

HUMAN-CERTIFIED TO SCAN CHECK-OFF LIST:

Person Being Observed: _____

Person Observing: _____

Primary Lab Group (will be printed on badge front): _____

Date of Observation: ___/___/___ Date of Initial Training: ___/___/___

Number of times observed: _____ Person has yellow badge to turn in? Yes NO

	Satisfactory	Unsatisfactory
Setting up the scanning room:		
Prepped table with Linens		
Provided covered pillow		
Tested Button Box		
Know how to turn on projector		
Know when to log into the account system (i.e. when the group first gets there and starts occupying the room)		
Knows not to enter the magnet room if the Ferra Alerts alarm. There are No exceptions to this!		
Communication with/consenting the subject:		
Subject signed consent form		
Subject completed screening forms		
Knows process for clearing implants, tattoos, and foreign material		
Knows the process for tattoo waiver acknowledgement if applicable		
If subject has already been scanned, checked off "rescan" on screening form and filled in protocol inform.		
Putting the subject in the Scanner:		
Change the subject into hospital pajamas		
Check that subject has gone to the bathroom		
Check subject for metal before entering room with wand		
Demonstrates proper use of doorway Ferra Alert detectors for subject and all people entering scanner room (i.e. Zone IV)		
Calstated hands before setting subjects in the scanner		
Provided earplugs		
Removed subject's mask (when applicable)		
Made sure the subject was comfortable (knee cushion, blanket, etc)		
Adjusted Mirror		
Made sure subject can see the screen		
Gave instructions on the squeeze ball & tested it.		
Work the imaging coil and table properly:		
Connect headcoil (or coil being used)		
Padded subject – head, arms, hands, and body		
Provide subject instructions to not cross arms or legs		
Move table up and down		
Landmark in proper spot		
Send the subject in properly		
In the console room:		
Registered subject (includes knowing HIPAA regs.)		
Spoke with the subject ASAP (esp. right before starting localizer)		
Started all the scans properly		
Know how to convert body coil back to head coil (or imaging coil in use)		
Know how to transfer data via Bourget		
Know how to start stimulation Program		
Know when to turn work with trigger (i.e. after the first 'continue' screen appears)		

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Spoke to subject consistently between scans		
Worked in a timely manner		
Know who can and cannot be in the scanner room (Zone IV) and control room (Zone III) during the session		
Know which forms people need to fill out if they're going into scanning room without being scanned		
Know how to manually adjust slice prescription if AAScout fails		
Know how to copy parameters from one sequence to another		
Know how to check structural data		
Know how to check functional data		
Safety:		
Knows all of the centers Covid guidelines		
Know what all the red buttons do and when to use them		
Know what to do if the subject squeezes the ball unexpectedly during the session		
Know you always need 2 people there to scan (esp. after hours and on the weekend)		
Knows the procedure for contacting EMS if need be.		
Knows the procedure for monitoring tattoos		
Troubleshooting:		
Know where to look for error messages		
Know how to check and reboot the MR scanner or reconstruction system		
Know how to shut down the entire system		
Know how to troubleshoot table		
Other:		
Know they cannot wear open toed shoes, flip flops or sandals in the scanning , or waiting , or surgical prep areas. Shoes must also be free of ferrous metal.		
Know that there is no food or drink allowed in scanning area		
Confidence Level:		

Notes: _____

Certified to Scan? Yes No

 Signature of Observed

____/____/____
 Date

 Signature of Observer

____/____/____
 Date