



Renaissance School of Medicine

Stony Brook University

Positron Emission Tomography [PET] Research Core

Department of Psychiatry and Behavioral Sciences

Policy: PET Research Core Imaging Calendar Scheduling

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The PET Research Core **PET Scan Calendar** is the primary means of communication between the PET Research Core and PIs/Staff. Therefore, it is the responsibility of PIs/Staff to refer to the calendar frequently for scan schedule and updates.

Schedule:

Monthly Calendar: beginning August 1st, 2021, imaging dates will be **assigned**.

- Principal Investigators/Studies will be assigned imaging dates on a month-to-month basis, made available on the Google **PET Scan Calendar**.
- PIs/Staff will be granted access to the calendar upon request.
- The calendar will be updated on the first business day of the preceding month. (e.g., September schedule will be posted August 2nd, 2021).
- Imaging will be scheduled on Tuesday/Wednesday/Thursday (preferably).
- Studies requiring metabolite analysis will be performed on Tuesdays/Thursdays.
- All assigned imaging dates will require confirmation, by submitting the appropriate documentation according to procedure.
- PIs/Staff will be responsible for designating research subjects to the assigned imaging dates, otherwise will pertain to cancellation policy.

Number of monthly imaging dates assigned are prioritized based on the following criteria:

- Funding source (e.g., NIH > Foundation > Industry/Corporate)
- Time sensitivity (e.g., grant deadlines, personnel contracts, subject eligibility)
- History of compliance (e.g., efficient utilization of assigned times)

Scheduling procedure:

1. Imaging slots will be posted to the PET Scan calendar in **PENDING** status.



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2. Submit the completed **Research Subject Scheduling Form** to PET Research Core Staff via email **ten (10) business days prior to scan date**.
 - a. **The form must be complete.** Must include study MRN, radioactivity range, cold mass limit, route of administration (e.g., “administered IV”).
3. Studies status will be **CONFIRMED** only when all the following criteria are met:
 - Research Patient Scheduling Form is received.
 - Authorized Users signatures are obtained (responsible party: PET Core Research Staff)
 - PET/MR considerations: Scan time slot is confirmed with Department of Radiology (responsible party: PET Core Research Staff)
 - Radiochemistry is confirmed (responsible party: PET Core Research Staff)
4. Schedule changes: PIs may offer slots to other PIs/studies, or exchange slots, only if the scan conditions are similar; same scanner and same scan requirements. All changes must be discussed and approved by the PET Research Core Staff at least 5 business days in advance.

Billing:

- PI's/Staff will receive an invoice following completion of the study.
- PIs/Staff are responsible for providing updated billing information pertinent to scan charges, including iLab account number, before the day of assigned imaging date.

Cancellation policy:

- Assigned imaging dates may be cancelled up to five (5) business days prior to scan without penalty.
- Studies canceled within 5 business days of a CONFIRMED scan will be charged full rate unless a substitute subject is arranged.
- It is the responsibility of the PI/Study Coordinator, not the PET Research Core Staff, to find an acceptable substitute.
- Imaging slots that are still in PENDING status 5 days prior to the scheduled date will be made available on a first come, first serve basis.
- Studies that are canceled due to reasons such as camera failure, unavailability of radiotracer, PET Research Core staffing issues, will not be charged.



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Google Calendar Access & Status Updates:

PET Scan Calendar is available at:

<https://calendar.google.com/calendar/u/0?cid=c3Rvbnlicm9vay5lZHVfcXBxaTVuaHRzMdA3a3E3YnRwZW52bDM3MG9AZ3JvdXAuY2FsZW5kYXluZ29vZ2xlMnVvbQ>

Study scheduling status updates will be indicated utilizing color-coding system, as follows:

| | | | |
|---------------|--------------------------|---------------|-----------------------|
| RED | Canceled | PURPLE | Chemistry information |
| YELLOW | Pending; needs attention | ORANGE | PET/MR information |
| GREEN | Confirmed | BLUE | PET Research Core |

