Policies and Procedures

BIC Policies

Booking of 3T MRI Scanner Time

As of May 1st 2022, the booking policy of the Vida will be adjusted slightly. From that date forward the Vida will be bookable in 15 minute increments, with a minimum scan time of 30 minutes. This will align the booking policy of the Vida with that of the Skyra and should result in a more efficient use of scan time for all of our users with fewer gaps in the schedule.

In order to maximize available scanner time, booking etiquette is to book your slot on the hour or 1/2 hour and to abut your session to a slot that is already booked. Under the Comments section, please note the Study ID, L2 scanner operator and L1 assistant.

Session overruns

Scan overruns are an inevitable part of running studies on the scanners, so a limited amount of delay is unavoidable from time to time, particularly for human studies. However, in order to prevent significant overruns into other groups’ time BIC / UTHA have established that if a session will be more than 20 min late in starting the session should be cancelled and re-scheduled, unless there is an available slot after your session that can be used as buffer time. Please also book out the additional buffer time in FBS, since many clinical scans are booked at short notice.

If the session preceding yours is running behind inquire politely about when they might finish. If this becomes > 15 min late, please let the BIC staff know and we will contact the group at the console. Unless there are exceptional extenuating circumstances, BIC will ask them to halt their scan and vacate the system.

BIC Standard Operating Procedures (SOP’s)

Covid Protocols
- Health Screening
- Disinfection Protocols

MRI Human Subject
- Medical Emergencies
- Fire Emergencies
- Emergency Flowchart
- L1 Training Request Form
- Screening subjects with Redcap
- Incidental Findings Forms (pdf version) - ** please use webform below
- Incidental Findings webform
- MRI Safety Screening Forms
- Scan Waiver Request for No-Shows/Errors
- FBS Best Practices

BIC Facilities
- Flatscreen Visual Stimulus
- Scheduling with FBS
- BIC Parking Permits: NHB & HDB
- After-Hours Access
- Request Building Access
- Getting Your Data via SFTP