



# Procedure Manual

**Subject: Accessing research room/MRI room after business hours**

<b>Category:</b> Security	<b>Original Date:</b> 11/12/2008
<b>Approval:</b> Dr. Kirk Schulz	<b>Revision Date:</b>
<b>Responsible Party:</b> Director	<b>Distribution:</b> All

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**Purpose:**

The purpose of this policy is to provide guidelines for accessing Research room/MRI room after business hours at INST.

**Scope:**

This policy applies to all researchers, employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing INST's resources.

**Policy:**

1. Safety training, screening forms, and HIPAA forms for all persons requesting after hours access must have been received prior to MRI technician's training class.
2. PI must approve for person to receive this training. PI takes responsibility for actions of trainee when after hours access is granted. PI must be present for all after hours access when MR technologist is not present.
3. Once a month, the MRI technician will conduct a one hour training class involving MR safety and hands on training on how to operate MRI.
4. Trainee must schedule 2 hours of time to train with the MRI technician during clinical hours to get used to the use of the MR equipment.
5. After training is completed. After hours access of the research room and MRI room will be granted. Control room will remain locked after hours unless MR Tech is present.
6. All after hours access must be booked with the calendar system. Paid research time takes priority over training time.

**Enforcement:**

Anyone found to have violated this policy may be subject to disciplinary action to be determined by the director.



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