

CAMRIS SOP #201

Operational Responsibilities of Independent Scanner Operators

Responsible Committee: Operations	Effective From: December 18, 2023	Last Approved: December 15, 2023	Next Review May 31, 2024	Next Approval: July 31, 2024
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1. Purpose

This standard operating procedure (SOP) describes the operational responsibilities of independent scanner operators (“operators”) when they are using the CAMRIS facilities. The procedures described here are designed to ensure operators can fulfill their operational responsibilities. Operators’ responsibilities related to safety will be addressed in a separate SOP.

2. Scope

These procedures apply to all activities of operators within CAMRIS and clinical-shared facilities. In clinical facilities, these policies do not override any policies created by the relevant clinical services or hospitals. In particular, this policy does not address clinical status and response to urgent medical issues.

3. Instructions and Procedures

3.1. Arriving and Departing from Scanner Bay

3.1.1. Arriving

Upon arrival, operators should perform the following operational tasks:

- Log in to PBR to mark the bay as occupied.
- Verify that all equipment used in your experiment is in working order and report any issues following the procedures below.

3.1.2. Departing

Operators are expected to respect the schedule and depart the bay on time. Before departure, operators should perform the following operational tasks:

- Remove all linens from the bay and place them in the laundry hamper. If the hamper is full, please follow the procedures below.
- Clean all contact surfaces using the procedures described below.
- Log out in PBR to mark the bay as unoccupied.
- Remove all equipment and waste that was brought for the experiment.

3.2. Storage and removal of equipment and waste

Equipment should not be stored in the bays or the ancillary rooms without prior CAMRIS approval. Operators are responsible for bringing any additional equipment they need and removing it at the

end of the study. Single-use equipment and materials that can safely be disposed of in regular trash may be disposed in the trash bins around the bays and ancillary spaces.

3.2.1. Hazardous waste in the hospital environment

CAMRIS defers to hospital policy on the transfer and disposal of hazardous waste. CAMRIS does not provide any disposal facilities itself, but hospital-provided disposal receptacles may be available in scanner bays or other ancillary spaces.

3.2.2. Hazardous waste at Stellar Chance

CAMRIS defers to EHRS policy on the transfer and disposal of hazardous waste. CAMRIS provides disposal facilities in the testing room at Stellar Chance (sharps and red waste bins). Please only dispose of materials appropriate for these receptacles, consistent with EHRS policy. If these bins are full, contact Damodar Reddy (cdamodar@pennmedicine.upenn.edu) to have them emptied.

3.3. Responding to bay telephone

All independent operators must answer the bay telephone. To ensure independent operators can respond in a timely fashion to urgent safety or operational issues.

3.4. Reporting Technical Issues and Broken Equipment

It is the responsibility of operators to report any technical issues or broken equipment within the scanner bay, including the scanner room, the control area, and any attached ancillary spaces (e.g., changing areas, bathrooms). Reports should be made as soon as possible, ideally as soon as the issue is discovered. The process for reporting issues is based on their severity:

3.4.1. Non-urgent issues

Issues that do not significantly impact the overall usability of the CAMRIS equipment, and therefore do not require an urgent response (e.g., degraded or missing cushions, burned out light bulbs), must be reported by the operator to the #technical_issues Slack channel, unless the issue has already been acknowledged on Slack by CAMRIS staff.

3.4.2. Scanner error and warning messages

Scanner error and warning messages (e.g., cooling water pressure warnings) should be checked by all operators and reported to the #technical_issues Slack channel unless they are already reported on the Statuspage or have otherwise been acknowledged by CAMRIS staff (e.g., on Slack). All errors and warnings must be reported, unless they are known to be the result of the specific experiment being performed and not of general concern for the CAMRIS community (e.g., error messages due to the use of a research sequence with bugs).

3.4.3. Degraded services

Issues that prevent the use of CAMRIS equipment other than the scanner (e.g., stimulus display monitor not working) and do not impact patient safety (e.g., not broken in such a way as to cause electrical shocks), should be reported by the operator to the on-site technologist or other CAMRIS staff if one is available. If on-site CAMRIS staff is not available, then the issue must be reported by the operator to the #technical_issues Slack channel unless this issue is already reported on the Statuspage or has otherwise been acknowledged by CAMRIS staff (e.g., on Slack).

3.4.4. Urgent issues

Issues that prevent the use of the MRI scanner (e.g., cooling errors preventing scanning, or low-helium alarm sounding) or incidents that pose a potential concern for the safety of other people in the bay must be addressed immediately (e.g., water on the floor of the scanner

bay, suggesting hardware failure and electrical shock risk). The operator must first follow all applicable safety rules related to any specific hazards, including those in EHRS, University, and UPHS policies. Once safety is assured, users must attempt to notify a CAMRIS technologist or other CAMRIS staff. If on-site staff are not available, then operators must use the “Urgent Issues Contact List” posted in the bay to locate a CAMRIS staff member who can address the issue.

3.5. General Cleanliness and Maintenance

3.5.1. Cleaning tasks

The general cleanliness of the room should be maintained. Cleaning wipes are available in the bays and should be used to clean all contact surfaces after each scan.

3.5.2. Laundry tasks

Linens are single-use and should be put in the laundry hampers. If laundry hampers are full, please remove the full bag, put it next to the hamper, and put a new bag in the hamper. If rooms are running low on linens, operators should report this to the on-site technologist or other CAMRIS staff if one is available, or if no staff are available then it should be posted on Slack.

3.5.3. Foam pads

Do not discard the foam pads in the laundry or trash.

3.5.4. Food and Drink

No food or drink is allowed in either CAMRIS or hospital scanner bays.

4. Update History

Date:	Description of Revision
Dec 14, 2023	Initial version