

**University of Minnesota**  
**Center for Magnetic Resonance Research**  
**Policy**  
**Volunteer Handling**

Policy Number / Version: POL015 / Version 1

Approval Date:

Implementation Date:

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<b>Approval Signatures</b>	<b>Date</b>
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	

**1. Purpose**

The purpose of this policy is to define the expectations for volunteer/participant handling while undergoing MR scans at CMRR.

**2. Scope**

This policy will apply to all personnel who are involved in conducting human subjects research at CMRR.

**3. Responsibility**

It is the responsibility of all personnel who perform the functions listed in Section 2 to adhere to this policy.

It is the responsibility of the owner/author listed above to review the content of this policy for accuracy and continued applicability on at least an annual basis.

**4. Policy**

Research subjects must be escorted at all times (before, during, and after study)

Minor children cannot be left in the lobby unattended.

Minor children cannot be brought to scanner console room without an adult family member present to oversee them.

Meet subject in CMRR lobby prior to scan time, except subjects recruited by CMRR front desk.

Subjects should be given parking instructions prior to arriving at CMRR.

Subjects are not allowed to bring personal belongings (backpacks, coats, computers, etc.) to magnet console rooms. These items should be left in the lockers in the lobby or in the lockers in the changing rooms.

Family members accompanying subject to magnet console room must complete a console room screening form. Family members that will be in magnet room during scan must complete a volunteer screening form.

All subjects must be properly screened and consented by a member of the research team before being scanned.

## **5. References**

### **5.1 Console Room Screening Form**

[https://www.cmrr.umn.edu/policies.new/nc-cms/content/upload/CMRR\\_Console\\_Room\\_Screening\\_Form.pdf](https://www.cmrr.umn.edu/policies.new/nc-cms/content/upload/CMRR_Console_Room_Screening_Form.pdf)

### **5.2 CMRR Volunteer Screening Form**

<https://www.cmrr.umn.edu/policies.new/nc-cms/content/upload/CMRR%20Subject%20Safety%20Screening%20Form%2009.25.15.pdf>

## **6. Appendices / Tables**

N/A

## **7. Revision History**

Version Number	Approval Date	Change from Previous Version