

APPENDIX 2 – PERSONNEL AND RESPONSIBILITIES

MRI SAFETY OFFICER

This person is responsible for ensuring that the rules and procedures set out in this document are adhered to at all times. He/she also carries responsibility for keeping abreast of any new legislation or external guidelines that may be relevant to internal procedures.

The MRI Safety Officer is the MRI Operations Officer at the Department of Psychology, Royal Holloway. In times of absence, he may appoint a deputy who must previously have been approved by the Management Committee.

AUTHORISED PERSONNEL

The terms “Authorised personnel” and “Authorised person” are used interchangeably. These are essential staff who are conversant with, and are able to put into practice all the rules and emergency practices outlined in this document. These personnel have access to the Controlled Area (subject to the rules in section 4.1). They are responsible for screening participants and other visitors to ensure that it is safe for them to enter the controlled area, and they must supervise all non-authorised people at all times when in the controlled area. Records of screening are kept by the MRI Safety Officer and held in the Control Room.

Authorised person status is granted by the Management Committee. This Committee will maintain a list of current authorised users at all times and will immediately inform the MRI Safety Officer of any alterations to it. Before Authorised Person status can be conferred, a person must undergo the following training and testing:

- (i) Training in the operation of the scanner
- (ii) Training in First Aid (to the level of ‘Emergency First Aid at Work’)
- (iii) Basic fire training (internal programme; content to be determined by the Royal Holloway Safety Officer)
- (iv) Training in removing an unconscious participant from the controlled area
- (v) Viewing the current Siemens safety video
- (vi) Attendance at a safety lecture given by a suitably qualified person approved by the Management Committee (or viewing a video recording of such a lecture)
- (vii) Reading the Safety Guidelines for Magnetic Resonance Imaging Equipment in Clinical Use (November 2014) provided by the MHRA
- (viii) Studying all relevant risk assessment forms (provided by the MRI Safety Officer)
- (ix) Thoroughly reading the local *Rules of Operation* and successfully completing a written test, to be administered by the MRI Safety Officer, covering the rules and procedures covered in this document,

These requirements apply to all persons, including members of the Management Committee.

Persons who satisfy all the above requirements but have little or no practical experience will initially be given Probationary Authorised Person Status. Such persons will automatically become full Authorised Persons when they have been present at 10 scans and have operated the scanner on at least 5 of those occasions.

Authorised persons must be screened at least yearly. They must also be trained in the use of any new equipment, software or procedures that may be introduced from time to time. Authorized persons need to attend refresher courses once their First Aid Training certificate expires.

The current list of authorised personnel, together with their qualifications, training and experience, will be made available on request to all relevant university ethics committees.

EQUIPMENT MANUFACTURERS

Trained service personnel or representatives of the equipment manufacturers can operate the equipment for quality control testing, servicing and demonstration purposes. Such people may be admitted to the controlled area by authorised personnel on production of identification (and normally by arrangement with the MRI Safety Officer).