	<b>POLICY #: Rad Policy</b>
<b>SUBJECT:</b> : Safe Entrance into Zone IV	<b>Effective: 10/1/2018</b> <b>Revised 02/2019</b>
<b>APPROVED BY</b> <b>Eduardo Gonzalez-Toledo, MD PhD</b>	<b>Page 1 of 3</b>

**PURPOSE:** To define the criteria and processes to be used for ensuring safe entrance into the MR scan room or Zone IV. This policy is written to prevent anyone from entering this area without proper training or screening.

**POLICY:** In order to maintain a safe and secure environment in the MR Suite, it is essential that the exterior doors of the MR scan rooms, adjacent to the main hallway, remain closed and locked, except for a period of time when a patient is being brought into or taken out of the room.

#### **Control Room access Zone III:**

This is a restricted area controlled by MR personnel (Level 2) and a combination door lock. Only the MR Personnel shall have access to the door code. Personnel are required to ensure that safe practice guidelines are strictly enforced. This area consists of the Control Room (H2-10). Restricted access is recommended by ACR and Joint Commission and only MR personnel shall be provided free access.

#### **MR #1-Locking and unlocking the door from the inside:**

##### **Lock:**

1. Push the door closed gently but firmly. Closing the door automatically seals the pressure on the door.
2. On dead bolt lock, turn knob clockwise to lock the door.


##### **Unlock:**

1. To unlock the door, turn the knob on the dead bolt lock counterclockwise.
2. Press the “Lindgren Auto Seal” button to the right of the door to release the pressure off the door so that it will open.

#### **MR #1-Locking and unlocking the door from the outside:**

##### **Lock:**

1. Pull the door closed firmly to seal the door pressure. Pol

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**2. Use key Q1 to lock the deadbolt on the door.**

**Unlock:**

1. Enter the designated code on the key pad to the left of the door to release the pressure on the door.
2. Use key Q1 to unlock the deadbolt on the door. Note: If the compressor controlling the automatic seal fails, contact biomedical engineering to repair it immediately.

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**MR #2-Locking and unlocking the door from the inside:**

**Lock:**

1. The door has an automatic opening/closing sensor located on the top of the door. To close/lock the door, press the metal “open/close door” plate located to the left of the door.

**Unlock:**


1. To open the door, press the metal “open/close door” plate located to the left of the door

**MR #2-Locking and unlocking the door from the outside:**

**Lock: 1.**

1. The door may be locked from the outside with the designated key (located in the MR control room)

**Unlock**

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1. The door may be unlocked from the outside with the designated key (located in the MR control room).

2. To unlock the door, enter the designated code on the keypad located to the right of the door.

Note: If the door will not automatically open/close notify biomedical engineering to repair it immediately.

Immediately notify the MRI manager of any issues with the doors so that arrangements can be made for personnel to monitor the door(s) until repairs can be made.