



## Positron Emission Tomography [PET] Research Core

**Policy:** PET Research Core - Scheduling

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The **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 the scan schedule and updates.

Monthly Calendar: 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 1<sup>st</sup>)
- All assigned imaging dates will require confirmation via email receipt of completed scheduling form.
- PIs/Staff are responsible for coordinating research subjects to fill assigned imaging dates, otherwise are subject to the cancellation policy. It is strongly advised that back-up subjects be scheduled.

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.
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**; include study MRN, radioactivity range, cold mass limit, route of administration (e.g., "administered IV")





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Studies status will be \*Confirmed\* when all the following criteria are met:

- Research Subject Scheduling Form is received.
  - PET/MR: Scan time is confirmed with Department of Radiology.
  - MART: Radiochemistry is confirmed within PET Core.
  - Authorized User signature are obtained.
4. Study coordinators may offer slots to or exchange slots with other study coordinators, when the scan conditions are similar (same scanner and scan requirements). All changes must be approved by the PET Research Core Staff.

### **Billing/iLab:**

- PIs/Staff will receive an iLab invoice following completion of the scan.
- PIs/Staff are responsible for approving the invoice promptly.

### **Cancellation policy:**

- Assigned imaging dates may be canceled up to five (5) business days prior to scan without penalty.
- Studies canceled within 5 business days of an assigned imaging date will be charged full-rate, unless a substitute subject is arranged by the PI/study coordinator.
- Imaging slots that are \*Released\* prior to the scheduled date will be made available on a first-come, first-serve basis.
- Studies canceled by the PET Core Staff (e.g. camera failure, unavailability of radiotracer, staffing issues) will not be charged.



**Google Calendar Access & Status Updates:**

PET Scan Calendar is available at: <https://calendar.google.com/calendar/u/0/r/month>

Study scheduling status updates will be indicated as follows:

Yellow	*Pending*	Grey	*Released*
Green	*Confirmed*	Purple	Radiochemistry Updates
Red	*Canceled*	Orange	PET Core Updates

