinai.org)) to schedule a training session.

### Obtaining an MRM number for a subject

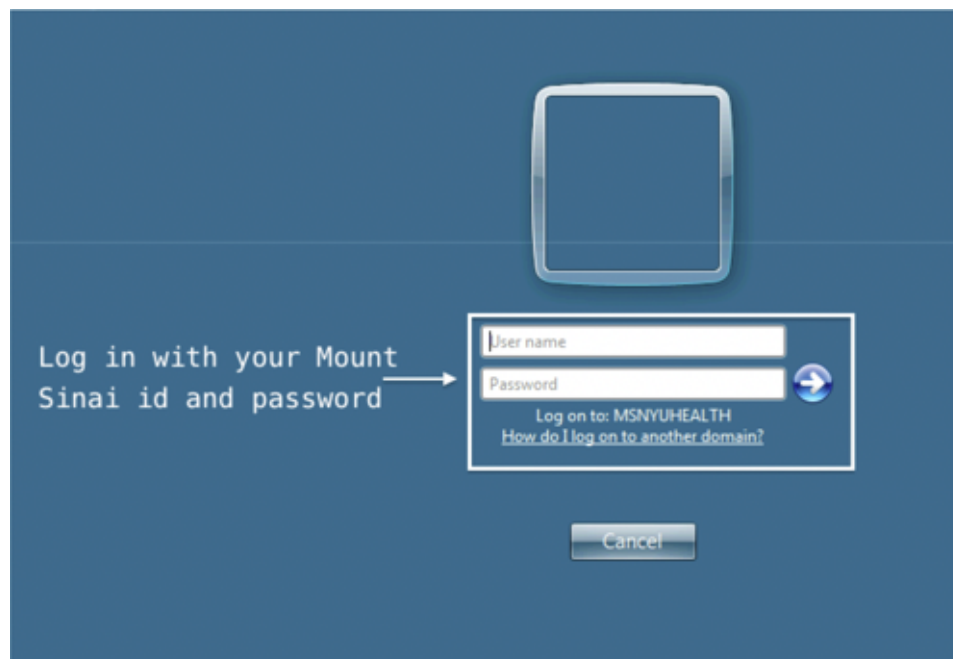
In order to use CERNER, you must have the latest update of a Java enabled browser such as Firefox or Internet Explorer. If you do not have this, please download the latest version of Java (<http://java.com/en/download/index.jsp>).

In your browser, type the URL: <http://intranet1.mountsinai.org/radiology> Then select “HOSPITAL DESKTOP.” You may be prompted for permission to run Java. Select “Run” if necessary.



Note: This site may only be accessed within the Mount Sinai network. As such, Mount Sinai CERNER applications may not be used at any other locations.

**Step 1:** Log in with your Mount Sinai Username and Password. It should be the password that is used to access your Mount Sinai email account.



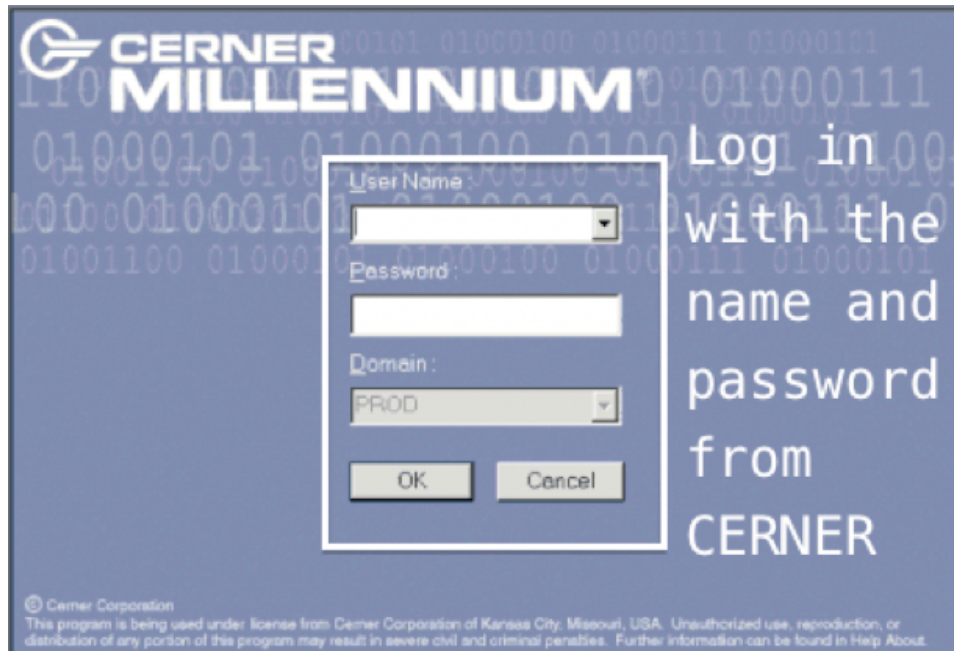
**Step 2:** You will be prompted to log in again. Your username and password should have been issued to you in an email upon completion of the CERNER training. If you need help, contact CERNER.



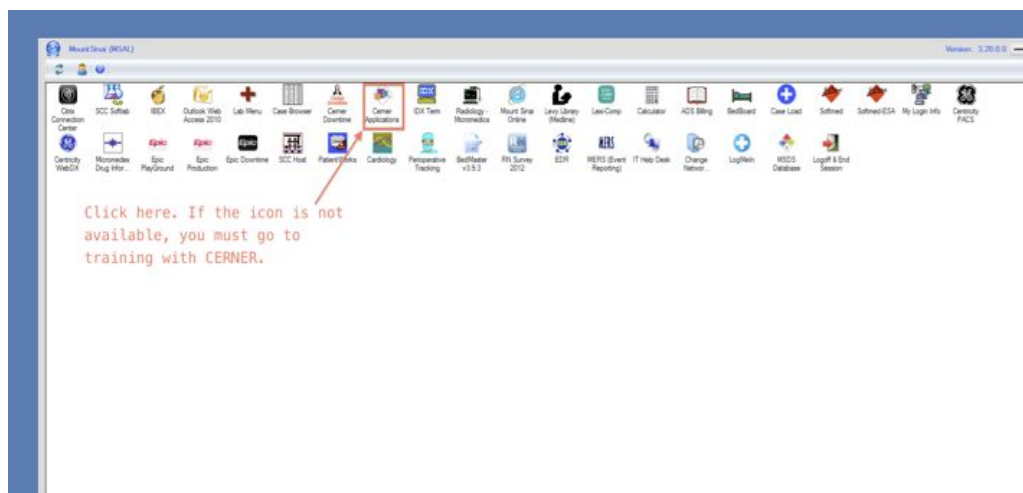


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**Step 3:** Once logged in, click on “Cerner Application.” If the icon is not available, contact CERNER for support.

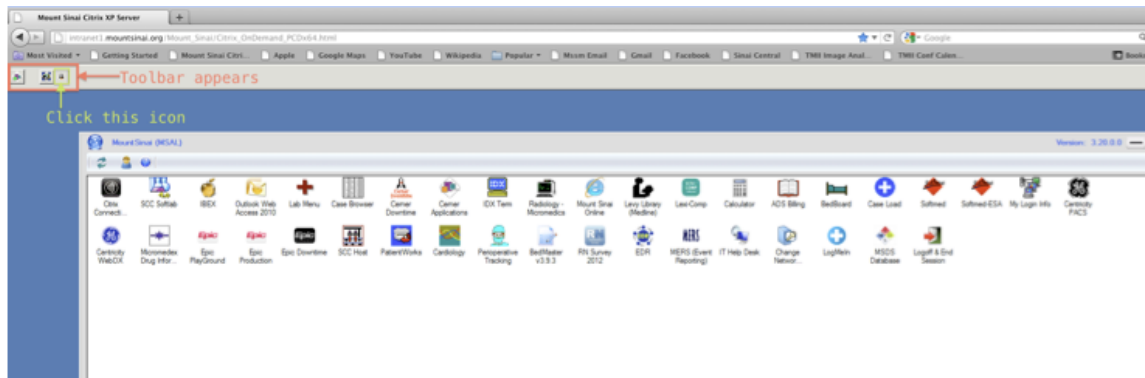


Created: 3/27/2015

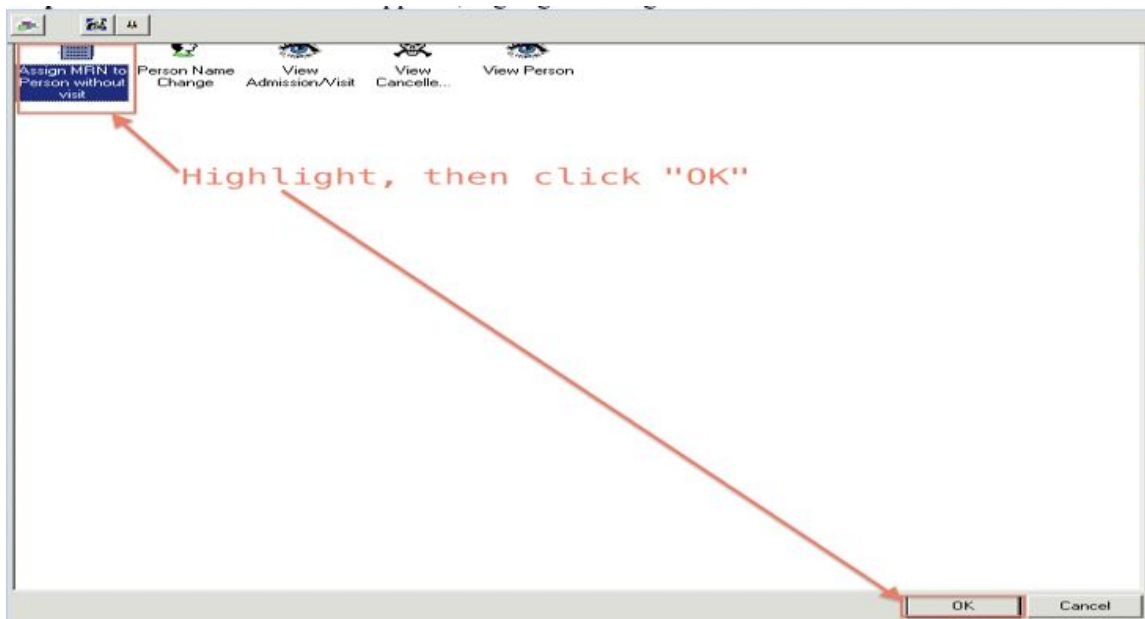
Updated: 05/29/2020



**Step 4:** After logging into “Cerner Applications” a toolbar should appear at the upper left-hand side of the window. Click the rocket ship icon.



**Step 5:** In the new window that appears, highlight “Assign MRN to Person without visit” then click “OK.”





**Step 6:** In the new window, enter all known and relevant information of the subject then press “Search.” This query determines whether the subject has an MRN. If the desired subject is not already in the database, click “Add Person.” If the subject has an MRN, you can continue onto scheduling.

The screenshot shows a software window for searching for a patient. On the left is a form with fields for Last Name, First Name, MRN, SSN, Birth Date, Gender, and PIN/MRN. Below these fields are 'Search' and 'Reset' buttons. On the right is a large area labeled 'No persons found.' Red text with arrows provides instructions: 'Search for the patient first. Enter in any known information, then click "Search." If the patient does not appear, click "Add Person."' An arrow points from the 'Add Person' button at the bottom right to this text.

**Step 7:** Enter all necessary information about the patient. Click “OK.” In the pop-up window, the MRN will be present. Copy the number.

Note: For accuracy, it is recommended that all relevant information be copied and pasted directly from CERNER to Calpendo.



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MRN #

All fields will appear blank if you need to add patient. If the patient was already in the database, their MRN # would appear here. Otherwise, enter all necessary information, then click "OK." The popup window will contain the MRN #.

It is recommended for improved accuracy that all relevant information be copied and pasted directly from CERNER to Calpendo.

Once an MRN is acquired, you can proceed onto scheduling your subject.

## Calpendo

Step 1: Prior to using Calpendo, make sure that you have the most recent version of your current browser. In your browser, type the URL: <https://tmii.mssm.edu/calendar/> then press enter.

URL Step 1

TMII Resources Scheduling

Calpendo  
Version 6.1.5

Username:   
Password:

Login Logout Register new user

If you have never used Calpendo before, Click here.

Step 2

Created: 3/27/2015

Updated: 05/29/2020



Step 2: If you have never used Calpendo previously, click “Register New User,” otherwise skip step 2, and continue to Step 3.

#### Registering a New User

Upon clicking “Register New User” fill out the following form.

The screenshot shows a web form titled "New User Registration" under the heading "TMII Resources Scheduling". The form contains the following fields:

|  |                     |
|--|---------------------|
| Login name (e.g. smith03)                | smith03             |
| First name                               | John                |
| Last name                                | Smith               |
| Password (Must be at least 6 characters) | *****               |
| Confirm password                         | *****               |
| Email address                            | john.smith@mssm.edu |

Below the form are two buttons: "Cancel" and "Register". A red box highlights the "Register" button. A red arrow points from the text "← Should be your Mt. Sinai id." to the "Login name" field. Another red arrow points from the text "← When the form is complete, click here." to the "Register" button.

**You will not be able to use Calpendo until your registration has been approved!** The approval may take up to a few days. Once you have received approval, continue to Step 3.

Step 3: If necessary, reenter the original URL: <https://tmii.mssm.edu/calendar/> then enter the Username (Login Name) and Password specified in the “New User Registration” form. When the correct Username and Password have been entered, click “Login.”

The screenshot shows the "Calpendo" login page, version 6.1.5, under the heading "TMII Resources Scheduling". The page has the following elements:

- Username field: Contains "smith03". A red box highlights this field, and a red arrow points from the text "Username is the same as Login Name" to it.
- Password field: Contains "\*\*\*\*\*".
- Buttons: "Login", "Logout", and "Register new user". The "Login" button is highlighted with a green border.

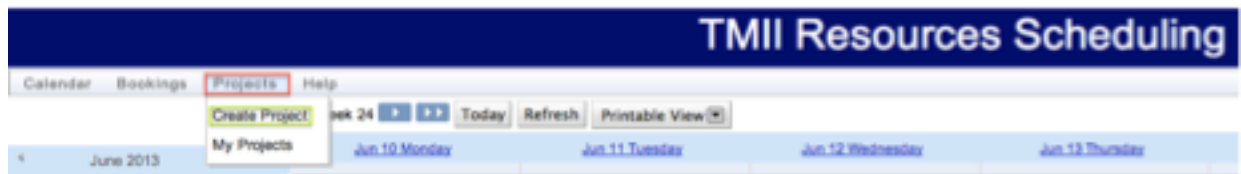


Step 4: The first time that you log into Calpendo, you will be unable to schedule. The user must be registered under an approved project. In order to create a project, click “Projects,” then “Create Project.” In order to review any projects that you are currently assigned to, choose “My Projects.” You may be assigned to multiple projects at a time. If you have already been approved for the project that you wish to schedule for, go to Step 5.

### Creating a Project

#### Step 4a: General

Fill out the following form.





| TMII Resources Scheduling       |  |   |
|---------------------------------|--|---|
| Calendar Bookings Projects Help |  |   |
| Submit project request          |  |   |
| General                         | GOO#   | XX-XXXX   |
| Project Resource Settings       | Type   | Other   |
| Users                           | Status   | Requested   |
| ADMIN USE ONLY                  | Project Title  | Registering a Project Name  |
|                                 | Project Description  | Sample Project for Tutorial   |
|                                 | Principal Investigator   | John Smith  |
|                                 | PI Phone Number  | XXX-XXX-XXXX  |
|                                 | PI Email   | john.smith@msm.edu  |
|                                 | Other Investigators  | This is a text field only, the names entered here are for information purposes only, and will not give other users the ability to schedule. |
|                                 | FOR PILOT PROJECTS ONLY: If data is to be used for a grant application, provide potential funding source and application deadline. |   |
|                                 | Department   | TMS   |
|                                 | Funding Source   | Other   |
|                                 | Fund Number  | XXXXXX  |
|                                 | Duration Of Project  | 5 years   |
|                                 | Total Imaging Sessions   |   |
|                                 | Proposed Start Date  | Jun 10 2013   |
|                                 | Please list any peripherals needed for your scans  | SpO2  |
|                                 | Special Patient Care, Imaging, or Equipment Needs  | Nurse, Changing Room  |

← May be obtained from PI  
← Specimen being scanned

This is a text field only, go to "Users" to give others the right to schedule for this project. Step 4c

Length of the entire project, not the time needed for each scan



| ***REQUIRED FOR HUMAN STUDIES ONLY***   |                              |
|---|------------------------------|
| Name of physician responsible for incidental findings   | Physician's Name             |
| Physician Cactus ID   | 0000000                      |
| Exam Type 1   | MRI Brain without Contrast 0 |
| Exam Type 2   | None Selected 0              |
| Exam Type 3   | None Selected 0              |
| MRI Session (Human)   | None Selected 0              |
| PET/MRI Session (Human)   | None Selected 0              |
| PET/CT Session (Human)  | None Selected 0              |
| ***REQUIRED FOR ANIMAL STUDIES ONLY***  |                              |
| MRI Session (Pre-Clinical)  | Please select 0              |
| IACUC# (animal projects only)   |                              |
| Email additional forms to: <a href="mailto:tml.scheduling@gmail.com">tml.scheduling@gmail.com</a> |                              |

←For Human Studies Only

←For Animal Studies Only

#### Step 4b: Project Resources Settings

Click Project Resource Settings on the upper-left-hand side. Then Click

“Choose Resources.”

Then, highlight the resources needed, and click the arrow to select and move the resource. Once all needed resources have been selected, click “OK.”

#### Step 4c: Users

Select the Users that should have the ability to schedule and reserve resources for your project. Note that these additional Users must already have a Calpendo Account. If they do not, refer the desired persons to Steps 1-2.





General

Project Resource Settings

Users

ADMIN USE ONLY

Resources Needed (Click "Add Resource" to begin")

Choose resources...

Resource Selection

Type

- ☒ No resource type
- ☒ Scanner
- ☒ Room

Location

- ☒ No location
- ☒ SC1
- ☒ SC2
- ☒ TMII Area

Available Resources

- Biograph mMR
- Magnetom 7T
- Bruker 7T
- Bruker 9.4T
- Biograph mCT
- Procedure Room 1
- Procedure Room 2
- Microscopy Room

Selected Resources

- Skyra 3T

Resource Detail

|                                  |                          |
|----------------------------------|--------------------------|
| Name                             | Skyra 3T                 |
| Location                         | SC2                      |
| Type                             | Scanner                  |
| Project Required                 | Project Required         |
| Require Reason for Cancellations | <input type="checkbox"/> |
| Allow Old Changes                | <input type="checkbox"/> |
| Collect Actual Usage             | <input type="checkbox"/> |

OK OK Cancel

TMII Resources Scheduling

Calendar Bookings Projects Help

Submit project request

General

Project Resource Settings

Users

ADMIN USE ONLY

NikolaTesla (Nikola Tesla)

Choose Names to add

| LogIn name (e.g. smith01) | First name | Last name |
|---------------------------|------------|-----------|
| dobosh01                  | Brian      | Dobosh    |
| NikolaTesla               | Nikola     | Tesla     |


Remove

Once all of Steps 4 (Steps 4a-4c) are complete, click "Submit Project Proposal." **You will not be able to schedule until your project has been approved!** The approval may take up to a few days. Once your project is approved, continue to Step 5.

Step 5: If necessary, reenter the original URL: <https://tmii.mssm.edu/calendar/> then enter the Username (Login Name) and Password specified in the “New User Registration” form. Any areas in green are areas that are available for scheduling. Any other areas in pink may not be used for scheduling purposes.

In order to schedule, click, and drag the time slot that you wish to use. Keep in mind that particular resources have timing restriction imposed. Fill out the window that appears after releasing the mouse then click “Create Booking.”

In order to locate the MRN #, refer to CERNER. In order to ensure that your booking is successful, it is recommended that all relevant information be copied and pasted directly from CERNER.



New Booking

Resource: Steve 3T

Project: 97-0099 (Functional Connectivity) :1

When: Jun 14 2013 All day

09:00 12:00

Reminder: ☒ Send reminder email

Notice Period: 30 minutes

Send reminders to:

- ☒ Booking booker
- ☐ Booking owner
- ☐ Project owner
- ☐ Project users

Status: best possible :1

Booker: doboshb01 (Brian Dobosh)

Owner: CYTS (Cheuk Tang)

Description:

Last Name:

First Name:  ←Name of Patient

MRN:  ←MRN# Humans Only

Date of Birth:

Create Booking



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Mount  
Sinai

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If you have any additional questions, contact Daniel Samber (Daniel.Samber@mssm.edu) or Edmund Wong (edmund.wong@mountsinai.org).

ADD: PET CT in conjunction with PET SCHEDULING

COMBINED with SKYRA POLICIES

ADDENDUM: SCHEDULING FOR COVID

Created: 3/27/2015

Updated: 05/29/2020