This document outlines the responsibilities of Studies, CAIR and Techs when scheduling a Tech for scans outside of regular scanning hours on Friday evenings, Saturdays, or Sundays. Weeknight availability is available upon request (email requests to [kkbisla@ucalgary.ca](mailto:kkbisla@ucalgary.ca)).

*Notes*

* Studies should attempt to book consecutive scans on weekends.
* Seniority will be followed when possible. Seniority is a “Snapshot” in time, meaning once a tech is booked, they cannot be bumped if a more senior tech becomes available.
* CAIR reserves the right to not offer extra hours to a tech if scheduling proves difficult. e.g. if the tech changes availability causing disruptions in research bookings or does not attend their confirmed shift.
* Should any issues arise, they must be communicated immediately to [kkbisla@ucalgary.ca](mailto:kkbisla@ucalgary.ca)

**STUDY RESPONSIBILITIES**

1. Studies must contact and book a tech based on the seniority and availability listed on the website.

* Please allow 48 hours for the most senior tech to respond to your booking requests before contacting the next available tech
* If a tech is already scheduled for the day a study is attempting to add a booking, this tech should be contacted first.

1. Studies must include the tech name in the Calpendo description.
2. At the beginning of the week, studies *should* email the tech to confirm Tech attendance.

**CAIR RESPONSIBILITIES**

1. Reach out on a monthly basis and collect tech availability.
2. Update and maintain website tech schedule.
3. Review the Calpendo calendar to ensure that each overtime booking has a tech listed.
4. When studies request special availability (ex: weeknights), Vanessa will reach out to techs for availability which will be provided to the study.

**TECH RESPONSIBILITIES**

1. Provide accurate availability at least one month in advance.
2. Communicate changes in availability to [kkbisla@ucalgary.ca](mailto:kkbisla@ucalgary.ca) and study Coordinators who have booked them.
3. Confirm availability when receiving a scheduling request from a study (within 48 hours) and in the week prior to the scan.