


UBC MRI Research Centre Standard Operating Procedure:

Title	Incidental Findings
SOP No.-Version	UBC MRC Policy #4.4
Applicable To	all MRI research staff
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Reviewed by:	Date:
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1. Introduction

Purpose:

To provide in detail the necessary steps required for the reporting of an incidental finding on an MRI scan.

Any incidental finding seen by any UBC MRI Research Centre staff or reported to UBC MRI Research Centre staff must be reported immediately to the Study PI and Coordinator(s).

Image assessment will be performed by the Study's Radiologist Collaborator or the Centre's Radiologist if required. A UBCH/VGH Radiologist or Fellow may be asked to review the images at the time of the scan if there is concern the findings are emergent in nature. The reviewing Radiologist or designate shall assess the incidental finding according to the following document

and relay the findings and the follow-up recommendations to the UBC MRI Research Centre technologist staff for documentation.

It is the responsibility of the UBC MRI Research Centre to communicate to the Study Team that a finding has been observed. It is the responsibility of the Study Team to communicate the findings and the responsibility of the Subject to ensure the recommended follow-up occurs.

Scope:

This policy applies to all MRI research Radiologists, MR Technologists and study Principal Investigators.

Related Documents:

Incidental Finding Workflow Chart – Appendix 1

Incidental Finding Review Form – Appendix 2

Incidental Finding GP Notification Fax Cover Letter – Appendix 3

2. Policy

2.1 Responsibilities:

2.1.1. UBC MRI Research Centre Technologists, Staff and Radiologist

- Staff must follow all necessary steps for the reporting of an incidental finding on an MRI scan.

2.1.2. Study Principal Investigators and their agents

- The Study PI and their agents are responsible for ensuring the Incidental Finding and recommended follow-up care are disclosed to the participant and their medical care providers.

2.2 Procedure:

2.2.1. The MRI Technologist will contact the Study Principal Investigator, Coordinator to notify them an Incidental Finding has been observed and the following steps are required:

- Determine who will disclose clinical findings and recommended follow-up to the participant
- If there is a Study Radiologist collaborator they must complete the Incidental Finding Review Form and return it to the Centre for documentation

- If requested by the study team, the Centre's Radiologist will complete the Incidental Finding Review Form, disclose the clinical findings and the recommended follow-up to the Study Team and if requested to the participant.
- If the incidental finding is judged to be a normal variant or an expected finding given the population participating in the study the reviewing Radiologist shall inform the study Principal Investigator of the finding and together discuss whether it is necessary to disclose the finding to the subject.

2.2.2. If the incidental finding is judged to be of an emergent nature

The technologist shall arrange for a Radiologist or Fellow to review the images immediately. The Centre's Radiologist can be contacted by text message for urgent finding review. The reviewing Radiologist shall discuss the finding with the subject upon completion of scanning and advise them to attend the UBC Hospital Urgent Care Centre.

- If the subject is a child, the finding shall be discussed with the parent or guardian who signed the consent form.
- The reviewing Radiologist will contact the UBC Hospital Urgent Care Centre and liaise with the emergency physician on duty.
- The reviewing Radiologist shall inform the study Principal Investigator of the finding and provide a status update.
- The reviewing radiologist will record their observations and recommendations using the Incidental Finding Review Form (Appendix 2).

2.3 Incidental Finding Workflow and Documentation:

Please see Appendix 1 for the workflow chart of these activities.

2.3.1. Discovery and Notification of Finding:

Ideally, the documentation and tracking will be performed by the Technologist who saw the finding or to whom the finding was initially reported.

- In PACS the MRI Technologist changes the de-identified study and the real demographics study priority to "Incidental Finding".
- The MRI Technologist will complete their section of the Incidental Finding Review Form and save it on the server partition scaninfo < Incidental Findings with the Subject coded name.
 - When describing the finding do not query what the pathology could be, just state what is observed.
- The MRI Technologist emails the Study PI, Study Coordinator and Research MRI Supervisor the following:

Hello,

An MRI Incidental Finding has been observed by us/reported to us for your study subject _____. Please let us know if the information below is accurate and complete the missing fields if you are involving the MRI Research Centre's Radiologist:

Our records indicate the Radiologist who will review the images is:	
<i>If the UBC MRI Research Centre's Radiologist is requested to review the images please provide:</i>	
Subject Provincial Health Number (PHN) if available:	Call 604-822-4237 (UBC local 24237) with this information do NOT email
Our records indicate the person who will disclose findings and ensure recommended follow-up is communicated to the subject is:	
<i>If the UBC MRI Research Centre's Radiologist is requested to disclose findings to the subject and their medical caregiver please provide:</i>	
Subject Phone Number:	
Subject Family Doctor Name and Number :	

(if the subject does not have a family doctor provide a walk-in clinic name or UBC Student Health Services)

We will send an Incidental Finding Review Form to the reviewing Radiologist, cc-ing the people on this email. Once the completed form is sent back it will be uploaded to the UBC MRI Research Centre PACS system for documentation.

Best Regards,

2.3.2. Review of Finding:

- Once the above details are provided the MRI Technologist will complete their section of the Incidental Finding Review Form and email to the designated reviewing Radiologist, Principal Investigator, Study Coordinator and Research MRI Supervisor.
 - “reply-all” on the notification email chain and add the reviewing Radiologist
- In PACS the MRI Technologist adds the reviewing Radiologist as the **Reading** physician in the Study Information of the de-identified study.
- If the UBC MRI Research Centre’s Radiologist is the reviewer, the MRI Technologist shall enter the provided Subject information into the Study Information Comment Section under the Subject’s Real Demographics study in PACS.
 - The Centre Radiologist is added as **Reading** physician of the real demographics exam so the details are viewable online
- If the subject has multiple exams from different studies the reviewing Radiologist is added as **Reading** physician if appropriate.

2.3.2. Resolution of Workflow:

- Once the Incidental Finding Review Form is completed it will be uploaded to PACS as a report document for the de-identified study and the subject’s real demographics study.
- In PACS the MRI Technologist changes the de-identified study and the real demographics study priority to Reviewed Incidental Finding
- If the UBC MRI Research Centre’s Radiologist is the reviewer the Incidental Finding Review Form will be faxed to the subject’s physician with instructions to contact the Radiologist by phone if more information is needed (on the Incidental Finding Fax Cover Sheet (Appendix 3)).

****See Appendices #1, 2 & 3**