



Center for Biomedical Imaging (CBI), Boston University School of Medicine

Scanner Operations Policy:

- 1) All individuals operating the MRI scanner must either have a Boston University/Boston Medical Center appointment (student, faculty or staff) or be an employee of Philips Medical Systems (i.e. service tech, clinical scientist or training specialist).
- 2) Those individuals from Boston University/Boston Medical Center seeking privileges to operate the MRI scanner must have complete the appropriate MRI safety training (see MRI Safety Training policy), have undergone MRI health safety screening by the Research Occupational Health Program (or the equivalent in the Medical Center).
- 3) Once the appropriate training/screening has been completed, requests should be made to the CBI operations manager. The operations manager in consultation with the Director of the CBI will approve or deny these requests.
- 4) Operating privileges may be reviewed at any time and suspended or revoked if inappropriate behavior and/or unsafe operations are suspected.
 - a. Suspension of privileges may take place immediately by either the Director or the operations manager of the CBI. Similarly, re-instatement of privileges can take place immediately by either the Director or the operations manager of the CBI.
 - b. Revoking of privileges will take place through consultation between the Director and the operations manager of the CBI. In the event privileges have been revoked, the individual and their immediate supervisor will be notified in writing of this action and the reasoning behind it.
 - c. Reinstatement of revoked privileges will be at the discretion of the Director of the CBI following meetings with the individual and their immediate supervisor and the submission of a written plan by the individual describing corrections to the action that resulted in privileges being revoked.
- 5) Employees of Philips Medical Systems need to have satisfied the appropriate qualifications within Philips Medical Systems for MRI scanner operations.