

BWH Radiology Documentation

Document Number
SOP 9.3.1

Title		
SAIL – MRI Time for Development Policy		
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PRESUMES PRACTITIONERS KNOWLEDGE OF: (title)	SPECIAL NOTES	
N/A	ABSOLUTE CONTRAINDICATIONS: <u>N/A</u> EXPOSURE: <u>N/A</u> PROTECTIVE EQUIPMENT: <u>N/A</u> PATIENT/FAMILY EDUCATION MATERIALS: <u>N/A</u> EQUIPMENT: <u>N/A</u>	

1.0 PURPOSE

- 1.1 To provide guidelines on accessing the Bruker 7T MRI animal scanner at 221 Longwood for the purpose of setting up imaging studies that require pulse sequence development and/or protocol optimization.

2.0 SCOPE

- 2.1 The policy applies to all BWH Radiology Department researchers that wish to perform imaging studies on the Bruker 7T animal scanner at 221 Longwood.

3.0 RESPONSIBILITIES

- 3.1 Animal Research Coordinator – Responsible for scheduling time on the scanner.

4.0 DEFINITIONS

- 4.1 “The Scanner” – refers to the 7T Bruker small animal MRI scanner located at 221 Longwood Ave.
- 4.2 “The Facility” – refers to the SAIL facility at 221 Longwood Ave.
- 4.3 “Image Study Setup” – refers to work on the scanner in preparation for an imaging study. This can include but is not limited to pulse sequence programming, and scan protocol optimization.
- 4.4 “Prime Time” refers to the hours 8am – 5pm Monday through Friday.

5.0 POLICY / PROCEDURE

- 5.1 The intention of this policy is to facilitate MRI research that relies on technically challenging methods for data acquisition by providing development time on the scanner for the purpose of image study setup.

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- 5.2** Subject to authorization by the facility director or responsible physicist, BWH Radiology Department researchers, that are certified as independent users of the facility, may schedule time with the help of the animal research coordinator to use the scanner at no cost for image study setup under the following conditions:
- 5.2.1 Time scheduled in advance cannot be during prime time on weekdays, but can be at any time on weekends and holidays.
 - 5.2.2 Same day prime time scheduling through the animal research coordinator is allowed when the scanner is not already booked.
 - 5.2.2.1 However, researchers requiring the scanner for funded project work will always have precedence over development time, therefore, development work may need to stop if an unscheduled funded animal scan needs to take place.
 - 5.2.3 The time scheduled for development use will be recorded, and although there is no preset limit, the investigator who has utilized the least amount of development time will have priority in cases of scheduling conflicts.
 - 5.2.4 Development time that has been scheduled but is not ultimately needed must be canceled in a timely manner through the animal research coordinator.
 - 5.2.5 No animals may be scanned or otherwise utilized in the facility during development scan time granted under this policy.
 - 5.2.6 No data that is intended for use in grants or publications should be acquired during development scan time that is granted under this policy.
 - 5.2.7 Investigators must sign off on the policy – see Appendix.

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Appendix – Acknowledgment of Understanding of SAIL MRI Time for Development Policy

I hereby acknowledge that I have read the SAIL MRI Time for Development Policy and I understand and agree to abide by the limitations set forth in it.

I understand that this “Policy Sign Off” sheet will be placed in my research compliance file and retained by the SAIL Animal Research Coordinator.

I understand that any breaches of policy or safety could result in the loss of MRI scanning privileges at BWH.

Signature

Name

Date

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