



Center for Imaging Research Operational Procedure

ANCILLARY ROOM USAGE

Category: Center for Imaging Research Operational Procedure

Procedure #: CIR.SOP.1

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:

- G2110: Reception and General Waiting Area
- G2210 and G2424B: Changing and Rest Room
- G2230 and G2424A: Participant Waiting Area
- G2250: Interview Room
 - Resources: Interview Desk, Experimental Computer
- G2280: Medical Support Room
 - Resources: Phlebotomy Chair, Sharps Container, Sink, Secured TRU Supplies
- G2360: Mock Scanner Room
 - Resources: Mock MRI Scanner, Experimental Computer, Interview Desk

DEFINITIONS:

Item

- Reception and General Waiting Area: A public space offering a seating and waiting area for use by entering patients, subjects, and accompanying caregivers.
- Changing and Rest Room: Rooms dedicated for use by patients, subjects, and caregivers during their visit to the Daniel M. Soref Imaging Research Facility
- 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.
- Interview Room: Room dedicated for interviewing, consenting, and task review prior to or following a research MRI scan.
- 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
- 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. The Reception and General Waiting Area (G2110) is reserved for participants and caregivers who are at the facility for an imaging exam. Participants and caregivers are asked to arrive no more than 30 minutes before the scheduled time in the facility and stay no more than 15 minutes after completion of the scheduled time in the facility. This is a public space and is not suitable for study-related activities. This space is not available for reservation.
- C. The Participant Waiting Areas (G2230 and G2424A) are reserved for one caregiver and participant who have been prepared for imaging for the upcoming exam in MR and require a scheduled exam associated with the room (MRSoref01 for G2424A and MRSoref02 for G2250). This room is automatically reserved with the booking of an appointment on the scanner. The reservation begins with the start of the exam immediately prior to the study's scheduled MRI time (or 30 minutes prior if there is no exam scheduled before said study) and ends with the start of their scheduled appointment on the scanner. At the start of the scheduled MRI exam, any caregiver accompanying a patient will be asked to wait in the general waiting area during the appointment. This space is private and is appropriate for study-related activities. This space is not available for reservation.
- D. The Changing and Rest Rooms (G2210 and G2424B) are reserved for caregivers and participants undergoing exams in the facility. These rooms include facilities for the secure storage of participant clothing and other property during MRI exams. The use of G2210 is reserved for participants and caregivers being imaged on MRSoref02, and G2424B is reserved for participants and caregivers imaged on MRSoref01. This space is not available for reservation.
- E. The Interview Room (G2250) is available for reservation for studies that are scheduled on MRSoref01 and MRSoref02. Scheduling is available in 15-minute blocks up to a total of two hours and must be utilized for research related activity. This time can be split between pre-, post-, and during scan activity. Reservations must coincide and/or be temporally adjacent to the MR system reservation.
- F. The Medical Support Room (G2280) is available for reservation for studies scheduled on MRSoref01 and MRSoref02. Scheduling is available in 15-minute blocks for up to 30 minutes before a scheduled exam and up to 30 minutes following the completion of the scheduled exam with a maximum of two hours. 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. If support of the CTSI TRU is not part of a study, justification for use of the room's specific resources must be provided to ResearchMRITechs@mcw.edu for its scheduled use. This private space is reserved for study-related activities.
- G. The Mock Scanner Room (G2360) is available for reservation by studies that have active work utilizing CIR imaging equipment. Scheduling is available in 15-minute blocks up to a total of two hours and must be utilized for research related activity. This room has no requirement for a temporally adjacent MRI system reservation.

- 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 above-described 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-cores-facilities-services/a-tru/>).
- 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