

Center for Imaging Research Operational Procedure

ANCILLARY ROOM USAGE

Category: Center for Imaging Research Operational Procedure

Procedure #: CIR.SOP.

Applies to: Investigators, study personnel, MRI staff, imaging participants, imaging patients.

PURPOSE:

To ensure that ancillary support rooms in the Daniel M. Soref Imaging Research Facility are utilized in a way to maximize room utility for study teams performing research using the imaging resources of the facility.

Ancillary support rooms in the Daniel M. Soref Imaging Research Facility include:

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- x Reception and General Waiting Area A public space offering a seating and waiting area for use by entering patients, subjects, and accompanying caregivers.
 - x Changing and Rest Rooms Rooms dedicated for use by patients, subjects, and caregivers during their visit to the Daniel M. Soref Imaging Research Facility
 - x Participant Waiting Area Rooms dedicated for use by patients, subjects, and caregivers to utilize prior to the start of their scheduled exam. These are private spaces appropriate for participant consenting.
 - x Interview Room Room dedicated for interviewing, consenting, and task review prior to or following a research MRI scan.
 - x Medical Support Room Room dedicated for the provision of medical support prior to, during, and following an MRI scan; this room is generally reserved for usage by TRU staff and the MRI Technologists
 - x Mock Scanner Room Room dedicated for the use of interviewing, consenting; pre MRI training and scan/task review prior to or following a research MRI scan.

POLICY:

- A. Ancillary support rooms in the Daniel M. Soref Imaging Research Facility exist to facilitate the practice of research for studies utilizing the imaging equipment operated by the

Medical College of Wisconsin (MCW) Center for Imaging Research (CIR). The use of these rooms is reserved for researchers with active studies using the imaging equipment operated by the MCW CIR.

B.

- H. A maximum total of two hours room usage with 15min increments between all rooms may be booked per individual with an MRI system reservation.
 - a. The two-hour reservation limit includes the time to gather belongings/equipment and vacate the room.
- I. Minor children must be accompanied by a parent/guardian at all times with the exception of those participating in an active MRI exam.
- J. The CIR is committed to supporting the research of studies collecting data using its facilities. Cases wherein ancillary space is required for a study which are outside of the abovedescribed usage can be supported elsewhere on campus through mechanisms outside of the CIR.

PROCEDURES:

- A. Reservations pursuant to the above policy guidelines are to be scheduled on a first come, first serve basis via the CIR scheduling software (iLab, https://mcw.ilab.agilent.com/service_center/show_external/4695).
- B. A time-based room usage fee, as posted on the CIR web page, will be assessed through the CIR scheduling software for each reserved room.
- C. Reservations of rooms outside of the above policy guidelines are supported by entities other than the CIR at MCW
 - a. MCW researchers can reserve other rooms on campus through the MCW Event Management System (<https://infoscope.mcw.edu/is/services/ems.htm>)
 - b. Non-MCW CTSI researchers can reserve rooms through mechanisms led by the CTSI (<https://ctsi.mcw.edu/investigator/ctsi/coresfacilities-services/atriu/>).
- D. All room reservations in the Daniel M. Soref Imaging Research Facility are tentative and are not confirmed until approved by a member of the CIR team through the CIR scheduling software.
- E. Exceptions to the policy can be authorized in writing on a case-by-case basis by CIR leadership when extenuating circumstances of a study require an exception.

Approval Date:

Effective Date:

Revision History: 06/30/2022

03/22/2023

09/07/2023