Standard Operating Procedure: MRI Safety Training

Background: There are times when access is needed for staff or students who will be working within the MRI space on an active study. Examples of this personnel would be, study coordinators, research assistants, medical students, etc. There are also occasions when research personnel, for example Biomedical Engineering students developing cardiac MRI techniques, have a need to perform MRI exams without the assistance of an MRI Technologist. In order to ensure that MRI safety guidelines are followed on both of these occasions, MRI safety training will be provided to independently scanning personnel prior to the performance of any MRI exams on either phantoms or human subjects and to staff who work alongside an MRI Technologist in the MRI space.

Purpose: Establish a process, to include documentation, for MRI safety training for research personnel who will be scanning without the presence of an MRI Technologist and personnel who require access that are working with an MRI Technologist, or study group on an active study who are not performing scans.

Training Requirements for Gaining Access to the Imaging Core MRI Area:
- MRI Training:
    - Completion of MRI safety training module. Training module can be found on the UVA Radiology Research webpage (https://med.virginia.edu/radiology-research/imaging-services/mri-safety-training/)

    - Completion of an MRI screening sheet. This can also be found on the Radiology Research webpage (https://med.virginia.edu/radiology-research/imaging-services/forms/)

    - Walk-through of the MRI space-to include a review of imaging coils, cleaning and scanner-use etiquette and completion of MRI training checklist. *** (Only applies to personnel who will be independently scanning)***
    - If all of the above is completed then ID Badge access can be granted for access to the MRI scanner area
        - A formal email request to include full name, 9-digit employee ID #, completed MRI staff screening sheet, and MRI safety training certificate is required to request official access. Email requests for badge access should be sent to the MRI Research Operations Manager, Jamie Weathersbee, (jg6w@virginia.edu).

*** All documentation of MRI Training will be kept with the MRI Technologist (scanned into database) ***

- Other training in order to be added to a study protocol:
    - Complete CITI Training online and email documentation to Brigitte Kelly
        - CITI website: https://about.citiprogram.org/en/homepage/
        - For assistance or questions regarding completion of this training reach out to Brigitte Kelly

Completion of Training:
- After completion of all above training staff who will perform independent scanning can then be added to an IRB.
- The Primary Investigator for the IRB will be responsible for the personnel performing independent scanning.

Any staff member who completes this training will be held accountable for the following:

- Utilizing an active IRB along with a valid PTAO when performing scans
- All imaging performed is defined by an IRB
- All scanner use is scheduled within the core calendar system
- Appropriate use at all times of the scanner, all coils and other equipment associated with the scanner
- Report any issue with scanner equipment including any other events that may arise while using the scanner as outlined in the SOP for Off Hours Scanning and Events

Failure to following proper utilization of the scanner and adhering to the above guidelines will result in suspension of independent scanning privileges or revocation of independent scanning privileges.

JLW 10-2019
JLW 6-2022