MRI checklist

Date: ______________
Subject: ______________
Operator: ______________

Before Scanning:

Lab

___ Print accession / subject number
___ With subject: consent and screening (including DOB, height and weight)
___ With subject: explain scan session (how long, etc), practice task

Control room

___ Check subject for metal
___ Response box: change to MAC
___ Video switch: change to MAC
___ Projector on (via ProPixx projector controller)
___ Register the subject (requires printed accession / subject number, DOB/wght)
___ Turn on real time monitor (username: meduser, pwd : meduser1) or use ‘Inline Display’
___ Turn on eyetracker (press ‘t’)  
___ Confirm button box / backtick working (scanner sends ‘5’)

Scanner room

___ Wipe mirror on bird cage
___ Ear plugs
___ Head / ear padding
___ Knee cushion
___ Offer blanket
___ Head position (Subject has to close eyes, nasion roughly aligns with blue lines)
___ Button box and squeeze ball
___ Test squeeze ball
During Scanning:

- Check **number of channels** (Should be 64 + neck coil)
- Check **number of slices and volumes** (Edit properties > BOLD > Measurements)
- **Talk to subject** between scans, especially when there are delays between scans
- For the first functional scan, change “property” to let scanner wait for user to start, or change to repeat measurements (Edit Properties > Execution > Multiple)
- Check phase encoding direction (should be P << A)
- Test sequence: AutoAlignScout, AP/PA distortion scans, epi, T1

After Scanning:

Scanner room:

- **Door closed** whenever in scanner room
- Sheets in **hamper**
- **Button box coiled** and on hook
- **Squeeze ball coiled** and at foot of scanner
- **Projector off** (use ProPixx Video Controller box in scanner room)
- **Surface coil stowed** in appropriate place
- **Padding in bins**

Control room:

- Transfer data (close patient, patient browser, transfer-- send to CBIDB, check status)
- Close session
- **Pay subject** (if outside lab or outside normal hrs)

NOTES from scan session