



## **Purpose**

The following describes the process for dealing with PET-CT scans that are received from local participating centres for the PET-Neck Trial.

## **PET-CT Radiology Forms**

All forms for completion by the core lab at Paul Strickland Scanner Centre are now online at <http://www2.warwick.ac.uk/fac/med/research/ctu/trials/cancer/pet-neck/radiology/pet-ct/paulstricklandforms>, and the password you require is 'wailup' (all lowercase). Access to this area of the Radiology website is restricted to the core lab at Paul Strickland Scanner Centre and is not accessible to hospital sites.

## **Scans sent from hospital sites**

When scans are posted, each hospital site or PET-CT Centre should complete the online Posting Notification Form and Wendy Sookram will receive a copy of this form via email. If she has not received this form but then subsequently receives a PET-CT scan for a patient, please inform the Trial Office as this would indicate that the sending site or PET-CT Centre has not followed the SOP for sending scans.

## **Receipt of scans**

1. Upon receipt of a patient scan, please complete and submit the online 'Receipt of Scan Notification Form' to inform the Trial Co-ordinator that you have received a scan and to let her know whether or not you need to obtain any further information.
2. For each scan you receive, please read, and submit the online 'Response Form' within one week of receipt. Before completing the form, please note the following:

If there is discordance in readings, please confer with the Principle Investigator and/or the Radiologist at the hospital site<sup>1</sup> and try to reach agreement on the report outcome.

If agreement cannot be reached, please ask a second independent reviewer from the Core Lab to review the scans and issue a second opinion report. If there is still a difference between the local PET-CT report and the Core Lab report, the final decision on which report to use rests with the Local PET-CT clinician, local treating clinicians, and MDT.

Please record on the Response Form whether or not the Core Lab report has been accepted.

3. Once, the Trial Co-ordinator has received your submitted Response Form she will

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<sup>1</sup> The Trial Office can provide details of all site staff.



document any differences between the reports of the Local PET-CT clinician and Central PET-CT reviewer and will notify the centre of the results of the 2<sup>nd</sup> read.

Your efforts and help are much appreciated.

If you have any queries, please contact Joy Rahman on 02476 150 478 or by email at [J.K.Rahman@warwick.ac.uk](mailto:J.K.Rahman@warwick.ac.uk).



## Core Lab PET-CT QA Procedures

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