



# **Study Onboarding Packet**

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## CIR Orientation

### Safety training/eCard Access to the CIR

- Study team members that will be working on site will need to complete the required safety training module before they can obtain access to the facility. To initiate this process, please complete the intro quiz linked [here](#). **Note: A CIR employee will request badge access for you. Please send the First and Last name, department, and credentials (PhD, RN, etc.) of the study team members that will be working on site to [laurenwilliams@mcw.edu](mailto:laurenwilliams@mcw.edu) and [estaeg@mcw.edu](mailto:estaeg@mcw.edu) once safety training is completed.**

### iLab Onboarding & Scheduling

- The CIR uses iLab to maintain all of the MR system schedules and service requests, including new study onboarding.
- Internal:
  - If a study team member doesn't have an account yet, please log into iLab through infoscope using your SSO.
- External users:
  - You will need to register for an account at: <https://mcw.ilab.agilent.com/account/login>
  - If you have an existing iLab account you can add a new lab under the "My Groups" tab.
- Clinical trials that require a contrast injection must be scheduled between 8:00 am and 4:30 pm, Monday through Friday. Research studies that require a contrast injection may be scheduled in any open slot.
- **Note: Do not begin scheduling exams until a CIR team member has notified you the study is ready to begin scanning. If you are unsure, please contact [ResearchMRITechs@mcw.edu](mailto:ResearchMRITechs@mcw.edu) for confirmation**



### Parking

Parking is now available directly in front of the CIR. All parking in this lot is subjected to restrictions outlined in the Parking Lot Usage SOP. If your parking requirements do not fall into the outlined restrictions by the parking policy your participant will be asked to park in the General MCW Visitor/ Employee lot.

- Coordinators can reserve parking for a participant at the time of booking an MRI by completing the parking form and subsequently selecting a parking space on the "Reserve Time on Linked Schedule" drop down.

### Linens and Scrubs

- Scrubs and gowns are stored on a linen cart located outside of the Mock Scanner room, where coordinators can easily access the right size for their participants.
- If your participant is unsure of their size in scrubs, please size up to ensure there are enough available for other patients/participants.

## Ancillary Rooms

The Center for Imaging research includes robust participant preparation facilities. Each MRI system has a dedicated restroom, changing room, and private participant waiting area. The center offers additional spaces dedicated for participant interviews, medical support, and a mock scanner room. Each of these private rooms are available for researchers to schedule for use at no cost.



### Interview Room

A private interview room dedicated for training research participants in tasks completed during the MRI exams, consenting, administering questionnaires, and other research-related activities. (This room has access to an experimental computer for task training)

### Mock Scanner

Research participant training is facilitated through a research-dedicated “Mock MRI Scanner.” This system includes an MRI system shroud, participant table, RF coil housing, and acoustic system for replicating the experience of a participant in an MRI

exam. Further, this system is equipped with standard hardware and software for training and performance of standard fMRI tasks (stimulus presentation and subject response) which matches the hardware and software capabilities available at the two GE Healthcare Signa Premier 3.0T human MRI systems. This system is available for researchers to schedule for use at no cost.

### Medical Support Room

A designated space for participant preparation, including the placement of IV lines, blood draws, and TRU support. Reservation of this space is required for any study utilizing the support of the Clinical and Translational Science Institute (CTSI) Translational Research Unit (TRU) and must coincide and/or be adjacent to the MR system reservation.

## Standard Operating Procedure's

All of the CIR's operating procedures can be found on our website at:

<https://www.mcw.edu/departments/center-for-imaging-research/policies-andprocedures.>

- [Ancillary Room Usage](#)
- [Parking Usage](#)
- [System Modification](#)
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- [Study Management](#)

## FAQ's

- Implants and Safety Q's
  - Please send all implant and safety questions to [ResearchMRItechs@mcw.edu](mailto:ResearchMRItechs@mcw.edu) ahead of your appointment. One of the MRI technologist team members will investigate your inquiry and provide follow up.
- Where can I find a copy of the current MRI Screening form for research subjects?
  - The form is posted on our website ([here](#))
- My participant wears glasses and still will need to see the task screen, what accommodations can I offer?
  - There is a set of MR safe glasses and lenses kept in the Soref 2 control room. If your participant does not know their prescription but has their glasses with them a CIR team member can assist you to use the lensometer to find their prescription.
- I would like to recruit a subject that does not speak English. What translation services are available for research participants?
  - For participant safety, study teams need to provide the participant with a medical interpreter. If your participant is Spanish speaking, as a service, the CTSI offers a Certified Spanish Medical Interpreter that you can schedule in coordination with your MR exam. <https://ctsi.mcw.edu/cto/services/spanish-translation-services/>
- General questions not listed here can be sent to [researchMRItechs@mcw.edu](mailto:researchMRItechs@mcw.edu). The techs will work to answer your question or direct you to someone who can!