

## Center for Advanced Magnetic Resonance Development (CAMRD) Guideline

General usage guidelines for study teams and clinical research coordinators involved in CAMRD research MRI studies



Background: Along with internal research and development activities, the Center for Advanced Magnetic Resonance Development supports the general research mission of Duke University. Our center provides MRI services for a variety of research teams both within and outside the School of Medicine, and as a result, the familiarity of study teams with scheduling and safety protocols can be variable. This document provides use guidance for research conducted in CAMRD.

Guideline - For all human research studies the following must be followed:

- 1) The study team is responsible for scheduling subjects on the CAMRD calendar via email ([jean.shaffer@duke.edu](mailto:jean.shaffer@duke.edu)) or telephone (919-684-7400). At the time of scheduling, the CAMRD study number and subject ID are required.
- 2) All members of the study team are required to abide by CAMRD safety policies when accompanying subjects within the MRI department (please see separate safety guidelines).
- 3) A member of the study team must accompany the subject directly to CAMRD (located in the MRI department on the 1<sup>st</sup> floor of Duke North Hospital) at least 15 minutes prior to their scheduled appointment time. A member of the team is required to stay with the subject for the duration of the imaging study and must accompany the subject out of the MRI hallway.
- 4) The CAMRD "Research Subject Information" form must be completed for each visit and presented to the technologist at the time of MRI appointment.
- 5) It is the responsibility of the study team to maintain all documentation regarding MRI examinations performed in CAMRD. The CAMRD staff will complete necessary DTFs but does not retain completed forms.
- 6) It is the responsibility of the study team to ensure their subjects have completed the informed consent process prior to their arrival for their MRI exam.
- 7) Documentation of any necessary lab values must be provided to the CAMRD MRI technologist before the MRI examination begins.
- 8) It is the responsibility of the study team to ensure that any special subject preparation that is required for specific studies (this includes fasting, NPO, IV placement, etc.) has been completed.

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Verified - CAMRD Directors:

Mustafa R. Bashir, MD

H. Cecil Charles, PhD

Bastiaan Driehuys, PhD