



Purpose

The following describes the process for dealing with CT/MRI scans that are received from local participating centres as part of the QA process for the PET-Neck Trial.

CT/MRI Radiology Forms

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 2nd read to check for concordance.

All forms for completion by the core lab at Bristol Royal Infirmary are now online at http://www2.warwick.ac.uk/fac/med/research/ctu/trials/cancer/pet-neck/radiology/ct-mri/bristol_radiology_forms, and the password you require is 'julian' (all lowercase). Access to this area of the Radiology website is restricted to the core lab at Bristol and is not accessible to hospital sites.

Scans sent from hospital sites

When scans are posted, each hospital site should complete the online Posting Notification Form and a person you have nominated will receive a copy of this form via email.

Receipt of scans

1. Following this you should soon receive the scans that were posted. Upon receipt of patient CT and/or MRI scans, please complete and submit the online 'Receipt of Scan Notification Form' to inform the Trial Co-ordinator that you have received the scan/s 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 following online reports within one week of receipt: 'Reporting Form 1 (to be completed for scans received for diagnostic staging) and / or 'Reporting Form 2' (to be completed for scans received for response to CRT). Before completing the reports, please note the following:

If there is discordance in readings, please confer with the Principle Investigator and/or the Radiologist at the hospital site¹ 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 CT/MRI report and the Core Lab report, the final decision on which report to use rests with the Local CT/MRI clinician, local treating clinicians, and MDT.

¹ The Trial office can provide contact details of all site staff.



Please record on the Reporting Form/s whether or not the Core Lab report has been accepted.

3. Once, the Trial Co-ordinator has received your submitted Report Form/s, she will document any differences between the reports of the Local CT/MRI clinician and Central CT/MRI reviewer and will notify the centre of the results of the 2nd 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.



Core Lab CT/MRI QA Procedures

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