CAMRIS SOP #104

MRI Technologist Delegation

Responsible Committee:	Effective From:	Last Approved:	Next Review:	Next Approval:
Administration	07/12/2024	06/25/2025	06/01/2026	07/01/2026

1. Purpose

The Center for Advanced Magnetic Resonance Imaging and Spectroscopy (CAMRIS) is a research core in the Radiology Department that provides infrastructure for clinical research MRI at the University of Pennsylvania. CAMRIS serves study teams by performing clinical tasks associated with the implementation of research MRI protocols. This standard operating procedure (SOP) describes CAMRIS policy regarding the delegation of CAMRIS MRI technologist staff members on sponsored trials that involve research MRIs. The procedures described here ensure successful collaboration between study teams conducting sponsored trials in partnership with CAMRIS.

2. Scope

These procedures apply to all human subject research utilizing CAMRIS services. CAMRIS staff are not considered research study team members; they are not listed on Form 1572 or the Delegation of Authority (DOA) log. This document explains the rationale for this exclusion and should be submitted to sponsors during feasibility planning.

3. Instructions and Procedures

3.1. Delegation of Authority (DOA)

MRI technologists are not considered research study team members and will not be listed on any sponsored trial-specific documentation including Form 1572, DOA logs, site-feasibility questionnaires, and/or other regulatory documents. This policy is in accordance with ICH guidelines 4.1.5 as MRI technologists are performing duties that fall within the scope of their job function. CAMRIS staff are exceptions to the DOA because staff members performing routine services need not be listed on the DOA log unless the PI determines the staff member makes a direct and significant contribution to the research.

3.1.1 Site Feasibility Questionnaires

CAMRIS staff members should not be named on trial-specific documentation. An approved research study team member such as the clinical research coordinator should be listed on the site feasibility questionnaire should the sponsor request a name. CAMRIS operates with a pool of qualified MRI technologists and does not guarantee a specific individual will be available to cover a specific trial. As such, study teams should not name or request a specific MRI technologist to complete study scans.

CAMRIS provides protocol review and feasibility assessments as a service. Study teams requiring assistance with feasibility questionnaires should submit a ticket at the CAMRIS Help Desk and include the questionnaire and MRI imaging manual as attachments: https://camris.atlassian.net/servicedesk.

3.2. Trial-Specific Training

CAMRIS MRI technologists have extensive training and expertise in research MRI procedures that fall within the scope of their job responsibilities. They are fully capable of implementing procedures described in imaging manuals and in general do not require trial-specific training.

3.3. Sponsor Communications

MRI technologists are not responsible for communicating with sponsors and contract research organizations (CROs). CAMRIS staff will work directly with the Principal Investigator (PI) and PI-delegated study team members. The study team is responsible for all communication with sponsors and CROs including scheduling trial-specific meetings and trainings. CAMRIS staff will provide imaging data to the study team, and the study team will coordinate the transfer of data to the sponsor or CROs.

4. Update History

Date:	Description of Revision
7/12/2024	Initial version
6/25/2025	Annual re-approval