Complete the MRI Research Protocol form and MRI Screening Sheet.

Obtain subject IRB consent.

Ensure subject places belongings and any metal objects into locker.

Have subject walk through metal detector.

Familiarize subject with the scanner. This includes showing them the table, the surrounding magnet, and describing the sounds they may hear during the scan.

Position the subject. This includes giving them earplugs, headphones (if needed), putting a clean sheet on the table, placing the knee pad under them, offering a blanket, and making sure they have the emergency squeeze ball.

Landmark the subject using the laser system.

Move the subject to the magnet isocenter.

Adjust light & airflow for subject comfort as needed.

Check on subject comfort prior to leaving magnet room and closing door.

Check intercom communication system & adjust sound level if needed.

Register the patient in the scanner.

Select protocol and run the localizer.

Run sequences, checking on the subject between sequences or as necessary.

Enter the subject into the MRI log book at console.

Remove subject from the magnet.

Archive data to XNAT and MRPACS and mark the task complete in the MRI log book.

Clean up magnet room and console area.

Document any problems and issues with the scanner in the MRI/Engineering log book.

Notify Marla or Autumn of any technical issues that arise.

[Marla cell: 319-321-3034, Autumn cell: 319-231-1221]

Mark reservation on web scheduler as “Subject Arrived” and “Scan Complete” or make a note in scheduler why the scan was not completed.

Leave Research Protocol Form/MRI Screening Sheet and the signed IRB Informed Consent document between Marla and Autumn’s computer so they can upload them to the scheduler.

Turn lights off in the scan room and turn key to OFF on RF door.

Lock scanner room door keys in the Electronics Laboratory.