Standard Operating Procedure: Off Hours Scanning and Events Related to Scanner Usage

Background: There is no current process in place for when off hours scanning is performed. The ISP has no consistent way to ensure all scanner usage during off hours is documented, this therefore limits the ability to accurately document all scanner time that is used.

There is currently nothing in writing to ensure research staff understand what to do if issues or events arise with equipment during off hours.

Purpose:

Establish a method to ensure all after hour's scanner usage is documented via the core calendar.

To provide fair use of the scanners to all research staff, giving everyone an opportunity to schedule time on the scanner and perform imaging when needed.

Ensure off hours issues or events related to scanner and equipment are reported.

After Hours are defined as any time after 5:00pm Monday-Friday and any time over the weekend.

Process:

Any scanner usage after hours that is greater than 15 minutes must be documented on the core system calendar.

Any research staff member who performs any MRI scanning off hours (as well as normal hours) must be MRI safety trained.

After Hours is defined as any time after 5pm Monday-Friday and anytime during the weekend.

Scheduling:

Advanced Notice

If it is known ahead of time that the scanner will be used for after hours scanning a formal request should be submitted via the core calendar and approval must be granted prior to use of the scanner.

Short Notice

If it is not known in advance that the scanner will be used, such as weekend or later evening scanning, the scanner can be used without submitted a formal request to the core calendar following the below guidelines:

- Core calendar must be assessed prior to use to ensure there will be no conflict with any other group or person who has officially booked time on the scanner
- If unscheduled off hours scanner usage exceeds <u>15 minutes</u>, an email must be sent to Jessica Lilly, Jamie Weathersbee and Jose Reyes. The email should contain the following:
    - Date of scanner use
    - Time frame of scanner use
    - IRB used for the imaging
    - Phantom scanning
    - Human scanning
        - If human scanning is performed after hours there MUST be two research staff present for the entire duration of the scan, unless the scanning is performed at the medical center.
        - Research staff who will perform scanning after hours must be actively certified in BLS CPR and maintain this certification at all times.
    - Contrast used-- if scanner usage was performed at the medical center
- Once the email is received the scanner usage will be scheduled on the core calendar
- If scanner usage doesn't exceed 15 minutes there is no need to notify anyone of scanner usage

Off Hours Events:

If any serious issues or events arise while the scanners are being used they must be reported to the MRI Operations Manager, Jamie Weathersbee immediately. Contact information can be found in the scanner control rooms.

<u>Serious issues or events include:</u>

- Scanner goes down while scanning
- An object becomes attached to the scanner
- Injury occurs related to MRI safety
- Any issues with coils or other equipment used with the scanner
- Any other issue that may warrant the scanner out of commission for the following day or upcoming week