

MRI Scanning Service Agreement



We expect:

- To deliver a professional service to all researchers.
- To ensure that all subjects are safe to scan and to advise researchers on safety issues when they are recruiting subjects.
- To provide a skilled operator to acquire scans, unless otherwise indicated on the schedule that the slot will have no scanner cover. In case of sickness or other unplanned absence, the radiographer team will endeavour to find a replacement operator, or will notify the researcher if this is not possible. The operator will be there and ready to scan for the start of the booked session, provided session is booked prior to 12 noon the previous day.
- Not to change protocols without discussing with researchers, but to highlight possible areas for improvement. If researchers request a protocol change, radiographers will indicate what the consequences will be.
- To keep all sessions to time, if necessary by cutting scans in discussion with researchers.
- To work with the researcher to keep the subject briefed and at ease, to increase the likelihood of them completing the scan.
- To communicate to researchers affected when the scanner develops a fault, and to keep researchers updated on the progress of fixing the fault.
- To check all data for quality by eye immediately after scanning and inform researchers of any issues identified.

We expect researchers:

- To be professional in interactions with radiographers and operators.
- To respect the operator's decision regarding admittance to the controlled area and the safety of scanning a subject.
- To respect the operator's decision to stop scanning if they feel that the subject needs to stop the session, and to respond to the operator's concerns about subject comfort.
- To book enough time for their scan slot, taking in to account the time necessary to set up, and if necessary make minor adjustments to equipment, and to get the subject into and out of the scanner. Researchers using particularly complex sequences or equipment, where there is an increased risk of system faults arising, should factor this in to their booking.
- To be ready to begin their experiment at the start of the booked scanning session. Should delays be unavoidable then this should be discussed with the operator as soon as possible. Subjects should be requested to arrive at for their scan well in advance of the scanning session.
- To finish their scan slot on time, by considering the possibility of cutting scans from their protocol if necessary. If delaying the subsequent scan slot is unavoidable then the researcher should discuss this with subsequent scanner users to evaluate the impact on the rest of the day.
- When a slot is unavoidably cancelled less than 24 hours in advance, to communicate this to the operator and advertise the availability of the slot using appropriate mailing lists.
- To leave shared equipment, such as stimulus presentation devices, in their default state at the end of the session, and inform the Radiography Team if they have any concerns about equipment functioning or data quality.
- To supervise new researchers, by being in the scan room, until both supervisor and Centre staff agree that the student can be approved as an 'Experienced Researcher' as defined in the 'Safe Scanning Policy'.

I have read the "WIN Scanning Service Agreement" and agree to the conditions of scanner use.

Name: _____

Signature: _____ **Date:** _____

This signature sheet should be returned to the Radiography Team