

Centre for Neuroscience Studies

fMRI Facility

Standard Operating Procedures

Definitions of Terms

Facility	The Queen's MRI Facility located in the lower level of the Cancer Research Institute (CRI) building at 15 O'Kill Street, including the entire area of the MRI facility and all MRI equipment and ancillary equipment
Waiting Rooms	Waiting Rooms A and B located at the entrance to the MRI Facility (rooms B52 and B07) including the washroom accessible from Waiting Room B.
Equipment Room	The room (B06a) housing the Siemens MRI hardware and ancillary equipment. This room is accessible only from B06
Service Corridor	Corridor (B08c) accessible from the south-west corner of the Control Room, running the length of the west wall of the magnet room, that is used for stimulation and monitoring equipment.
Control Room	The location of the MR control console and all computers used for stimulation and monitoring control. The control room (B08) is accessible only from Waiting Room A (B52).
Magnet Room	The magnet room (B08a) is the RF shielded room that contains the MR magnet. This room is accessible only from the Control Room.
Magnet	The 3 tesla super-conducting magnet that is used for MR imaging and spectroscopy. The magnet is located in the Magnet Room (B08a).
Operator	A person who has completed all of the required training by the Facility Director to be certified to safely and effectively operate the MRI system. An Operator will have also reviewed all SOP's, completed an MRI Facility Safety Training Session, completed a safety check-list, and hold current CPR level A certification.
Investigator	A person who is carrying out research using the MRI Facility as the Principal Investigator on a project, and who is responsible for his/her own research and related personnel and volunteers. An Investigator will have also reviewed all SOP's, completed an MRI Facility Safety Training Session, and completed a safety check-list.

Experimental Support Personnel	Personnel contributing to carrying out research using the MRI Facility under the supervision of an Investigator. Experimental Support Personnel will have also completed an MRI Facility Safety Training Session, and completed a safety check-list.
Visitor	A person who is accompanying an Investigator into the Facility, and is the responsibility of the Investigator.
Research Subject	A person who is accompanying an Investigator into the Facility for the purposes of participating in a research study using the MRI Facility (same as "Volunteer").
Volunteer	A person who is accompanying an Investigator into the Facility for the purposes of participating in a research study using the MRI Facility (same as "Research Subject").
Safety Checklist	The check-list approved by the Facility Management Committee for screening all people who will enter the Magnet Room for any metal or medical devices that may pose a risk in the magnetic field environment. There are two forms of the checklist, one for people who will be working in and around the MR environment, and another for those who will be entering the MRI system as a subject for imaging or spectroscopy.