**MRI Scanning Checklist – U of I MRI Research Facility**

* 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 logbook at console.
* Remove subject from the magnet.
* Archive data to XNAT and DCPACS and mark the task complete in the MRI logbook.
* Clean up magnet room and console area.
* Document any problems and issues with the scanner in the MRI logbook.
* Notify Miranda or Autumn of any technical issues that arise.

[Miranda cell: **319-415-5357**, Autumn cell: **319-231-1221**]

* Leave Research Protocol Form/MRI Screening Sheet and the signed IRB Informed Consent document on Miranda or Autumn’s desk 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 key in lock box on wall.

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