



Basic User status is gained through the following steps:

- 1) Reading SOP's provided on the CAMRIS Web-site. These documents should provide the user candidate with :
 - i. These will give an introduction to use and safety around the HUP5 and 6 systems.
 - ii. Enable prospective users to formulate questions before the on-site introduction to the systems
 - iii. General knowledge of nomenclature used during orientation
 - iv. General knowledge of locations of the MR Suites and switches

- 2) Submission of current POR Certification through the University of Penn.
 - i. This certification is available at the following URL –

<https://www.med.upenn.edu/apps/my/por?>

- 3) Submission of an introductory letter. A template for this letter is provided at the end of this document. Copy and paste it into a separate word document and fill in the fields provided with your information. Fill the background portion with a brief description of your previous experience in Magnetic Resonance and the type of work you will be performing on the scanners.
 - i. Name
 - ii. Contact Information
 - iii. Name of Faculty Member sponsoring your work^{*}
 - iv. Brief description of the work you will be conducting
 1. Does it involve specimens?
 2. Are you intending to scan volunteers under IRB approved consent?[†]
 3. Will you need to use the TechDev Consent Forms?[‡]
 - v. Any system modifications necessary

- 4) Introduction to the Hup5 and Hup6 environments will be an on-site overview of the following:
 - i. System safety
 - ii. System boot and shut-down
 - iii. Location of Emergency switches
 - iv. Appropriate documentation of use
 - v. Scheduling policies

^{*} Not necessary for Faculty or Primary Investigator

[†] This work is done with Technologist support unless arranged through CAMRIS

[‡] Any work using TechDev consents requires CPR Certification or CAMRIS Approval

- 5) After successful completion of the introductory session a certificate of Basic User Approval will be given to the operator.
- 6) Use of the system by the operator will be monitored through required documentation at the scanners. This will be a shared responsibility between Faculty, staff, and other approved users. All infractions, unsafe practices, and incidents should be reported to Norman Butler (215-349-5298) or a CAMRIS member.
- 7) Infractions will be documented and if a sufficient number of these occur then upon review by the CAMRIS committee privileges may be revoked. Some typical infractions are listed :
 - 1) Safety violations of any sort
 - 2) Insufficient documentation of system use (ex: No explanative entries in log books)
 - 3) Inappropriate header information entry
 - 4) Non-compliance to cleaning or preparation procedures
 - 5) Use during unscheduled hours
- 8) Every 2 years re-certification will be necessary for Basic User privileges.

To CAMRIS:

This letter is to introduce myself to you and provide specific background and contact information that will allow me to operate the Hup5 and Hup6 MR scanners under Basic User privileges.

Contact Information:

[Your Name][Title]
[Office Address]
[Phone Numbers (list 2)]
[Radiology Faculty Advisor]
[E-mail]

Background:

(Give a brief description of your previous Magnetic Resonance experience. Describe the type of work you will be performing and any system modifications that will be necessary. Include information about the type of scanning you will be – phantom, specimen, or volunteer.)

Sincerely,
[Your Name]