



MCW MRI Safety Standard Operating Procedures

Reporting Requirements

Category: Magnetic Resonance Imaging (MRI) Safety

Procedure #: MR.SOP. 010

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

PURPOSE:

The purpose of the Reporting Requirements Policy is to establish appropriate channels of communication for emergency, adverse or unexpected events; as the MRI Safety Committee strives to support a safe working environment

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.

PROCEDURES:

- A. Accidents causing injury to a research subject or other individual, during a study, must be reported to the Principal Investigator on record for the study.
- B. Accidents causing injury to a research subject or other individual, during a study, must be reported to the MRI Safety Committee by the personnel conducting the study.
- C. If an accident or injury occurs that is not related to an MRI study, then the MRI research Scanner Operator or individual on site who is responsible should report the incident to the MRI Safety Committee.
- D. Besides reporting to the MRI Safety Committee, the accident, injury or incident may need to be reported to the Medical College of Wisconsin, Public Safety; Children's Hospital of Wisconsin, Froedtert Hospital, Institutional Review Board; and / or the Institutional Animal Care and Use Committee.
- E. Malfunctions of equipment due to breakage or failure may present a safety risk to research subjects and other individuals and therefore must be addressed.
- F. Equipment problems should be reported as soon as reasonably possible to the MRI research Scanner Operator by study personnel.
- G. Accidents or injuries that occur near the magnetic environment need to be reported and addressed per policy.
- H. Damage or failure of equipment needs to be addressed immediately so that repairs or replacements can be made.
- I. MRI research Scanner Operators should report equipment failures to the MRI Safety Committee and administration so that repairs are implemented.

Last Reviewed: November 13, 2014
Effective Date: December 17, 2012
Previous Version/date: January 2009
Approved By: MRI Safety Committee