**Best Practices for MRI Investigators**

**IRB Protocols**

* Investigators should include in their PRISM PSFs:

**Exclusion:** Any material in the body that is a contraindication for MRI procedures

**Method of Ascertainment:** Interview, MRI Screening Form, and consultation with MRI safety team if indicated by metal screener.

* Investigators should include in their CFs:

Template wording regarding risks, mitigation of risks, and safety neuroreads posted on the IRB website.

(Note that eligibility concerns such as claustrophobia are addressed in the MRI metal screener.)

**Screening for MRI contraindications**

* **Metal screener:**

The MRI Screening Form is a part of the eligibility criteria to proceed with an MRI scan. This document is available on REDCap and must be completed by the research team with the participant (and, if a minor, the parent or legal guardian). A ‘yes’ response to any item on the screening form will necessitate a consultation with the MRI safety team. Consultation may lead to a request for further documentation (e.g., surgeon’s documentation; type of tattoo ink).

* **Timing of the screening form:**
* If your IRB protocol requires inclusion/exclusion criteria to be met before consent, you must conduct the NYSPI MRI REDCap MRI Screening Form and complete any supplementary documentation if requested by medical or operations director (e.g., surgeon’s documentation; type of tattoo ink) by the time of consent. If your protocol permits screening following consent, you may screen for metal or MRI-contraindicated materials informally at the time of initial evaluation. FOR ALL PROTOCOLS, APPROVAL OF THE REDCap MRI SCREENING FORM BY THE MRI SAFETY TEAM INCLUDING ANY REQUIRED SUPPLEMENTARY DOCUMENTATION IS REQUIRED PRIOR TO SCANNING AND WILL BE DOCUMENTED ON THE SCREENING FORM.
* You must update and reconfirm the metal screener with participant (and parent or legal guardian if under 18 years of age) within 24 hours of scan for each scan in the protocol. Once confirmed, screener should be signed by the research staff member who administers it before it is emailed to the scan tech.
* The completed REDCap MRI Screening Form and any supplemental documentation (e.g., surgeon documentation) should be saved as a PDF and added to the participant’s research chart by the study team. In all cases, persons present during completion of the metal screener (in person, virtually, or by phone) will be documented.
* All consultations with a safety officer will be logged in a spreadsheet maintained by the MRI unit and all completed MRI safety screeners will be accessible through REDCap by the MRI unit.

**Special practices required for scanning of minors:**

* Minors must be accompanied by an adult to the MRI unit.
* MRI Screening Forms must be completed with a parent or legal guardian physically or virtually present.
* The NYSPI MRI Director will personally approve MRI procedures for each protocol involving minors.