

Center for Radiology Research Resources (CR3) Role Designation

SOP Documentation



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Purpose

1. The purpose of this procedure is to distinguish the role and responsibilities of the Center for Radiology Research Resources (CR3) and Radiology Technologists in relation to the study group it supports.

Scope

1. This procedure will apply to any study team and sponsor wishing to obtain our services.

Definitions

1. CR3 and Radiology is a distinct entity, separate from study teams, created to provide radiology support including protocol review, image transfer and de-identification, and research read reports.
2. CR3 and Radiology staff members performing routine procedures (i.e. commercial services or standard of care assessments) will not be listed on study DOAs. CR3 staff, Radiologists, and imaging technologists are performing services as part of their standard practice and are not involved in direct or significant research activities.

Image De-Identification and Transfer Procedure

1. When a study team associated with the University of Minnesota needs imaging support services for their research study, an inquiry is made with CR3 or Radiology to provide support, clarification, and approval. They then informally contract with

CR3 or Radiology to provide services, including image de-identification and transfer to sponsors.

2. The process to provide image transfers is as follows:
 - a. The research study team submits a request to CR3 for image de-identification and transfer services. This request includes study details, patient identification, imaging time point, imaging date, and imaging modality.
 - b. Once the request is received, CR3 connects through a secure UMN data shelter to request images be pushed from the M Health Fairview PACS system to the secure data shelter.
 - c. CR3 technologists de-identify DICOM images to remove PHI and referring physician tags, leaving only the subject ID as an identifier along with any other optional DICOM tags requested.
 - d. Before being exported from the secure data shelter, the de-identified files are passed through an honest broker, overseen by the University of Minnesota's Best Practices Integrated Informatics Core (BPIC) to ensure the images are free of PHI.
 - e. De-identified image files then are moved to a HIPAA compliant Box folder for local storage, shared with study team members, and uploaded to the sponsor portal.

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CR3 website: <https://med.umn.edu/radiology/research/cr3>

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