

SAFE WORK PROCEDURE (SWP)

Workplace: NeuRA Imaging Centre

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TASK/OPERATION: Magnetic Resonance Safety – MR Safety (SWP08)

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Approved:
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Date:
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Purpose:

- The purpose of this document is to ensure that all users of the facility understand the importance of preventing the spread of COVID-19 in the MRI environment.
- To outline procedures that users and facility staff must follow to promote a safe working environment to minimise the risk of spreading/ contracting COVID-19.

Rationale:

COVID-19 is a highly infectious virus affecting the respiratory system and has infected over 230 million people and caused over 4 million deaths worldwide, as of 27 September 2021 (World Health Organization, 2021.) In Australia, there have been over 92,100 infections and almost 1,200 deaths; quite minimal compared to other countries. This has mainly been attributed to high rates of testing, social distancing, hand hygiene and closing down of international and state borders.

As NSW prepares to transition the work force to some resemblance of normalcy, much is still unknown about the virus and its variants. There is also currently no known cure. Hence, we must continue to follow Australian Government and NSW Health advice about how to minimise the spread of the virus especially to vulnerable members of the community.

The procedures in this document attempt to ensure the health and well-being of participants and staff in the MRI environment.

Procedures:

- 1) In line with NeuRA COVID-19 Policy;
 - a) Participants or staff that have fever, sore throat, breathing difficulties and/or cold and flu like symptoms or have been exposed to known cases of COVID-19, are not to attend on site, are to self-isolate and get tested for COVID-19.
 - b) Research teams are to confirm with participants prior to booking and also on the day before coming to NeuRA via email correspondence, the following:
 - i) they have not travelled overseas in the past 14 days,
 - ii) do not have any COVID-19 symptoms or
 - iii) have been exposed to anyone with COVID-19
 - iv) have been fully vaccinated with a TGA approved vaccine.
 - c) All staff and participants are to present to reception and must check-in via the NSW Health QR Code and provide proof of their Vaccine Status being fully vaccinated with a TGA approved vaccine as per NSW Health policy. This is to be shown to reception staff. All participants will need to sign in/out using the after-hours log book at reception.
 - d) If staff and participants are required to wear a mask as per NSW Health guidelines, the procedure for mask wearing should be as follows: Any mask worn by the participant during the MRI scan will need to be checked for MRI safety. If the mask has metal components, these will be removed or an MRI compatible mask will be provided. If the participant is having a brain or cervical spine MRI the participant may remove the mask once positioned on the scanner bed, just prior to fitting the upper elements of the head or head/neck coil by the Research Radiographer and place it in the tray provided. The participant should replace the mask immediately after they are removed from the head coil by the Research Radiographer. Where it is safe and practicable, only the Research Radiographer and the Research Participant will be present in the scanner room for this part of the procedure. If a Research Assistant(s) is required in the scanner room for safety reasons, they will adhere to all MRI Safe Work Procedures. The Research Radiographer and required research assistant(s) will be fully masked in a MRI safe mask and wearing a new pair of lab gloves for the placement of the coil, handling of equipment, positioning requirements of the participant and removal of the coil process.
 - e) Staff and participants are to practice Hand Hygiene and staff should wash hands with soap and water or if not practicable use hand sanitiser,
 - i) on entering NeuRA, ALL Staff and Participants must use hand sanitiser at the wall dispensers located at the entrances,
 - ii) before and after contact with a participant (wash basin and hand sanitiser located in MRI) and,
 - iii) as frequently as is practicable
 - f) Should the NSW Public Health Orders change and NeuRA is required to take additional precautions for vulnerable persons or vulnerable persons are directed to take greater precautions then the following will apply: Participants who are or have the following:
 - i) Immuno-suppressed

- ii) Elderly
 - (1) people aged 70 years and over,
 - (2) people aged 65 years and over with chronic medical conditions or compromised immune systems and,
 - (3) Aboriginal and Torres Strait Islander people aged over 50
(Australian Government Department of Health 2020)
- iii) Cardiovascular disease
- iv) Hypertension
- v) Diabetes and/or Obesity
- vi) Respiratory disorders
 - (1) Chronic Obstructive Pulmonary Disease (COPD)
 - (2) Chronic bronchitis and asthma
 - (3) Pulmonary fibrosis
 - (4) Existing or multiple bouts of pneumonia

are considered high risk and as such are encouraged that they do not partake in the MRI component of the research until there are changes to government restrictions or to NeuRA policy.

- g) The radiographer, patient and research assistant are to minimise contact and maintain 1.5 metres whenever possible in line with social distancing. Room limits are to be followed with current NSW Health social distancing regulations, for example 1 person per 4 square metres.
 - h) All staff and participants are to minimise touching their face and eyes. Sneeze into the elbow or a tissue and then discard the tissue.
- 2) The bore of the magnet, coils, table, buzzer, headphones and other materials used for the study are to be wiped down with clinell universal disinfectant wipes and allowed to dry after each participant. Pens, clipboards (if applicable) and surfaces the research participant or research admin touched are to be wiped down after each participant.
 - 3) Patient gowns, sheets and blankets are to be changed and put in the laundry after each participant
 - 4) If used, lockers and change rooms are to be wiped down after each participant including door handles and locks.
 - 5) Where practicable, back to back bookings of participants are to be avoided leaving a minimum of 30 minutes between participants of different households or 15 minutes of the same household, to allow for adequate air circulation/ventilation, cleaning, to maintain social distancing and minimise exposure.
 - 6) Where practicable, desks, computers, phones, all door handles are to be wiped down with clinell universal disinfectant wipes especially at the end of the day.

NeuRA Scanner room and Imaging floors will be mopped and disinfected after each day by the Research Radiographer on days participants have been in the MRI facility.

Relevant Personnel:

- MRI Radiographer – Ryan Castillo – Ext. 1110 – Mobile: 0431773626
- NeuRA Imaging Director – Caroline Rae – Ext. 1211 – Mobile: 0407467677

- NeuRA Facilities Manager – Ryan Kolster – Ext. 1821 – Mobile: 0448994282
- Administration and Compliance Manager – Deborah McKay – Ext. 1676
- Philips Customer Support – 1800251400

Codes of Practice/Standards:

- NSW Government Department of Health <https://www.nsw.gov.au/covid-19>
- NeuRA COVID-19 Policy
- ISMRM Training Webinar: “COVID-19: Perspectives from the MRI Front Line 2020”
- The Royal Australian and New Zealand College of Radiologists:
 - <https://www.ranzcr.com/search/ranzcr-mri-safety-guidelines>
 - <https://www.ranzcr.com/our-work/quality-standards>

Emergency Procedures:

- Magnetic Resonance Safety – Incidents (SWP03)
- Magnetic Resonance Safety – Emergencies (SWP04)
- NeuRA Incident Report & Investigation Procedure (WHS31)
<https://intranet.neura.edu.au/pages/viewpage.action?pageId=6848643&preview=%2F6848643%2F19824750%2FWHS31+Incident+Report+%26+Investigation+Procedure+v2.0.pdf>
- NeuRA Online Accident & Reporting Tool <https://forms.neura.edu.au/login>
- NeuRA First Aid Procedure (WHS20)
<https://intranet.neura.edu.au/pages/viewpage.action?pageId=6848643&preview=%2F6848643%2F16450180%2FWHS20+FirstAid+Procedure.pdf>
- Follow NeuRA Emergency Procedures Flipchart 2018 located near the MRI control room phone or on NeuRA Intranet
<https://intranet.neura.edu.au/download/attachments/6062404/Emergency%20Procedures%20Flip%20Chart-2021.pdf?api=v2>