

Operator \_\_\_\_\_

## Checklist for Operators of MR Service Center

1. The operator must personally interview and screen participants prior to the MRI. The operator should be aware that certain implants, materials, devices or objects that are not allowed in the magnet room. If the participant has anything that is listed in the first two sections of the screening form, the operator must contact a MRI technologist at least **ONE day prior to the scan date**. If the operator is not able to contact a technologist, the study must be canceled. Anyone that has done any **metal work** (cutting, grinding, pipe fitting etc) must have orbital X-rays to rule out foreign body unless they have had a prior CT or MRI that clears the orbits in the report.

Reviewer \_\_\_\_\_ Operator \_\_\_\_\_

2. The operator should be aware of the bioeffects of the static, gradient, magnetic and RF electromagnetic fields on the patient.
  - a. SAR
  - b. High dB/d and peripheral nerve stimulation
  - c. Patient creating a loop of current

Reviewer \_\_\_\_\_ Operator \_\_\_\_\_

3. The operator should know that the magnet door is always closed when not in the magnet room, and the location of the key.

Reviewer \_\_\_\_\_ Operator \_\_\_\_\_

4. The operator should be aware of the emergency procedures on the system, and the safety guidelines of the MR Service Center. The operator should know how to get the participant quickly out of the magnet. When there is an emergency during workday hours, call our MR techs first. If there is a serious issue after hours, the operator will need to call a code team or take the patient to the ED. The operator should know the phone number to call for a code, where we are located and where to have someone to stand to direct the code team to the department.

Reviewer \_\_\_\_\_ Operator \_\_\_\_\_

5. The operator should be aware of the location of MRI compatible fire extinguishers and MRI fire emergency policy.

Reviewer \_\_\_\_\_ Operator \_\_\_\_\_

6. The operator should know how to open the magnet door if the air switch does not open the door.

Reviewer \_\_\_\_\_ Operator \_\_\_\_\_

7. The operator should be aware that they cannot scan a participant, after hours, without another person with them at the center. This does not pertain to phantom scanning.

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8. The Siemens Prisma End of the day protocol:

The operator should clean after the scan, use wipes to wipe the table, the coil, the buttons that you have touched.

Scanner table is in the "Home" position. The phantom is in the head coil.

Put the coils other than the head coil you used back to the shelf.

Console computer shut down: "System → End session → Shut down system", wait until it says "It is safe to shut down the system", and then press the "System Off" button on the wall.

The magnet door is locked, at the deadbolt, the key is in the location.

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9. The Siemens Prisma 3T scanner Start of the day protocol:  
Press the "System On" button. Wait.

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10. The operator should be aware of the clothing policy of the participants, and the hearing protection of the participants in the scanner.

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11. The operator should be aware of the location of MR compatible chairs, and tips to move chair-bounded patients if applicable.

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12. No Gd contrast injection unless a physician is sitting with the operator.

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10. Our MR techs would give the position tips of the participants for their study. The operator should be aware of those tips.

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14. The operator should know how to schedule a time slot on the iLab system, as well as how to use the Kiosk billing system.

Reviewer \_\_\_\_\_ Operator \_\_\_\_\_

Operator \_\_\_\_\_

## Checklist for Operators of MR Service Center

Reviewer                      Operator

### Overview of MRI System

- |  |       |       |
|--|-------|-------|
| 1. User Interface: Magnet 3T                   | _____ | _____ |
| 2. How to clear Reset Button 3T                | _____ | _____ |
| 3. Intercom system / Nurse Call Button         | _____ | _____ |
| 4. Participant Preparation / Position on table | _____ | _____ |
| 5. Use of coils and location                   | _____ | _____ |
| 6. Use of PPU                                  | _____ | _____ |
| 7. Use of Respiratory Sensor                   | _____ | _____ |

### Operation Scan Mode

- |  |       |       |
|--|-------|-------|
| 1. System Start-up                         | _____ | _____ |
| 2. Change Patch: Philips XMR               | _____ | _____ |
| 3. System Shutdown                         | _____ | _____ |
| 4. Entering new participant                | _____ | _____ |
| 5. Selecting Protocol                      | _____ | _____ |
| 6. Modify protocol                         | _____ | _____ |
| 7. Modify protocol using another protocol  | _____ | _____ |
| 8. Create new Protocol                     | _____ | _____ |
| 9. Repeating Ref Scan/Pre-Scan/or any scan | _____ | _____ |

### Operation: Review Mode

- |  |       |       |
|--|-------|-------|
| 1. Switch to Review/View Mode                      | _____ | _____ |
| 2. Change Screen Set up                            | _____ | _____ |
| 3. Perform annotation, measurement or ROI of image | _____ | _____ |
| 4. Perform MPR or MIP                              | _____ | _____ |

- 5. Window image
- 6. Zoom and Pan image

\_\_\_\_\_  
\_\_\_\_\_

### Post Processing

- 1. DICOM images
- 2. Create RAW files, Spectro
- 3. Transfer file to PACS/ hard drive

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Operator Signature \_\_\_\_\_

Date \_\_\_\_\_

Chief Technologist Signature \_\_\_\_\_

Date \_\_\_\_\_