Duke University

Brain Stimulation Research Center (BSRC)

Policies and Procedures

Updated: July 18, 2019

This document is intended to document the policies and operating procedures for use of the Duke Brain Stimulation Research Center. This document is meant to augment the use of our **Scheduling Calendar**, our portal at **Core Research @ Duke**, and our **Website**.

- **Rooms and Equipment**:
  - BSRC is located in room 54209, 10, 11, and 12 of Duke Hospital South, Red Zone, and is comprised of the equipment located in these rooms. We are also setting up a new testing room across from BIAC 6 that will be used for BSRC activities as well.
  - It is the user's responsibility that the *rooms and equipment be returned to a clean and organized state* after each use. This includes unplugging the stimulation coil and returning it to its storage bin, turning off all stimulators, logging off of computers, organizing all cables, and everything else that would make YOU happy if you were arriving to set up for YOUR session.

- **Booking**:
  - When booking rooms for a study session, please schedule a block of time that *accurately accounts for all study activities including setup and clean up* (this generally takes at least 15 mins before and after session). It is your responsibility to cede the room with the equipment returned back to an organized state.
  - Booking notation needs to indicate: study identification, active subject (i.e. subject number) or piloting, visit number (if applicable), and initials of the person running the session
    - For Example: WMT_312_TMS1_HP-SH ; or 4018-TMS-CR_Intervention-LC…
  - Update calendar notation to accurately reflect time used, please add note into title of calendar entry
    - For Example: WMT_312_TMS1_HP-SH finished at 12:35
  - When you book in a session please leave it on the calendar unless your session is canceled 24hrs or more beforehand
  - If the session is canceled less than 24 hours beforehand, or if the subject does not show up, please indicate it in the calendar
    - For Example: WMT_312_TMS1_HP-SH (no show)
  - Individual studies are responsible for ending on time and cleaning up the space, other studies have the right to take the space if the previous session runs over.

- **Cancellation, No-Shows, and Technical Issues**
  - Cancellations made to the calendar greater than 24 hrs before the scheduled time will not incur a cost.
  - Cancellations made less than 24 hrs before the scheduled time will pay for half of the scheduled session.
  - If a participant does not show up, or shows up too late to conduct the session the user will pay for half of the scheduled session
  - If there are technical issues that ARE NOT due to BSRC equipment failure the user will pay for half of the scheduled session (e.g., your stimulus code crashes, motor thresholds are too high to continue, subject falls asleep, etc)
  - If there are technical issues that ARE due to BSRC equipment failure the user will not have to pay for any of the scheduled session. However, it is the user's responsibility to report these issues to either Greg or Hannah to assure that these costs will not be incurred (and the issue will be resolved) and to inform the BSRC of this equipment issue so they can contact the relevant people to fix it.

- **Billing, Invoicing and Prices:**

- Prices for 2019-20 fiscal year are:
  - "Without Technician" (Use of one room and TMS stimulator + BrainSight without a BSRC technician): $55/hour
  - "With Technician" (Use of one room and TMS stimulator + BrainSight with a BSRC technician): $150/hour
  - "Advanced TMS" (Use of EEG or the robot, in addition to the TMS stimulator): $55/hour
  - "TMS Certification Training" (a 10 session training certificate in TMS): $310/total

    Note 1: These prices add. So if you are using TMS with BrainSight, that is $55+$55 = $110/hour.
    Note 2: Advanced TMS covers everthing and you don't pay separate for each advanced device. So $55/hour covers BrainSight AND EEG AND robot… you don't need to pay for each separately
- Prices can change each fiscal year based on operation costs and use projections.
- You will be billed for ALL time booked into calendar.
- Billing issues: email Hannah at hlp14@duke.edu

- **Data Management**:
  - Most computers in BSRC are on the DHE network and can be accessed by logging in with your NetId credentials. The exception to this is the 'Bruno Mars' computer, which is connected to the BioPack system and is used for conducting the PEST procedure.
  - All data should be de-identified with NO PHI stored with saved data
  - For most protocols data should be transferred directly to the user's departmental network drive or Duke Box drive. This can typically be done most conveniently by mapping the network drive to the BSRC local computer. Similarly, Box folders can be synced.
  - You should not need to store data locally. However, if you do, please note that it your responsibility to transfer this data to your storage/network computers. Approximately every July 1, BSRC staff will review the memory utilization on each BSRC computer and if storage is low will send a user group email notifying people that it is their responsibility to remove data within one month.

- **Supplies**:
  - Urine cups, drug screens, and pregnancy tests are provided by the center. Each room should have these items or they can be located in rm 54236

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