

## Level 1 Training checklist

### Scanner Console Checklist:

1. Emergency phone numbers and functional location numbers.
2. Safety Buttons- Know locations and what each of them are for.
  - a. Quench
  - b. Emergency Electrical Shutdown
  - c. Table Stop
3. Intercom- How to use and why important.
4. Turn on lights and power up scanner if off.
5. Safety talk and explanation of task
6. Bold screen- Know how to set up and trouble shooting.

### MRI Scan Room Checklist:

1. Qualified users role and responsibilities
2. Screening ALL subjects before entry to room.
3. Patient alarm procedure.
4. Table controls and table buttons.
5. Listening for the chirping sound.
6. Manual removal of subject from magnet.
7. Fire and cardiac arrest procedures.
8. Coil selection and manipulation of mirror.
9. Immobilization procedures.
10. Stimulus equipment.
11. Headphones and hearing protection.
12. Cleanup and home position.
13. Safety Buttons in scan room
  - a. Table stop (know how to reset and demonstrate usage)
  - b. Quench
  - c. Emergency Electrical Shutdown

## Session 2 Training Checklist (Scanning session)

1. Registration of subject/log sheet / screening and consent forms/ CAMRI Database
2. Patient Browser.
3. Selecting examination and required sequences.
4. Run localizer
  - a. Troubleshoot subject position or artifacts
5. Prescribing and manipulating scan parameters
  - a. Adding a pause between measurements
  - b. Copying parameters
6. Positioning and angling slices
7. Tuning and adjusting scan
8. Re-running sequences
9. Loading and viewing structural images in Viewing and 3D tabs
10. Knowledge and location of screen options and their functions
11. Archive data
  - a. Local database
  - b. Backup disk and subject disk
12. Review of Day 1 session.

### MRI Computer Checklist:

1. MRI System messages and warnings.
2. Check Helium Level on computer.
3. How and when to perform a soft reboot and full shutdown.
4. Table control buttons from scanner console.