



# Center for Imaging Research Standard

## INTRAVENOUS ACCESS FOR RESEARCHERS

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Category: Center for Imaging Research Standard

Procedure #: CIR.SOP.7HS

Applies to: Clinical MRI Staff

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### PURPOSE:

To outline and standardize the procedure for placement of IVs on research participants.

### DEFINITIONS:

- Peripheral Intravenous (IV) Catheter: A short, flexible catheter inserted into a peripheral vein for the purpose of administering medications or fluids. It is intended for short-term use.
- Standard Precautions: The minimum infection prevention practices that apply to all patient care in any setting. Regardless of the status of the patient. This includes PPE usage and hand hygiene.
- Certified Individual: A person whose job description includes the placement of IVs on human subjects or includes a certification with the scope of IV placement.

### POLICY:

- A. Only certified individuals trained and competent in IV placement may start IVs. The study team is responsible for ensuring all activities are conducted in compliance with their approved IRB protocol.
- B. To request a CIR technologist, to perform the procedure. Submit a "Research IV Access" service request in iLab.
- C. The procedure, including any additional access made to the IV and the reason (ex. Blood draw), must be documented on the "Research IV Placement Flowsheet".
- D. Following the appointment, a completed copy will be provided to the study team. The CIR will retain a de-identified copy, documenting the occurrence of the procedure.
- E. An additional fee will be charged to the study team for IV Placement through their appointment in iLab. An additional fee will incur if contrast is needed.
- F. All exposure to biohazardous materials must be reported to occupational health and your direct manager immediately. Refer to the [MCW Blood Borne Pathogen Exposure Plan](#) for next steps.

## PROCEDURES:

- A. In the case of a medical emergency, refer to [CIR.SOP.2HS](#) for procedures and location of First Aid Equipment.
- B. Refer to [CIR.SOP.1A Ancillary Room Usage](#) for assistance on reserving space in ancillary rooms.
- C. Follow the [CIR.SOP.1HS](#) clinical skills and techniques, on Peripheral Intravenous IV Insertion
- D. Complete Research IV Placement flowsheet and de-identified spreadsheet for CIR records.
  - a. The completed Research IV Placement Flowsheet is part of the study documentation and must be retained by the study team.
  - b. The deidentified spreadsheet (schedule) will be stored by the CIR indefinitely.
- E. If the IV is not being placed by a CIR technologist, the study team must bring their own supplies for IV access.
- F. Reservations will be approved or denied based on technologist availability for the procedure. The requestor will be notified via email once the request has been reviewed
  - a. To ensure staff availability for placing an IV, IV placement requests will only be accepted between the hours of 8:30 am – 4:30pm.
    - i. If you would like a reservation outside of these hours, you must block the scanner an additional 30mins, charged at the hourly rate so that a tech is available.
  - b. If there is not a technologist available to perform the IV between the hours stated above, reservations will be deleted out with no charge.
- G. Ensure both your appointment on the scanner and medical support room are booked prior to submitting. The medical support room must be booked for a duration of 30 minutes for the procedure to take place, in case the participant has difficult IV access.
- H. Flowsheet will be provided by CIR staff at the time of the procedure.

***Approval Date: 12/11/2025***

***Reviewed by M. Richter***

***Effective Date:***

***Review Due:***

***Revision History:***

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