



## RESEARCH SUMMARY for DIAGNOSTIC IMAGING SERVICES REQUESTS

### NOTES FOR COMPLETING THE FORM

The “Research Summary for Diagnostic Imaging Services Requests” questionnaire is designed to assist the Department staff to provide a timely and accurate costing of your study. It will also assist us to identify any obstacles that might need to be addressed or that might prevent us from supporting the protocol you are submitting to Ethics.

The form is most suited to be completed in soft copy, then printed for signature and submission to the Diagnostic Imaging Manager at the appropriate site(s) where the diagnostic imaging services are requested.

To assist you in completion of the form, we have identified some areas on the form where it would be advisable to refer to the notes below to ensure there is no misunderstanding of what the question is intended to clarify.

When you submit this signed form to us, we will do the costing based on the information you provide on the form. The signed costing form we subsequently provide to you will constitute our agreement to support your research at the price quoted. We reserve the right to renegotiate price or withdraw support if the information does not accurately reflect the commitment required of us; if the requirements of our department change during the course of the study; and/or at the time you apply for renewal/extension of the research.

In the spaces provided, identify the test(s) to be performed and details re number of patients, number of tests, clinically indicated (*part of the patient's standard treatment and appropriately billed to OHIP or other insurance provider*) vs. research funded (*tests that are outside what would be part of the patient's standard treatment and therefore not appropriately billed to OHIP or other insurance provider*).

Variables to a clinical protocol would include such things as duplicate copies of images, (*identify format as CD, film, etc.*); use of additional contrast to the department's routine testing parameters; additional views to the standard protocol; any other variables that would affect supplies or time to perform the study, for either the radiologist or the technologist.

Identify any potential impact on the waiting queue due to specific time lines for scheduling of tests, follow-up tests, etc. Off hours scheduling and overtime charges may be necessary in order to accommodate testing within specific time lines.

**Radiation Safety - The Radiation Safety Component is monitored separately outside the jurisdiction of the Department of Diagnostic Imaging and our agreement to participate in the study does not replace the need for Radiation Safety evaluation/approval of your research where applicable. Please review the section on TOH Research WEB site under “FORMS” entitled “Radiation Safety & Health Physics Department” to ensure compliance.**

**All agreements with the Department of Diagnostic Imaging to participate in your study are subject to TOH Ethics Board approval of your research including any required approval from the Radiation Protection Officer. If you have approval from an Ethics Board recognized by TOH Ethics Board and are not doing testing on “Ottawa Hospital” patients, you may not be required to seek TOH Ethics Board review but we will require verification of that circumstance.**

**Executive Summary – on a separate sheet, describe briefly but clearly, the research protocol, purpose and potential for benefit to the patient, the health care system, the department.**

**Forward a soft copy of the completed “DI Research Summary Form” and “Executive Summary” to [hcross@ottawahospital.on.ca](mailto:hcross@ottawahospital.on.ca) by e-mail. Send the signed hard copy of the form, summary and research application, flagged as requested, to the Diagnostic Imaging Campus Manager(s) where the study will take place. The costing will be done and the signed DI Costing Form returned to you.**

**Once Ethics approval is obtained and we receive your confirmation of that, we will require from you a Research Information Letter for Diagnostic Imaging services. (No project shall be initiated in the Department prior to your submission of confirmation of Ethics approval and your return of the completed Research Information letter). With the information provided in the Research Information letter for Diagnostic Imaging services, any necessary SMS billing code(s) will be created and research labels will be provided for your test requisitions. Failure to comply with the use of these codes and labels could result in inappropriate billing of research funded tests to OHIP or other medical insurance providers and the consequences of inappropriate billing.**

**If you require additional space to adequately answer any question(s) on the form, please add a brief addendum. Please be sure to appropriately and clearly reference the addendum on the form in the appropriate space and attach the addendum to the signed form.**