

Glasgow Clinical Trials Unit Guideline

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Title	CRIF Researcher MRI Entitlement and Authorisation Guidelines		

1. Introduction

This document applies to NHS and non-researchers when they wish to conduct an MR imaging study at the 3T and/or 7T MRI systems at QEUH thereby enabling them to work independently from the core NHS MRI staff based at each site for the duration of their study.

The purpose of this document is to define the procedures to be followed by researchers. The study Principal Investigator (PI) will nominate those members of the study team that need to be MRI trained i.e. entitlement and are delegated to do so. The researcher will then undergo an MRI training package which enables them to be authorised to access the MR environment and/or become an MR operator.

MR Authorisation levels

Authorisation to access MRI facilities will only be given by the MRRP. If a study is to be performed at more than one site authorisation will be required for each.

If the project is not using core MRI staff then two nominated persons are required to be authorised persons, one from CAT A and B as a minimum. This decision will be made by the MRRP at each site.

Levels of authorisation

- MR Authorised operator CAT A: Defined as authorised to have card access to the MR environment and supervise/operate the scanner. They will be responsible for the MR authorised non-operator. They are also authorised to control access.
- MR Authorised non-operator: there are two types – CAT B authorised to have card access to the MR controlled access area and the MR environment (magnet room).

2. Procedures

2.1 MR Entitlement

- PI nominates researchers who require to be given authorised status by completing section one of CRIF MRI Researcher Entitlement Application Form 58.004B.
- PI must contact MRRP with completed Form 58.004B and associated documentation, a minimum of 4 weeks prior to study start. MRRP will verify all details in application form.
- If a Non-clinical researcher requires access then Research Governance Officer's at UoG must be contacted initially to advise on any pre engagement checks e.g. research passport, disclosure, Occupational Health that may be required.

Contacts: University of Glasgow Research Governance Team at research-governance@glasgow.ac.uk

Once section 1 has been completed send along with pre-engagement supporting documents to ggc.researchimaging@nhs.scot

2.2 MRI Training

2.2.1 Site induction

All researchers wishing to access the MR Controlled Area must complete site induction pack with the MRRP:

- Read current site local rules and core CRIF SOPs to include emergency procedures.
- Complete appropriate site safety competency screening form and controlled access safety form to be reviewed annually in accordance with Local Rules.
- Completion of TURAS MRI safety module CAT B. Certificate of pass must be sent to MRRP.
- All persons are responsible for maintaining their continued development in MR safety as supported by MRRP

At this point researchers can only be **MR Authorised Non-operator – Category B**

2.2.2 MR Authorised Operators training, in addition to 3.2.1-

- Completion of TURAS MRI safety module CAT A. Certificate of pass must be sent to MRRP.
- Relevant site scanning safety CAT A competency assessment by MRRP.
- Completion of operator competency form.
- This authorisation only covers use of product coils at all sites.
- 7T specific: Researchers are only entitled to scan in sTx mode in the first instance

At this point researchers will then become **MR Authorised Operator – Category A**

2.2.3 Enhanced MR Authorised Operator CAT A training requirements:

- **Non- product coils:** On-site training and competency sign off as directed by MRRP of nominated researchers only. PI informed once training complete
- **pTx training:** On-site training and competency sign off as directed by MRRP of nominated researchers only. PI informed once training complete.
- **IDEA programming:** On-site training and competency sign off as directed by MRRP of nominated researchers only. PI informed once training complete.
- Researchers will be assessed regularly for use and continued competency.

3. MRI training complete

Upon satisfactory completion of training at any level, a letter of authorisation will be issued to the nominated Authorised person(s) and the PI. Entitlement to work in the unit remains the ongoing responsibility of the PI. Copies of this letter will be kept at relevant site and with the MRRP.

Access to all research MRI facilities is by card for which only the MRRP can authorise. MRRP will contact facilities to add/ authorise an NHS GG&C identity card with access to the MRI environment.

Refresher training must be completed annually renewal required for continued authorisation.

Guideline signatories

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Document history

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1.0	23/11/2023	First release

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