Introduction
To ensure the safety for our subjects and research teams and to achieve operations efficiency and obtain quality imaging data and results, the HBIC is asking research teams to adhere to the following procedures and guidelines.

A. Hours
1. Building hours are Monday - Friday 7am to 7pm and Saturday 8am to 4pm. If your study requires pre and/or post scan consent and/or testing, these should start no earlier than 7am for morning appointments, Monday – Friday and 8am on Saturday. For evening appointments, all testing needs to be done and everyone out of the building by 7pm, Monday – Friday and 4pm on Saturday.
2. Please have subjects arrive at least 15 minutes before the scheduled appointment time. This allows time to fill out safety screening forms, change clothes, and use the restroom before the scan begins.
3. Regular business hours are 8am-5pm, Monday to Friday. For studies scheduled before or after regular business hours and on Saturday, at least ONE study team member is required to be at HBIC for the entire exam. This person will sit in the control room with the technologist or tend to family members that may have come with the subject, and the study team member must stay until the subject leaves the building. Exceptions can be made on a case by case basis.

B. Scheduling
1. When scheduling in iLab, we need information in Event Notes to include PI, Name of study, HSC #, Subject ID, and visit number, week, or what scan is to be performed (01 or 02, Pre or Post).
2. Please try and avoid gaps between exams while scheduling. If a gap is unavoidable, please try and leave at least a 1 hour gap between exams. We understand this may not happen in every case. We may contact you to see if there is flexibility in your schedule.
3. It is helpful to prescreen subjects for MRI compatibility BEFORE scheduling in ilab. A Hoglund safety screening form can be provided for initial study screening.

C. Subject Preparation
1. Please protect the privacy of ALL subjects in the building. Private rooms are available for consenting and testing.
2. If you are ready to start the scan, but we are not, please let your subject wait in a private room. Not in the hallway or control room.
3. Please make yourself available to your subject after they have used the gown room. Remember, they don’t know the layout of the building. Subjects need to be escorted to and from each room.

D. Scan Preparation
For your own safety and that of others:
1. Do not enter the control room (Zone III) without permission.
2. Do not enter the scan room (Zone IV) without permission.
3. Do not turn computers on without permission.
4. If the control room door is closed and the lights are off – Please do not disturb.
5. If the control room door is closed and the lights are on – It is ok to knock.
6. If the technologist is cleaning or preparing the scan room (Zone IV), typing on the keyboard or archiving data (Zone III), please wait until you have been acknowledged by the MRI technologist.

E. Scanning
1. If the subject says they don’t want to continue, technologists will get the subject off the table. Technologists are not allowed to “Talk the subject into” doing the scan. Age is not a factor.
2. Subjects, family members, or legal guardians must not be left unattended. One person may go in the scan room if screened to do so, otherwise they need to remain in the lobby waiting area.

F. General Guidelines
1. All study team members must complete HBIC orientation and complete MRI safety training. A safety screening form must be filled out by each study team member, once. This copy will be on file at Hoglund. It is the responsibility of the study team member to notify Hoglund staff, of any changes that may have occurred.

2. A copy of the HSC approved informed consent form for each study must be emailed to the MRI technologist before the first “real” subject scan.

3. Technologists may suggest ways to improve workflow.

4. If the subject or family member has known behavior issues i.e. violent, angers easily, dementia, claustrophobic, etc., it is helpful to let the imaging staff know.

5. When using other rooms at Hoglund, please return those rooms to their original state, i.e.: lights turned off, doors closed, scrubs put in laundry bin, etc.

6. Please check with HBIC scheduling staff/technologists before scheduling an Acclimation Procedure or Test Fit on Saturday.

7. If there are questions about scanning or safety, please reach out to the MRI technologists. Implanted devices require make and model number and proof of implant. This can be done through an implant device card or operative notes/report. Please include both technologists in the email, to ensure a timely response. It is also helpful to indicate what study you are associated with.
   a) 6/7/2019: HBIC will no longer scan participants with the Paragard/T380A IUD

8. If no one is at the front desk to let you in, call 913-588-9069 or 913-945-7894.

9. An HBIC incident reporting form should be filled out in case of any incidences involving subjects or study teams while at HBIC. This form is available as part of study team orientation or can be obtained from the MRI technologist or HBIC Admin.

For any inquiries, please contact:

1. Frank Hunsinger, MRI Lab Director and Senior MR Technologist at fhunsinger@kumc.edu or 913-588-9069 or 913-945-7894

2. Kerry Gray, MRI Technologist at kgray5@kumc.edu or 913-588-9069 or 913-945-7894

3. Justine Karungi Kigenyi, HBIC Admin Director at jkarungi@kumc.edu or 913-588-9070