



SOP Number **OCMR_001**
 SOP Title **MR Scanning**

	NAME	TITLE	SIGNATURE	DATE
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Effective Date:	September 2017
Review Date:	September 2018

1. PURPOSE

To describe the standard procedures to be followed when performing Magnetic Resonance Imaging (MRI) in the University of Oxford Centre for Clinical Magnetic Resonance Research (OCMR).

2. SCOPE

This SOP applies to all clinical, research and development scans undertaken in OCMR. All scans should have appropriate regulatory approval.

3. RESPONSIBILITIES

3.1 Scanner Operators

To be an independent MR scanner operator, all individuals must have undergone training and be of the required standard. In most cases this involves an assessment of competency in scanner operation, including safety aspects. Keeping the skills up to date is also a requirement.

All researchers who have not achieved independent scanner operator status must have an independent operator present at all times during the scan and must adhere to the OCMR Minimum Attendance Policy (SOP OCMR_004).

3.2 All those working within OCMR

Due to the presence of controlled areas around the building everyone working in OCMR must complete a building induction and annual magnet safety training.

4. SPECIFIC PROCEDURES

4.1 Protocol Specific Procedures

It is the responsibility of researchers to ensure that they are familiar with relevant work instructions concerning the use of injectable drugs or other project specific equipment (e.g. Gadolinium, Adenosine etc.)

Specific work instructions can be found on the OCMR website and are updated regularly (www.ocmr.ox.ac.uk/documents)

4.2 Recording scans, naming storage and archiving

The naming / identification of scans and all digital media copies should conform to departmental and University procedures concerning data protection and data security.

4.3 Special note on auxiliary coils and non-standard equipment

Any coils or non-standard equipment must be approved by the head of MR physics or delegated post holder prior to its use within the MR environment.

5. INTERNAL AND EXTERNAL REFERENCES**5.1 Internal References**

The OCMR induction pack provides details of OCMR Data Protection Policy – available via the website (<http://www.ocmr.ox.ac.uk/documents>)

5.2 External References

University Guidance on Data Protection -
<http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/>

6. CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Previous SOP no.
OCMR_001	September 2016	New version	CVM_015_V3
OCMR_001 V2	September 2017	Updates following installation of Prisma and changes to controlled areas	OCMR_001 V1