SOP number	**58.008**	Version	**1.0**
Title	**CRIF QEUH Controlled Access**		

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SOP category	58 NHS GG&C Clinical Research Imaging Facility

Staff category

Staff Category	**R**	**A**	**C**	**I**
Clinical Research Imaging Facility (CRIF) staff		X		
Radiologists	X			
Principal Investigator	X			
Clinical Research Fellow	X			
Clinical Physicist	X			
University of Glasgow Research Governance Team	X			

1. Scope

This procedure applies to all staff working within Glasgow Clinical Research Imaging Facility (CRIF).

2. Purpose

The purpose of this SOP is to define the responsibilities and procedure to be followed for safe access of patients, staff and all personnel involved in any respect or likely to be so involved with the CRIF MRI facility, Queen Elizabeth University Hospitals (QEUH).

3. Procedures

Access to any MR environment is strictly controlled in accordance with MHRA Devices Bulletin DB2007(03) Safety Guidelines for MR Equipment in Clinical Use.

3.1. Authorised persons

- Authorised persons fall in to three categories A-D, in accordance with MHRA guidelines depending on level of training and authorisation by MR Responsible Person (MRRP).
- MR Operators, scientists physicists, and Siemens Engineers have been trained to category A and have been signed off by MRRP (CRIF-QEUH-Form-005). Category A persons have free access to the MR Controlled Access Area which includes the MR environment i.e. the scanning room.
- Level B and C have free access to the MR controlled access area and supervised access to the MR environment.
- Permission for electronic door access can only be given by the MRRP.

- GUI 58.008A must be followed to authorise access.

3.2. Unauthorised person requiring access

- Access and supervision to the MR controlled access area can only be given by category A persons.
- Depending on the nature of the request this may need to be escalated to the Lead/Deputy Radiographer.
- For appropriate requests, unauthorised persons requiring access to the Facility must complete the relevant CRIF Safety Screening Form (CRIF-GGC-Form-007) before entering the MR Environment. Upon satisfactory screening unauthorized persons will be granted access to the controlled access area.
- Unauthorised persons will be supervised for the whole duration of their visit by Category A staff.
- Access to the magnet room would require all ferromagnetic items to be removed e.g. wallets/ watches/coins/ bags etc and placed in available lockers.

3.3. Responsibilities of MR staff

- Category A staff will take full responsibility for the presence of unauthorised persons for the duration of their presence in the MR Controlled Access Area.
- At no time are unauthorised persons to be left alone with in the controlled area.

3.4. Doors

- Access to the Controlled Access Area of the facility is through self-locking electronic entry doors for which only Authorised Personnel are able to gain access.
- Any malfunction of a self-locking door must be reported immediately to Level A staff. The fault must be reported immediately to the NHS estates for urgent action.

3.5. Out of hours

A minimum of two people must be available to in the MR Controlled Access Area at all times
This must include at least one Authorised MR Operator who will act as supervisor during that scanning session

4. Referenced documents

- GUI 58.008A – CRIF Researcher MRI Entitlement and Authorisation Guidelines
- Safety Guidelines for MR Imaging Equipment in Clinical Use - MHRA February 2021
- CRIF-INS-MRI-LR – CRIF QEUH Local Rules
- CRIF-GGC-Form-007 – CRIF Safety Screening Form
- CRIF-GGC-Form-005 – MRI Competency Assessment

5. Related documents

- Safety in Magnetic Resonance Imaging, Society and College of Radiographers, February 2019

6. Document history

Version	Date	Description
1.0	23/11/2023	First release

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