

**University of Minnesota  
Center for Magnetic Resonance Research  
Standard Operating Procedure  
Scheduling a 3T Technologist**

SOP Number / Version: SOP012 / 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 procedure is to define the process for a 3T MR Technologist to operate the 3T scanner for studies taking place at CMRR.

**2 Scope**

This procedure will apply to all personnel who wish to have a certified MR Technologist operate the 3T scanner for their study at CMRR.

**3 Definitions**

Standard Operating Procedure      A document providing detailed written procedural instructions to achieve consistency and uniformity of the performance of a specific function.

**4 Responsibility**

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

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

## 5 Procedure

A trained, licensed MR technologist is available to run scans. Here are some important considerations:

- MR technologists can be requested using the CMRR calendaring system at the time that magnet time is booked by checking the box indicating that you are requesting an MR Technologist.
- The MR technologist charge rate is \$75.00/hour. This rate will be charged to all studies requesting a technologist, either as the primary scanner or a secondary scanner.
- The MR technologist charge is in addition to the 3T scanner charge.
- Training of new 3T MR operators will be free of charge to the PI.
- Technologists will normally be available Mondays & Tuesdays from 7:00 a.m. - 5:00 p.m. and Wednesday - Friday 8:30 a.m. - 5:00 p.m. Some flexibility for evening times is available and should be requested more than two weeks in advance. Currently, weekend coverage is not available
- CMRR will use best efforts to accommodate MR technologist requests during normal working hours. Please request a technologist at least two weeks in advance. For short-notice situations, contact the CMRR front desk at 6-2001.
- CMRR will use best efforts to avoid rescheduling studies if a technologist becomes unavailable due to illness, family emergency, etc.
- The CMRR 3T calendar now shows the status of a technologist request: A yellow border around a session means a technologist is requested, a green border means the technologist is confirmed, a red border means the technologist is unavailable.
- PI's will receive an email when a technologist request is confirmed or denied. CMRR's goal is to confirm requests within 2 business days.

## 6 References

N/A

## 7 Forms and Templates

7.1 Subject Information Form:

[https://www.cmrr.umn.edu/internal/irb/CMRR\\_Subject\\_Information\\_Form.pdf](https://www.cmrr.umn.edu/internal/irb/CMRR_Subject_Information_Form.pdf)

## 8 Appendices / Tables

N/A

## 9 Revision History

Version Number	Approval Date	Change from Previous Version

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