

## Responsibilities of Principal Investigator

Each principal investigator (PI) performing a study using the UBSN human MRI laboratory is required to fulfil the following requirements. These requirements are to safeguard research ethics and protect the safety of the human subject throughout the imaging sessions. If the study is not conducted by the PI, the PI should delegate to a Study Coordinator the responsibility for fulfilling such requirements.

### Responsibilities of PI (or Study Coordinator)

1. Before a new MRI project application, the PI must obtain ethics approval from the PolyU Institutional Review Board (IRB).
2. Before booking subjects to take part in a new MRI study, the PI must ensure the presence of qualified primary/secondary user(s) in the research team to perform or help perform the MRI examination. Research personnel will be required to complete specific MRI safety training offered by the UBSN to obtain the respective qualifications.
3. If the PI (not Study Coordinator) is new to MRI, he/she must be qualified as a secondary user by completing the safety training.
4. If a radiographer is required to perform the MRI examination, the PI must confirm the availability of the radiographer in advance.
5. Informed consent from the participant must be obtained immediately before the MRI examination session regardless of whether the same consent was obtained previously. This is to provide a final opportunity for the participant to express concerns about the examination.
6. The PI is responsible for the participant throughout the examination, especially the safety issues. Therefore, the PI must be at least qualified as a secondary user, and be present throughout the MRI examination to monitor the participant and respond to any questions or concerns they may have.
7. For each MRI examination, the PI must arrive with the subject no later than 15 minutes before the scheduled time in the waiting area. Before entering the control room, the PI must conduct an MRI safety screening together with the radiographer for the subject. The PI must provide the radiographer or UBSN staff with a copy of the participant's signed consent form for the record.
8. In preparation for the scan, the PI may be asked to assist in positioning the participant on the scanner bed. During the scan, the PI must be in the control room to assist the radiographer, MI personnel and/or UBSN staff to monitor the behaviours and responses of the participant. At the end of the scan, the PI will assist with getting the participant off the bed, and make necessary arrangements for discharging the participant.
9. The PI is to obtain informed consent from the participant for the release of the incidental findings from the scan images. With reference to the consent, the PI must communicate such incidental findings (if any) with the participant in a timely and professional manner.
10. The PI can decide (but not recommend) to give the MRI images to the participant as a souvenir, however it would be at the PI's own risk.

The PI may be asked to suspend the MRI examination if the requirements stated above are not met in order to ensure safety and ethical practice throughout the study.