



Research MRI Safety Committee Standard

REPORTING REQUIREMENTS

Category: Magnetic Resonance Imaging (MRI) Safety

Procedure #: MR.SOP.10

Applies to: Investigators, study personnel, Medical College of Wisconsin (MCW) staff

PURPOSE:

The mission of the Research MRI Safety Committee at the Medical College of Wisconsin (MCW) is to foster an environment for the safe use of MRI in research at MCW on behalf of the Office of Research. Accidents or injuries that occur near the magnetic environment and malfunctions of equipment due to breakage or failure may present a safety risk to research subjects and other individuals and therefore must be addressed. The purpose of this document is to identify the appropriate channels of communication for emergency, adverse, or unexpected events.

DEFINITIONS:

Accidents, Injuries, and Incidents: Unexpected events or occurrences that may involve harm to a research subject, study personnel or employees.

Equipment Damage or Failure: Events or occurrences that may involve harm to equipment, inside or outside of the MR scanner room, which result in the malfunction of equipment from normal operation.

POLICY:

All accidents, injuries, incidents and equipment damage or failure must be reported to the Research MRI Safety Committee, and if they occur during a study, also to the PI of record for the study. The Research MRI Safety Committee will then determine if the situation needs to be further reported to Medical College of Wisconsin Office of Public Safety; Children's Wisconsin or Froedtert Hospital Institutional Review Board; and/or Medical College of Wisconsin Institutional Animal Care and Use Committee.

PROCEDURE:

- A. Accidents, injuries, and incidents
 1. Must be reported to:
 - a. Principal Investigator if the incident occurs during a study
 - b. Research MRI Safety Committee
 2. Must be reported by:
 - a. Personnel conducting the study if the incident occurs during a study
 - b. Scanner Operator or individual on site if the incident is unrelated to a study
- B. Equipment damage or failure
 1. Must be reported to: MRI research Scanner Operator who will then inform the Research MRI Safety Committee and administration
 2. Must be reported by: Study Personnel if discovered during a study

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