

MR 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 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.

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- 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.