

# MRI Booking Rules

Booking Projects on Calpendo

November 2023



We have booking rules in place to maximise use of the finite radiographer covered time and ensure fair access for other studies. Please contact the radiographers for assistance if these rules present any problems for your study design or participant group.

**Whether a booking is a short, medium or long-term the following always applies –**

**A booking should only be made when a scan has been organised with a participant.**

Bookings should have either the start or end of the slot adjacent to the following:

- Start of day (0900)
- QA time and radiographer break (generally 1230-1330)
- End of day (either 1645 or 1630)
- Consecutive study bookings need to have 15mins gap between them

**The short, medium and long-term bookings rules are as follows -**

## **Short-term bookings i.e. next 14 calendar days**

- During this period there will be no limit on the number of bookings that can be made.
- Any bookings cancelled within 7 days may be charged depending on the reason for the cancellation.
- **Any next day bookings (including Monday bookings made on a Friday) will only be possible if there is radiographer cover. You must email the radiographers to check this before making a booking.**

## **Medium-term bookings i.e. 2-12 weeks**

- There is a limit of 4 bookings per study per week.
- The 12 week booking period will be automatically updated by Calpendo on a rolling basis.

## **Long-term bookings i.e. 12+ weeks in the future**

- If you need to book more than 12 weeks into the future, please contact the radiographers.
- You will need to provide an acceptable reason for the booking request e.g. organising a patient participant scan on the same day as a hospital appointment.

## **Please note**

- Where possible, please try to accommodate requests from other studies to slightly adjust existing bookings to make the best use of the covered time. **In the first instance these requests should be made to the study in question and not the radiographers.**
- The prep rooms (FMRIB) / changing room (OHBA) are reserved for the duration of a scanner booking and are only suitable for screening and changing the participant. If you have pre or post scan requirements you should book a testing room.
- Testing room bookings should include the study's Calpendo ID. If you do not have permission to book the testing rooms, you can request this in Calpendo.
- For FMRIB, on days where there is only one radiographer, only one scanner will be marked with availability. Bookings on the scanner without cover are possible provided there isn't a concurrent booking on the scanner showing cover. Requests to book uncovered time should be made to the radiographers.
- **Recurring scanner bookings are not allowed. When recurring bookings are cancelled, they do not generate cancellation emails notifying other users that the time has become available.**
- When emailing <[radiographers@win.ox.ac.uk](mailto:radiographers@win.ox.ac.uk)> please include your Calpendo ID and slot length (for booking requests).