*05/30/2017*

**fMRI Lab Policies and Procedures:**

Safety:

* Screening forms must be filled out each time a person is entering the scanner. This form must be signed and dated the day that they are being scanned - no exceptions
  + Anyone under the age of 18 must have their screening form filled out and signed by a parent or legal guardian. The verbal screening should also be conducted with this person prior to scanning
* Anyone who may potentially enter the scan room (including RA’s, PI, etc) must have a completed screening form on file
  + They should also be instructed to notify the lab of any changes such as surgery or metallic injury
  + Support staff (technologist, RA, PI, students) entering the scan room may not bring any foreign objects into the scan room, including clipboards, scissors, unapproved study equipment, cell phones, MCards, hairclips, etc
  + Unscreened individuals are never to enter the scan room
* Anyone being scanned must be free of any implants or foreign objects in the head and neck area. This includes piercings, braces, wigs, necklaces, ‘hoodies’, religious or other head coverings, bobby pins, etc
  + Minor dental work is allowable but should be removed if possible
  + Piercings can be replaced with a silicon or plastic ‘retainer’, but if a metallic piercing is unremovable then it cannot be scanned
  + We have surgical bonnets that can be offered for those that need to remove wigs or religious attire. If this is insufficient, staffing arrangements can be made for participant comfort
* All implants or history of metallic injury must be approved by a registered technologist or the lab manager/director.
  + History of metallic injury requires a copy of a radiological report stating that no foreign bodies are present. If a metallic foreign body is still present in a potential subject then they cannot be scanned
  + Any MR Conditional implants require documentation showing exactly what is implanted and what conditions must be met in order to safely scan the participant
  + Heart stents are approved so long as documentation shows that they can be scanned at 3T, in Normal or First Level SAR modes, and that the spatial gradient rating is greater than or equal to 720 g/cm
  + All documentation must be attached and filed with the screening form
* Participants are permitted to wear street clothing provided that they are free of metal or metal fibers (antimicrobial or anti-odor) and that no other objects are present in their pockets or on their body (cell phone, wallet, keys, belt, etc)
  + If in any doubt, the tech should instruct the subject to change into our provided scrubs
* RF padding is to be used with every single participant to prevent touching the sides of the bore or skin to skin contact
  + If they cannot fit into the scanner with the padding then they cannot be scanned
* The final decision to scan or not scan is up to the technologist and they may terminate scanning at any time at their own discretion
* Subjects who are pregnant or may be pregnant are not to be scanned
* All medication patches must be removed prior to scanning
* Hearing protection MUST be worn be anyone present in the scan room while the scanner is running
* All piercings must be removed prior to scanning
* Tattoos must have been done by a professional, not contain metallic or shiny ink, not be in the head/neck area, and should be at least 8 weeks old before scanning
* A minimum of two people must be present in the control room when scanning a human subject. One of whom must be currently certified in BLS-CPR
  + If a participant enters any life threatening ‘distress’, one person should call 911 and get the AED located by the women’s restroom. The other should remove the person being scanned from the scan room and begin CPR if necessary
    - CPR is NEVER to be performed inside of the scan room
* No objects or equipment are to be brought into the scan room unless they have been approved by the lab director/manager or lead technologist
* If a participant or another individual become violent or you feel threatened, you may try to deescalate the situation if you feel safe doing so otherwise call 911 or 31131
* The door to the scan room should never be left open when unattended and the belt barrier should be utilized when in the room with the door open
* If a quench should occur, the building should be evacuated with doors open and ventilation fans turned on until further notice

Policies/Recommendations for the fMRI Users:

* While a new screening form is mandatory before scanning, it is highly recommended that your subjects be ‘pre-screened’ so that if there are any implants or other concerns that there is enough time to verify its safety
  + If there is a concern, please let Ryan know as soon as possible so research can be done
  + Do not assume that if a subject states that they have had an MRI before that they will be okay to be scanned at the fMRI lab
* Other things to check for prior to scanning day:
  + It is helpful to find out a subject’s glasses prescription or encourage them to wear contacts ahead of time if they require vision correction
  + If your study uses eye tracking, please instruct your subjects to not wear any eye makeup as it will interfere with the software’s ability to find the pupil
  + Some studies use participants that may not have the capacity to provide an accurate medical history, please screen for this and determine if a legal guardian or family member can provide a reliable history for safety screening
* Aside from the safety form and any related documents, a current consent/assent form showing the HUM and approval/expiration date must be signed and copies given to the technologist prior to scanning
  + Unsigned or out of date forms will prohibit scanning
* Please have all forms filled out **first** when the participant enters the fMRI lab
  + There is no point in spending an hour training your subject only to find out that they cannot be scanned due to a safety or other issue. Have all paperwork completed before doing anything else!
* Always have the participant use the restroom before scanning
* fMRI parking spots are for participant use only. RA’s or other research staff must provide their own parking passes/spaces
* Do not bring a subject into the control room until given permission to do so
  + There may still be another subject being scanned and would be a violation of their privacy
  + The tech may not be ready yet; do not assume that they are ready to scan just because you are. Please :)
* Family members or friends accompanying the participant must remain in the waiting room
  + For parents of minors, they may be allowed (with permission) to observe their child be set up from a distance
    - Under no circumstances are they allowed to enter the scan room
  + Once the scan room door closes, they are to return to the waiting area
    - Parents are not allowed to sit in the control room to watch the scan being done
* For those using the outside scanner, please have your participants lock up their belongings inside the waiting room lockers
* All RA’s should know which scanning accessories (claws, coil, etc) they use and their scanning protocol
* Once again, the tech scanning has the final decision on if a subject is to be scanned. If they have a safety concern or are not comfortable scanning someone for any reason, they are allowed to discontinue the study being performed

Scheduling/Appointment times:

* Please ensure that anyone involved with the fMRI portion of your study is on the fmri.users email list
  + Email Ryan to be added/removed from the list
* Requests go out the second week of the month (typically) and are due the following week
  + It is asked that you provide flexibility and alternate dates/times as many studies will have conflicting requests
* All cancellations must be directed to the fmri.users email group and provide a 24 hour notice with reason for cancellation
* Once a slot is declared open, please email Ryan if you would like to pick it up
* After the schedule is posted, it is each study’s responsibility to know their scan times and dates
* The time listed on the schedule is the time your subject is expected to be on the table. Any late starts are subject to cancellation or having scan sequences eliminated to ensure that the scan does not run over the appointment time
  + It is advised that you have your subjects come early enough that you are consistently starting on time
  + While the occasional late subject cannot be helped, your scan time cannot interfere with another study or the tech schedule
    - Therefore it is advised that each study has a ‘cut list’ of scans in the event that their protocol needs to be shortened