



## **Purpose**

This following describes the process for ensuring that randomly selected patient's CT/MRI performed as part of the trial are sent to our core radiology centre at Bristol Royal Infirmary for the 2<sup>nd</sup> read.

## **Background**

As part of the QA process, 10% of CT and/or MRI scans performed as part of the PET-Neck trial need to be read by our core Radiologist, Dr Julian Kabala, to check for concordance between reads. It is very important that you comply with this QA process and we would be grateful if you would kindly follow procedures 1-3 below for all requested trial related CT and/or MRI scans.

1. Following our request for scans for a trial patient, site staff are kindly asked to send anonymised copies of all CT and/or MRI scans performed on that patient to Julian Kabala at Bristol Royal Infirmary.

For each patient request, please send the following:

- i. All CT and/or MRI scans that have been performed for diagnostic purposes and/or those done to assess response to CRT.

### **AND**

- ii. A completed CT/MRI Scan Transfer Form.

Each Scan Transfer Form has a unique 'Report Code' printed in the top middle of the page. The codes are created and supplied by the trial office. It is important that you do not create your own codes as each code is unique to one patient only. When required, please request further forms from the trial office on 02476 150 478.

The above items should be posted to:

Dr Julian Kabala  
Head of Division for Diagnostics and Therapies  
United Bristol Hospitals Trust  
Bristol Royal Infirmary  
Marlborough Street  
Bristol

2. When posting scans please use either Royal Mail Recorded Delivery, Streetwise Couriers, or CitySprint Couriers, details below. Please quote the PET-Neck account number associated with either Courier.



Radiology  
Standard Operating Procedure 3  
Local Centre CT/MRI QA Procedures

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Mr Clever  
Streetwise Couriers  
2 Collins Road  
Heathcote Industrial Estate  
Heathcote  
Warwick  
CV34 6TD

0845 234 1424 (Phone)  
01926 435 383 (Fax)  
Email: [davec@streetwise-couriers.co.uk](mailto:davec@streetwise-couriers.co.uk)

Account Code: W2309

CitySprint Couriers  
Ground Floor  
RedCentral  
60 High St.  
Redhill  
Surrey  
RH1 1SH

0131 453 1800 (Phone)  
0131 339 7942 (Fax)  
Email: [esimmons@citysprint.co.uk](mailto:esimmons@citysprint.co.uk)

Account Number: M40017

3. Go to the PET-Neck Radiology website and enter the password: 'jacob' (all lowercase). <http://www2.warwick.ac.uk/fac/med/research/ctu/trials/cancer/pet-neck/radiology/> and complete and submit the CT/MRI Scan Posting Notification Form to confirm that you have sent each patients' scan/s to Bristol Royal Infirmary. Your notification will be received by both the PET-Neck Trial Co-ordinator and Julian Kabala at Bristol Royal Infirmary.
2. The staff at Bristol Royal Infirmary will complete the online 'Receipt of Scan' form to notify the Trial Co-ordinator that they have received your scan and whether any information is still required.
3. Your patient's scan/s will be read by the core Radiologist who will then complete the online 'Reporting' forms to inform the Trial Co-ordinator of the results of the 2<sup>nd</sup> read. She in turn will notify you.

For diagnostic scans, the core Radiologist will check if he had the same diagnosis as your local Radiologist. For scans assessing response to CRT, the Radiologist will check if he has the same response outcome as your local Radiologist. Should there be discordance in the two readings, Dr Kabala will confer with your Principle Investigator and / or Radiologist to reach agreement.

4. The turn-around for receiving outcomes of scan readings is one week of receipt of each patient's scan.

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).



## Local Centre CT\_MRI QA Procedures

10% of all CT and MRI scans performed as part of the PET-Neck Trial should be sent to Dr Julian Kabala of Bristol Royal Infirmary for the 2<sup>nd</sup> read to check for concordance.

