



scannexus

CU training

Rules & Regulations



Contents

- Access
- Booking system (Calpendo)
- Screening forms
- Subject preparation and scanning
- Incidental findings
- Rules
- Data
- Information:
 - Scannexus Self Service Portal
 - Scannexus Website
 - BUsrv0001\backedupdata\~documentation

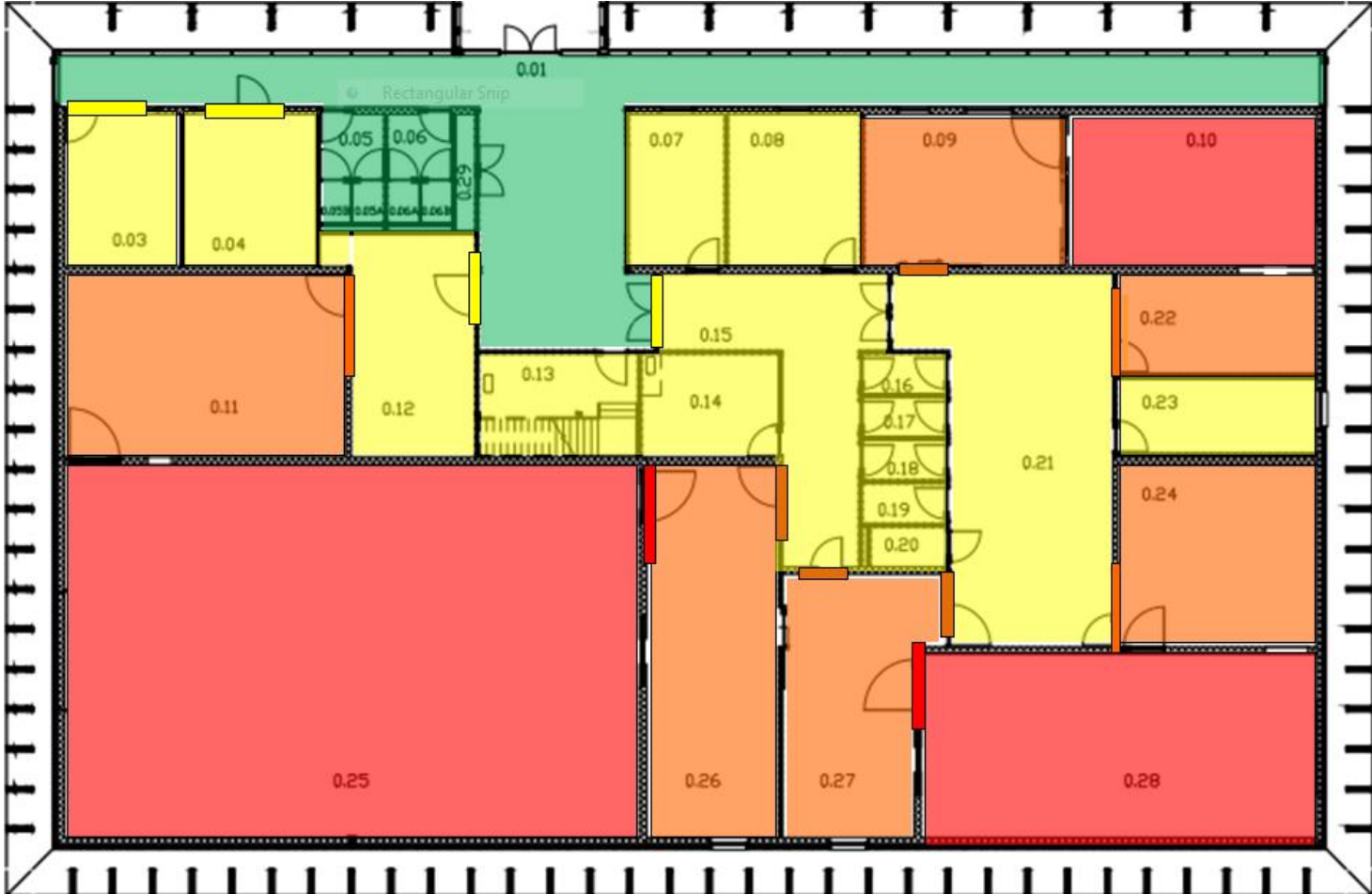


scannexus

CU training

Access

Access Levels



Key cabinet

- The key for the magnet room is available in the key cabinet.
 - This cabinet is located in the corridor towards the 7T and 9.4T.
 - Accessible with your UM card, after completion of CU training.
 - It registers who possesses which key.
 - Returning key with UM card.
 - It is not permitted for one CU to pass the key on to another CU!
- The Keyholder is responsible for safety.
 - The CU that took the key is the Keyholder!
 - The Keyholder is responsible for safety until the key is returned to the key cabinet.
- Return the key after scanning!
 - Failing to lock the door after scanning keeps you responsible for safety.
 - Failing to return the key will result in loss of booking privileges.
- Note: Do not block the door of console room open while scanning!



scannexus

CU training

Booking system

Calpendo

<https://scannexus.calpendo.com>



Calpendo
Version 7.0.22

Calendar Templates Bookings Projects Search Admin Help

Week 42 Today Refresh Printable View

Mon 10/13 Tue 10/14 Wed 10/15 Thu 10/16 Fri 10/17

Time	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17
08:00-09:00	Prisma 7T	Prisma 7T	Prisma 7T	Prisma 7T	Prisma 7T
09:00-10:00	F000 Main	SETU	F000 CLE	M010 leg m	Main QA
10:00-11:00	F008 spoke	F000	F000 CLE	PM00	F004 Main
11:00-12:00	CU T 1/3	CU T magn	A010 KU Le	M010	D008 placel
12:00-13:00	S003 graag	A010 KU Le	U001	Nicol testing	F000 Alarc
13:00-14:00	D011 coils	SETU setup	F000	Supp	Ex-viv
14:00-15:00	M010 graag	M010	M010 PM0	SETU	F000 1e se
15:00-16:00	F008 install	U001	cu: Jc	M010	F004 Contin

Resources: Prisma, 7T, 9.4T, General notices, Psychorama Lab, Mock scanner

Calpendo

- Users gain access when the project is accepted by Scannexus.
- Apply user request at <https://scannexus.calpendo.com>
- Bookings must adhere to the following Scannexus rules:
 - You can only book the number of hours stated in the contract with Scannexus.
 - Bookings must be consecutive or the gap between bookings has to be at least 60 minutes.
 - If you scan longer than you booked, lengthen your booking time in Calpendo.
 - Cancellation of your booking can be done up to maximum one week in advance.
- Scannexus Support Staff will ensure that these agreements are followed. Be considerate.



scannexus

CU training

Screening forms

Screening forms

- **Safety Screening Form Scannexus**
 - Mandatory!
 - Fill in just before entering the magnet room.
 - Has to be signed by the CU and the subject.
 - If questions arise, **DO NOT SCAN**, always contact Support Staff!
 - Every time (day) a new form.
- Completed Safety Screening Forms should be put into the mail box at the reception and will be archived by Scannexus.
- Blank forms are available at the console rooms/safe area and at www.scannexus.nl/documentation

Screening forms

- As a service to researchers Scannexus provides a **template screening form**, to screen subjects beforehand.
- **NOTE: FPN researchers** have to use the dedicated FPN screening forms of their faculty! They are not allowed to use the Scannexus template.
- If used: researcher is responsible for proper usage according to the ethical approval of the project and storage of these forms!
- Screen your subjects beforehand:
 - Preferable one week in advance so you can cancel the booking if volunteer had counter indications.
 - Provides extra check in screening.
 - Researcher has evidence of screening by archiving this form.



scannexus

CU training

Subject preparation and
scanning

Before entering the magnet room

- Instruct subject about:
 - Stimuli
- Inform subject about:
 - Alarm ball
 - Nerve stimulation
 - (Local) heating
 - Noise
 - No skin-skin contact
 - Dizziness while entering the bore, especially at 7T
- Just before entering the magnet room: check subject for magnetic objects (top- down)
 - Hair Tie/Pins
 - All Pockets
 - Jewelry
 - Belt/Shoes
 - Metal Detector is optional

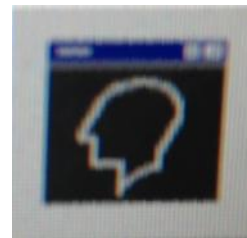
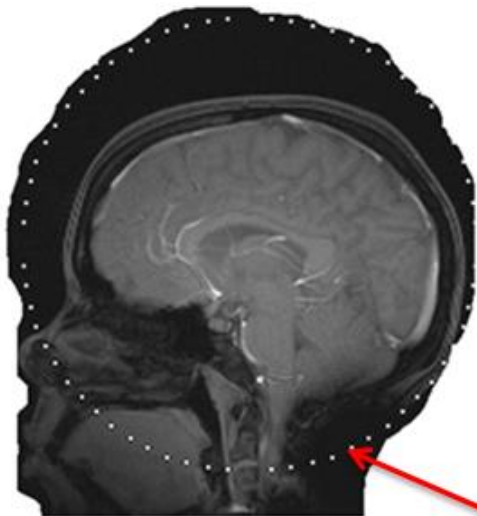
Positioning

- Make sure subject is safe
 - Ear plugs
 - Foam cushions
 - Alarm Ball
 - No skin-skin contact
- Make sure subject is comfortable
 - Knee pillow
 - Blanket
- Use the required stimuli devices
 - No loop in the cables
 - Not touching skin
- Go to the right table position
 - Close eyes while using laser!

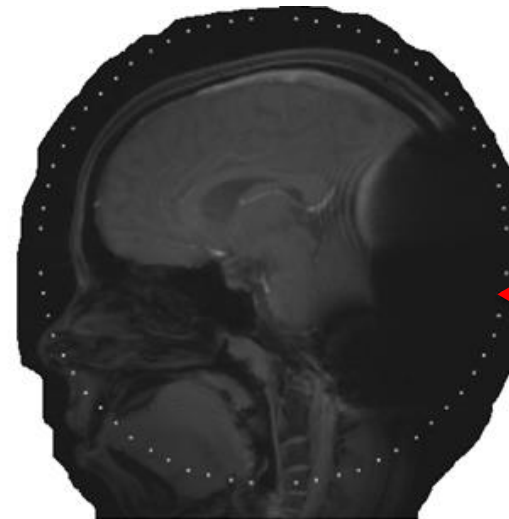


While Scanning

- Keep in contact with the subject!
 - Communicate via the intercom.
- Check your data!



Click to
Check



Physiological Tracking

- Breathing
- Pulse
- ECG (ask for safety instructions)
- EasyAct (acoustic detection of heartbeat, 7T)

Stimulation Devices

- Visual Stimulation
 - Projector on the back side of the scanner.
 - Fixed screen and projector position, do not change.
- Auditory Stimulation
 - Ear bud system (**only use for auditory studies!!**)
 - Headphones do not fit in the coil
- Button Boxes
 - Left and Right hand with four buttons each.
- Eyetracking
- EEG/fMRI capabilities (not supported)
 - 256 channel spongecab of EGI, compatible for 3 (and 7T?)



MR objects clearance

- It is prohibited to introduce and use in the magnet rooms any device or instrument that has not been tested and approved by the Safety Review Board/ Senior Operations and Technical Development Officer (SOTDO).
- Requests for usage of new devices/instruments have to be sent to the Safety Review Board. Add all safety related documents of this device to the request.
- Link **safety requests for SRB**: Service.scannexus.nl

Finish Session

- Table home position.
- Clean the magnet room.
- Return all equipment in MRI room to **default**.
- Lock the magnet room.
- Return the key to the key cabinet.
- Export acquired data.
- Close patient and browser (system stays turned on).
- Switch off monitor of scanner.
- Switch off all stimulation devices. (projector in standby!)
- Switch off monitor of Stim PC.
- Return all stimulation settings to **default**.

Leave everything the way you found it prior to scanning!



scannexus

CU training

Incidental findings

Incidental Findings

- It is not the investigator's job to check for or to diagnose medical problems in anatomical (brain) scans. However, it is possible that you cannot help but notice an anatomical feature that appears out of the normal range.
- Make sure you have an incidental finding agreement. This must be signed by the subject. Responsibility for this lies with researcher.
- A **template** incidental findings agreement is available at Scannexus. **FPN users must use the FPN incidental findings agreement.**
- It is possible to use the Scannexus Procedure in case of an incidental finding.
- Support team will check if the subject has consented to be informed.

Incidental Findings

- Do **not** inform the subject right away.
- Seek contact with a qualified medical expert.
- Scannexus service:
 - Medical expert: Neuroradiologist (MUMC+)
 - In order to provide the expert with the relevant data, contact the Scannexus Support Team via scanlabs@scannexus.nl.
 - FPN: If you are not a staff member of the faculty you must immediately inform the senior staff member who is your supervisor about the situation.
- When the subject did become aware of the fact of a possible incidental finding, then inform the subject right away about you consulting a medical expert, and about contacting the subject by phone after receiving feedback from the medical expert.

Incidental Findings

- After receiving feedback from the medical expert, the subject must be contacted as soon as possible by phone.
 - Subjects for whom medical follow-up is recommended must be invited for a conversation, and for pick-up of their referral letter.
 - Subjects who had become aware of the presence of a potentially aberrant feature, but for whom follow-up was not recommended should also be called and informed.
 - Subjects who had *not* become aware of the presence of a potentially aberrant feature, and for whom follow-up was *not* recommended should *not* be called.



scannexus

CU training

Rules

Students/ uncertified people

- Do not leave uncertified people without you in the rooms.
- Students cannot be given responsibilities around the scanners (supervisor has to be present)
- Do not take students/ uncertified people with you into the magnet room if it is not absolutely necessary.
- Anyone who enters the magnet room has to complete the safety screening form.

Visitors

- Do not bring visitors to your scan session.
 - Respect the subjects privacy.
 - Keep your concentration.
 - You can bring a student, **remember you are responsible for their safety!**
 - Anyone that enters the magnet room has to complete the safety screening form.

Tours

- When a visitor or group wants to see the labs:
 - Approval of Scannexus is required.
 - You must be accompanied by a member of the Scannexus staff.
 - Submit the request at least 24 hours in advance.
 - A timeslot will be booked in Calpendo.
 - Do not enter the magnet rooms.
 - Do not enter the console rooms during a scan session or maintenance.
 - **Remember you are responsible for their safety!**

Note:

Scannexus Staff have the authority to ask anyone present within the MR scanner rooms to immediately leave these areas. Such a request must be immediately obeyed by said person.

Out of Office Hours

- Out of office hours 1 CU and 1 MST person (or 2 CUs) have to be present.
 - The CU that picks up the key is responsible for safety.
 - One of the CU's/MST person has to be an ERO (BHV).
- Out of office hours are: **before 8:30 am, after 5:00pm.**

Out of Office Hours

The burglar alarm is activated 7 days a week between 23:00pm and 7:00am.

Responsibilities Burglar Alarm key:

- CUs should pick up the BA key in the key cabinet before the alarm is set.
- BA keys must be returned within 48 hours after finishing the scan session.
- It is not permitted for one CU to pass the key on to another user.
- The CU is responsible for obtaining and returning the smart key.
- On leaving the facility, the CU is responsible for checking whether other users are in the facility and activating the alarm if they are the last to leave.



scannexus

CU training

Data

BU data server

- This server is backed-up (two weeks) by Scannexus.
 - Personal folder, 1TB.
 - Transfer of data, always make your own backup!
 - Delete data in your personal folder after creating your own backup.
 - Deletion of personal folder after 3 months of inactivity (warning e-mail in advance).
 - In case of space limits this period may be shorter.
 - Make sure to clear out your folder after finishing your data acquisition at Scannexus.
- The scanner can access this server.
 - Read and Write.
 - To export your data to the users personal folder on the BU serve: <\\busrv0001\backedupdata\YourName>

BU data server

Users can access the BU data server from the UM and personal pc's.

- Access is granted after completion of the contract with Scannexus.
- Access is granted after completion of the CU training.

VPN connection is needed using WIFI and/or in case you are not connected directly to the Unimaas network.

BU data server

Mapping <\\busrv0001\backedupdata> (Z:) to your network drive:

- Windows:

- Rightclick my computer on the desktop;
 - Map network drive;
 - Choose a drive letter in the “drive” field;
 - Paste the path <\\busrv0001\backedupdata> in the “folder” field;
 - Tick “connect using different credentials”;
 - At the login put down unimaas\yourusername + password;
 - Click ok.

- Macbook:

- Click on ‘finder’;
 - ‘ctrl’, and ‘rightclick’;
 - select ‘connect to server’;
 - fill in smb://busrv0001/

BU data server

Folders on BU data server accessible for all CUs

- ~Shared
 - Transfer for stimulation scripts/data to and from Stim PC. (USB stick is not allowed.)
 - Sharing data/information with other users.
 - Automatic deletion after one week!
- ~Documentation
 - Contains manuals of scanners and peripheral equipment.



scannexus

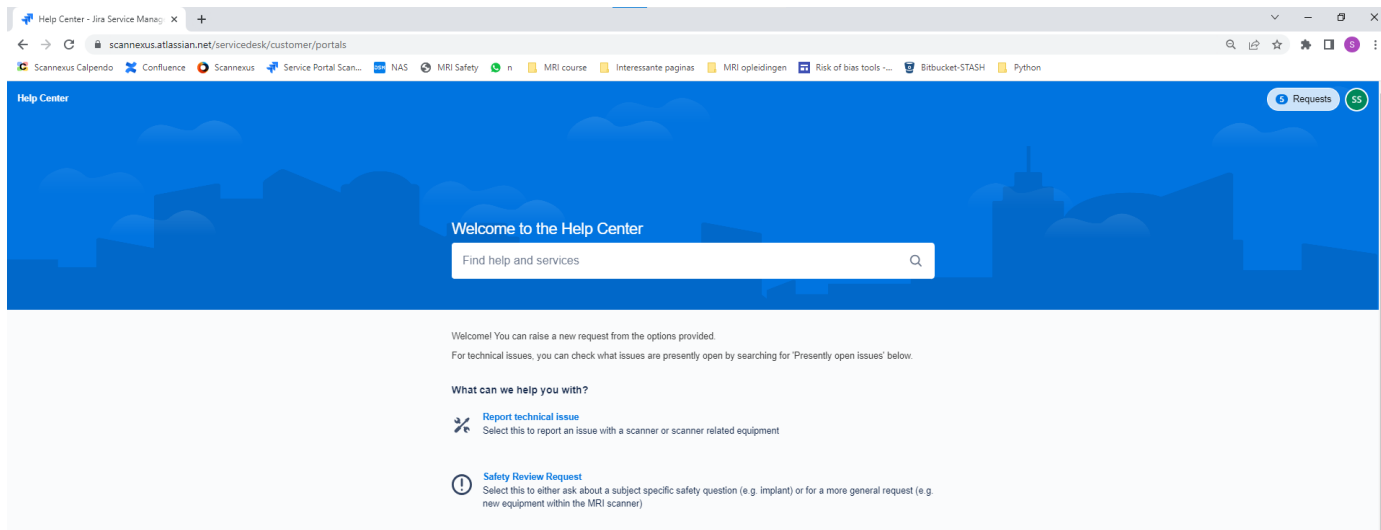
CU training

Information


Scannexus Self Service Portal

Information and requests portal of Scannexus


Create an account and login to Scannexus Self Service Portal:
<https://scannexus.atlassian.net/servicedesk/customer/portals>



Scannexus Self Service Portal








Welcome to the Help Center

Find help and services 

Welcome! You can raise a new request from the options provided.
For technical issues, you can check what issues are presently open by searching for 'Presently open issues' below.

What can we help you with?

-  **Report technical issue**
Select this to report an issue with a scanner or scanner related equipment
-  **Safety Review Request**
Select this to either ask about a subject specific safety question (e.g. implant) or for a more general request (e.g. new equipment within the MRI scanner)
-  **Report incident, suggest improvement, or make a complaint**
Use this for reporting e.g. safety incidents, to suggest improvements, or to make a complaint.
-  **CU Training & Access**
Select this to create a training request, or regain access
-  **General question**
Select this to ask a general question

Scannexus Self Service Portal

'Logbook' of the scanners.



Report technical issues!

Scanner or peripheral equipment related.

Why:

1. Find a solution to your technical issue.
2. Refund hours in case of malfunction

The screenshot shows the Scannexus self service portal interface. At the top, it says 'Help Center / Scannexus self service portal'. Below that is the title 'Scannexus self service portal' and a welcome message: 'Welcome! You can raise a new request from the options provided. For technical issues, you can check what issues are presently open by searching for 'Presently open issues' below.' There is a search bar with the text 'What can we help you with?'. Below the search bar is a dropdown menu with the option 'Report technical issue' selected, with a subtext 'Select this to report an issue with a scanner or scanner related equipment'. Below the dropdown is a field for 'Raise this request on behalf of*' with the user 'Sanne Schins (s.schins@scannexus.nl)' selected. Below that is a 'Summary*' field with the text 'Button boxes response not working'. Below the summary field is a 'Suggested articles' section with three articles: 'BUTTON BOXES', 'TROUBLESHOOT BUTTON BOXES/ JOYSTICK', and 'TROUBLESHOOT 7T LASER IS NOT WORKING'. Below the suggested articles is a 'Project name' field and a 'Scanner*' dropdown menu.

Scannexus Self Service Portal

Example Search help:

Welcome to the Help Center

fMRI

Welcome! You can raise a new request from the options provided.
For technical issues, you can check what issues are presently open by searching for 'Presently open issues' below.

fMRI

ARTICLES



LAYER-FMRI (VASO)

How to use the scanners integrated real-time functional localizer.



PHYSICS DEVELOPMENT STIM PC SOFTWARE VERSIONS

software ASIO4ALL 2.1.3 audio driver Brainstim 1.1.0.1 stimulus presentation Brainvision analyser 2.0.2 EEG Brainvision RecView 1.4.1 EEG BrainVoyager2.4.2.2070 fMRI



7T COIL - NOVA 8TX/32RX

Recommended use cases Whole brain fMRI or anatomy 7t coil 8tx/32rx kb-how-to-article

[Show more articles](#) ▾

SEND A REQUEST ABOUT



Report technical issue

Scannexus self service portal



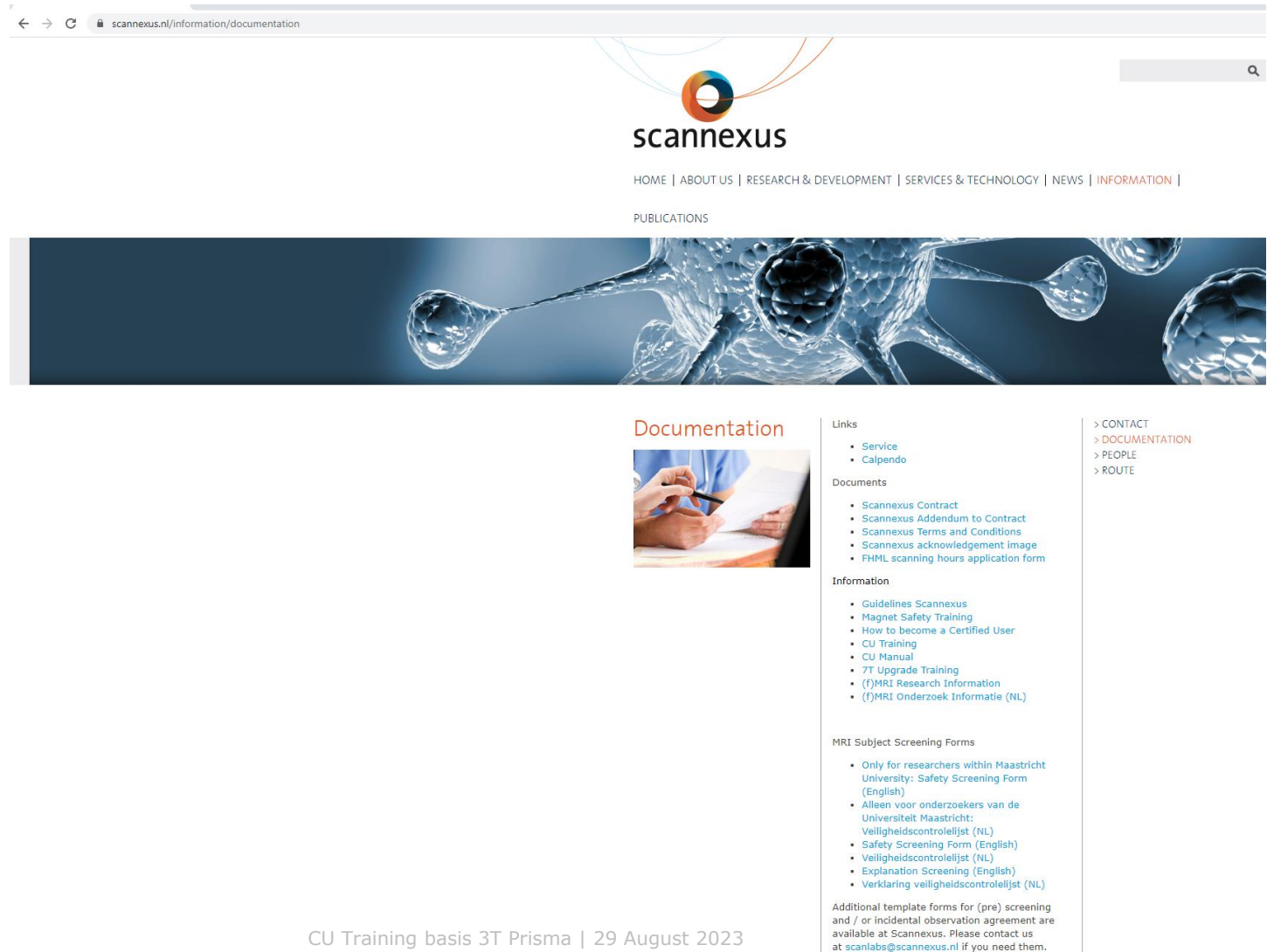
Report incident, suggest improvement, or make a complaint

Scannexus self service portal



Scannexus website

https://scannexus.nl



The screenshot shows the Scannexus website interface. At the top, there is a search bar and a navigation menu with links for HOME, ABOUT US, RESEARCH & DEVELOPMENT, SERVICES & TECHNOLOGY, NEWS, and INFORMATION. Below the navigation menu, there is a banner image of a molecular structure. The main content area is titled "Documentation" and features a small image of hands writing on a document. To the right of the "Documentation" section, there are three columns of links and documents.

Documentation

Links

- [Service](#)
- [Calpendo](#)

Documents

- [Scannexus Contract](#)
- [Scannexus Addendum to Contract](#)
- [Scannexus Terms and Conditions](#)
- [Scannexus acknowledgement image](#)
- [FHML scanning hours application form](#)

Information

- [Guidelines Scannexus](#)
- [Magnet Safety Training](#)
- [How to become a Certified User](#)
- [CU Training](#)
- [CU Manual](#)
- [7T Upgrade Training](#)
- [\(f\)MRI Research Information](#)
- [\(f\)MRI Onderzoek Informatie \(NL\)](#)

MRI Subject Screening Forms

- [Only for researchers within Maastricht University: Safety Screening Form \(English\)](#)
- [Alleen voor onderzoekers van de Universiteit Maastricht: Veiligheidscontrolelijst \(NL\)](#)
- [Safety Screening Form \(English\)](#)
- [Veiligheidscontrolelijst \(NL\)](#)
- [Explanation Screening \(English\)](#)
- [Verklaring veiligheidscontrolelijst \(NL\)](#)

Additional template forms for (pre) screening and / or incidental observation agreement are available at Scannexus. Please contact us at scanlabs@scannexus.nl if you need them.

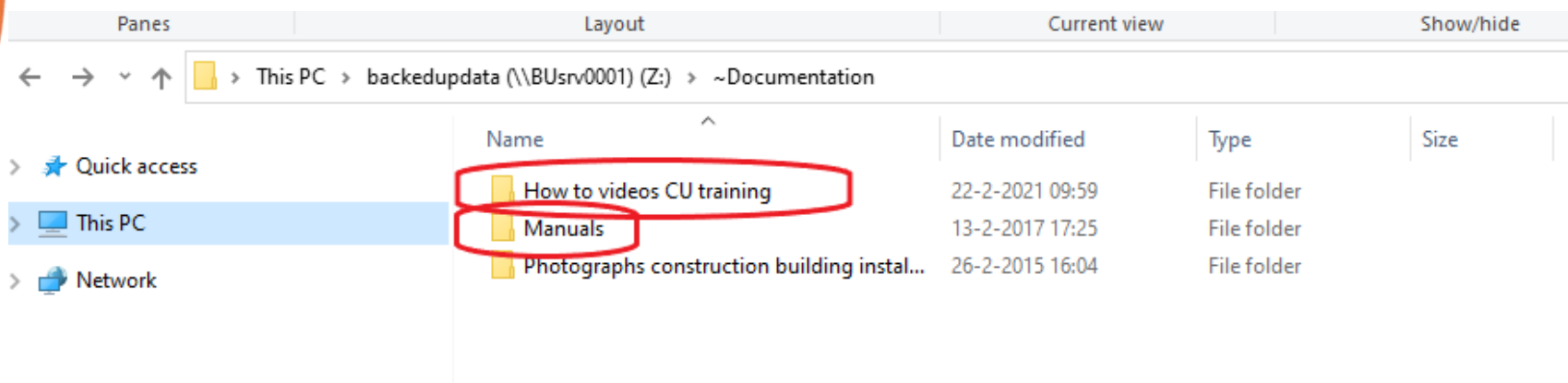
Navigation Menu:

- HOME
- ABOUT US
- RESEARCH & DEVELOPMENT
- SERVICES & TECHNOLOGY
- NEWS
- INFORMATION

Right Side Navigation:

- > CONTACT
- > DOCUMENTATION
- > PEOPLE
- > ROUTE

BUServer



Windows File Explorer interface showing the path: This PC > backedupdata (\\BUSrv0001) (Z:) > ~Documentation. The folders 'How to videos CU training' and 'Manuals' are highlighted with red circles.

Name	Date modified	Type	Size
How to videos CU training	22-2-2021 09:59	File folder	
Manuals	13-2-2017 17:25	File folder	
Photographs construction building instal...	26-2-2015 16:04	File folder	



scannexus

CU training

Questions?