



How to become an Authorised Person (AP) at CUBIC

PIs, Postdocs, and PhD students as well as RAs (with undergraduate degree) with staff contracts of one of the Four partner universities can all become an **Authorised Person (AP)**, which allows you to become an AP and undertake scanning duty. This user guide summarises what is involved in becoming a **provisional Authorised Person (AP)** and then a **full Authorised Person** at CUBIC.

It is important to read the complete guide in **Appendix 2 of the CUBIC Rules of Operation 2017**.

A full list of current APs is displayed in the CUBIC control room.

Ari Lingeswaran is the MRI Operations Officer and the Safety officer for the CUBIC MRI Unit based at RHUL, and is the main point of contact for training.

Becoming a probationary AP – The Requirements:

1. Training in First Aid to the level of 'Emergency First Aid at Work' ([St John Ambulance](#) or [Red Cross](#)).
Training courses are organised periodically at RHUL.
You can also book on a suitable course independently.
If you have received appropriate training within the previous 3 years, please provide evidence.
2. Basic fire training – RHUL staff are instructed on basic fire safety and fire policy during their health and safety induction at the beginning of their employment. Staff must undertake fire safety training every two years via an online course to refresh their knowledge. This is applicable to all levels of academic staff but does not include PhD students.

External users are expected to have had similar training at their own institutions.

The CUBIC MRI Safety Officer will appraise users of the location of fire extinguishers, emergency exit routes and the emergency procedures as described in Section 5 of the CUBIC Rules of operation.

3. MRI Safety Exam: This is based on the following.
 - a) Studying the current Local Rules of Operation.

- b) Reading the Safety Guidelines for Magnetic Resonance Imaging Equipment in Clinical Use (February 2021) provided by the MHRA. These can be found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958486/MRI_guidance_2021-4-03c.pdf
- c) Studying all relevant risk assessment forms (provided by the MRI Safety Officer)
- d) Passing the written safety exam: Administered by the MRI Safety Officer, in person).

The safety test has 25 questions where short written answers required. (Pass $\geq 85\%$)
Example questions might be: "Who must be screened before being allowed access to the controlled area?", or "A volunteer arrives wearing a stud in her nose. What do you do?".

It is mainly based on the Local Rules of Operations, the MHRA guidance and risk assessments. Pay particular attention to pregnancy and audible noise levels in the MHRA guidelines. Please contact the MRI Safety Officer when you are ready to take the test.

- 4. Viewing the current Siemens safety videos (3 parts)
https://www.youtube.com/playlist?list=PLDcZmaA7RM_obrsOPEafz97UpKb56kBQa
- 5. Viewing a MRI safety lecture
https://www.dropbox.com/s/nke9x4xwbeatato/CUBIC_MRI_Video.mp4?dl=0
- 6. Training in removing an unconscious participant from the controlled area.
This can be arranged at a convenient time for you or as a group.

Persons who satisfy all the above requirements but have little or no practical experience will initially be given Probationary Authorised Person Status. As a Probationary AP, one can commence scanning with a Full AP being present during the scan session.

By scanning you will learn what is involved in running an MRI session at CUBIC: the MR screening procedure, safety checks, putting the participants in the scanner, and operating the console as well as other equipment including that used for stimulus presentation. You will be able to develop your confidence in running a session by yourself, with the support of the MRI Operations Officer.

Probationary APs may **become full Authorised Persons** when they have been present at 10 scans and have operated the scanner on at least 5 of those occasions.

Note for experienced users: Some users may have considerable prior experience with operating an MRI system in other institutions. Based on this, it may be possible to reduce the training requirements above at the discretion of the MRI Director.

Maintaining your AP status

If an AP has not scanned at CUBIC for 12 months they should arrange to have refresher training with the MRI Safety officer. APs must also be trained in the use of any new equipment, software or procedures that may be introduced from time to time.

All APs must be conversant with and follow the Rules of Operation at all times.