

Part I

General Information

1. Before anyone (staff, subject, visitor) may enter the magnet room, a screening form must be completed and reviewed by the research technologist, research nurse, or the PI who will be performing the MRI exam.
2. Before entering the magnet room, everyone must remove from their person and clothing, watches, pagers, wallets, pens, pencils, hair/money clips, jewelry, keys, coins and any other possible projectiles.
3. Street clothes may be worn by the person being scanned if the clothing is without metal fasteners (i.e. Jogging suit).
4. The magnet room door should be kept closed at all times except when entering or exiting the room. (Keeping the door shut tight will reduce rf noise.)
5. All persons scanned must wear ear protection. If they decline, the exam must be canceled.
6. Never scan with an unplugged surface coil in the bore of the magnet.
7. Use of any research equipment, coils, or supplies not supplied by the MR Research Facility must be approved by the MR Steering Committee.
8. All investigators must clean up after themselves. Return all equipment to its proper place. The room should be kept neat and tidy. Do not lay coils and phantoms on the floors.
9. Please report all malfunctioning or damaged equipment to the research technologist or other facility core personnel immediately.
10. All studies should be archived immediately after the exam is complete.
11. A physician or nurse must be available to cover MR research exams where patients are being scanned or contrast is being administered. For normal volunteers, no medical coverage is necessary, unless contrast or sedation is being administered. However, the researcher must be familiar with code procedures and calling 117 if a medical emergency should arise.
11. Subjects must never be left unattended in the magnet. If the researcher or technologist must leave the area then he/she must get another qualified researcher to cover for him/her during the absence.
12. Subjects should never be left alone while lying on the scan table outside of the magnet. Due to the lack of side rails on the table, there is a risk of the subject falling.