

# Data Transfer SOP – Imaging Sites – Amendment for ICA Studies

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## **Intended Audience:**

These operating procedures are intended for participating imaging sites in the IMAGE-HF project, including:

- Research coordinators

## **Background:**

Quality assurance (QA) and standardization of the IMAGE –HF 1C-ICA study is headed by Montreal Heart Institute. According to their specifications, all ICA QA studies must be transferred to their site according to the following procedures.

These procedures detail the data transfer process and complement the general IMAGE-HF QA process for which SOPs and tutorials are available at <http://www.image-hf.ca/data-management.htm>.

## **Procedure:**

1. Save **one** patient dataset to a CD (not on DVD) in the following format:
  - Non-compressed DICOM images
  - Resolution:512 X 512
  - Anonymized DICOM header including:
    - Patient name – replace with IMAGE-HF and IMAGE-HF identification number
    - Patient ID – replace with the IMAGE-HF identification number
    - Patient date of birth – replace the day with 01
    - Date of image acquisition (procedure date).
  - Copy kept at each clinical site (and/or at Ottawa Heart Institute)
2. Label each CD (directly on each CD using a permanent marker) with the following information:
  - IMAGE-HF study name
  - IMAGE-HF patient identification number
  - Date of image acquisition (procedure date).

3. Send the CD by courier to (shipment paid using IMAGE-HF account to be provided separately):

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