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## Policies and Procedures

**SUBJECT:** Tour Policy

POLICY #: 806.2

PROCESS OWNER: Business Operations

RELEASE DATE: 07/13/2010

EFFECTIVE DATE: 08/27/2018

BOARD/COO APPROVAL:

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### PURPOSE / OVERVIEW / INTENT:

This document defines The Mind Research Network's (MRN) policy and guidelines for conducting facility tours in restricted and unrestricted areas.

### DEFINITIONS:

**Data Center** – Domenici Hall rooms where data servers reside.

**Lead Technician** – Individual responsible for scheduling and overseeing subject preparation of a particular imaging equipment area or laboratory.

**MRI Room** – room in which Magnetic Resonance imaging equipment is installed.

**MEG Room** – room in which Magnetoencephalography imaging equipment is installed.

**MRN Principal Investigator (MRN PI)** – a research scientist employed or affiliated with MRN.

**Restricted Areas** include MRI room, MEG room, MRI and MEG control rooms, Data Center(s), and associated equipment rooms.

**Tour** – one (1) or more non-MRN individuals escorted through the facility by an MRN PI, Director or senior management individual.

**Tour Leader** – MRN PI, Director or senior management individual leading or responsible for a visiting group.

**Unrestricted areas** include hallways and common areas within Domenici Hall.

### GUIDELINES / GENERAL RULES / POLICY:

Tours of Restricted Areas will be scheduled at least one week in advance by completing the Tour Request Form located under "Useful Links" on the intranet. The MRN Operations Assistant will coordinate all tours with associated PIs and work areas, plus ensure any required trainings have been conducted prior to the tour date. Tour leaders are responsible for coordinating and controlling tours and will perform safety briefings as necessary. If insufficient notice is provided for a tour or if the tour is requested during the conduct of a sensitive experiment, the tour may not be allowed in certain areas of the building or may not be approved.

Repeated violation of this policy may result in individuals not being allowed to conduct tours.

### **GENERAL GUIDELINES**

The one week advance notification allows time to ensure that all sensitive information is secured and that the privacy of research participants is protected. Any PIs performing a research procedure during a tour will be consulted to ensure the

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tour will not cause an adverse impact on the procedure. PIs have the right to not allow a tour in the area where they are performing research.

The MRN Operations Assistant will verify PI training is current before tours will be allowed access to restricted areas with training requirements. If training is not current, the PI and appropriate technologist will be notified.

Tour group size should be limited to accommodate the specific area(s) that will be visited. Tour leaders should check with the lead technician for each area to determine reasonable group size restrictions. Because of the difficulty of managing large groups, tour group size should be limited to a maximum of 20 people per group in unrestricted areas.

Any safety event that occurs during a tour shall be immediately reported to the MRN Medical Director.

### **RESTRICTED AREA TOURS**

Tours in restricted areas must have prior approval. The lead technician in each area has the right to refuse entrance into restricted areas at any time to protect research participant safety, privacy or data integrity.

### **DATA CENTER**

Tours of the MRN Data Center can only be conducted by MRN IT personnel with prior approval of the IT Director.

### **MRI ROOM**

In certain situations, a tour of the magnet room may be conducted by an MRN PI. Group size and other factors may necessitate that a second person assist with the tour.

#### **Magnet room tours:**

- Can only be conducted by an MRN PI who has passed required safety training and tests;
- Must be scheduled with the MRN Operations Assistant using the online submission form;
- Must be discussed in advance with an MRN imaging technologist (the technologist need not be present if the PI and technologist jointly agree ahead of time).

#### **Magnet room visitor requirements:**

- All visitors entering the magnet room must first complete the standard visitor MRI safety screening form (located on the intranet);
- A maximum of 12 visitors at a time are allowed in the magnet room;
- No one under 18 years of age is allowed in the magnet room.

#### **Magnet room PI requirements:**

- The PI must have passed all required MRN safety training and tests;
- The PI is responsible for ensuring all metal screening forms are completed and all visitors are safe to enter the magnet room;
- The PI must conduct a briefing, outlining safety concerns and procedures prior to entering the magnet room;
- Participant confidentiality is essential. The PI must take all reasonable precautions to ensure research participant privacy.
- Tour leaders will be responsive to the MR technologist at all times, to include leaving the magnet room if asked.

### **MEG ROOM**

To protect sensitive equipment within the MEG room, visitors will not generally be allowed to enter the MEG room. However, visitors may stand at the door to the MEG room to view the instrument. In certain situations, a tour of the MEG room may be conducted by an MRN PI. The equipment must be protected, and confidentiality requirements of clinical research must be maintained at all times.

#### **MEG room tours:**

- Can only be conducted by an MRN PI who has completed the MEG training module;
- Must be scheduled in advance with the MRN Operations Assistant using the online submission form;

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- Must be discussed in advance with an MRN MEG technician (the technician need not be present if the PI and technician jointly agree ahead of time).

**MEG room visitor requirements:**

- Due to the size of the room there should be no more than 5 individuals in the MEG room at a time.

**MEG room PI requirements:**

- The PI must have completed the MEG user training module;
- Participant confidentiality is essential. Tour leaders will take all reasonable precautions to ensure research participant privacy.
- Tour leaders will be responsive to the MEG technician at all times, to include leaving the MEG room if asked.

**REQUIRED EQUIPMENT / TOOLS / FORMS:**

MRI Visitor Safety Screening Form

**REVISION HISTORY:**

DATE	REVISION LETTER	DESCRIPTION OF CHANGE
01/01/2001	0	Original Release
04/10/2013	1	Updated staff titles; added Tour Request Form; removed genetics laboratory
08/27/2018	2	Updated restricted area names and staff titles; clarified guidelines; added IT Director approval; minor editorial updates.