

IMAGING RESEARCH CENTER

MRI SCANNING SESSION INFORMATION FORM



Instructions: Please follow the instructions below carefully.

1. Your MRI safety certification must be current to be able to scan. Do not scan if expired.
2. The session form must be completed for all scans, including pilot scans or protocol development scans, as well as equipment testing.
3. Complete all fields.
4. Scheduled time must match calendar time. Actual time is time you were in the room and left the room. Note any discrepancies of scheduled time versus actual time.
5. If any equipment is broken or malfunctioning email the tech support list server at: irc-tech-support@ucdavis.edu
6. List the names of all safety monitors.
7. Complete the required check-off (turn page around) list at the end of your scanning session.
8. Be respectful of each investigators time don't barge in if you are early and leave on time.

Date of scanning session:			
Project title:			
Principal investigator:			
MR system (circle the one you are using):	3T Prisma	3T Skyra	
Subject identifier:			
Select one	<input type="checkbox"/>	Human subject	<input type="checkbox"/> Animal subject

MRI SUITE USAGE

		Scheduled time	Actual time
Time in MRI suite (i.e. entry to begin session set up)	IN:		
Time out of MRI suite (i.e. room ready for another session)	OUT:		
*Note reason for discrepancy in scheduled vs actual times:			

Printed name of MRI system operator

Signature of MRI system operator

Printed name of system monitor 1

Printed name of system monitor 2

MRI check-off list (must be completed for each scan session)

	Yes	No
Head coil and table cleaned with antibacterial towelettes?		
MRI screen form completed (include name of the Principal Investigator and signatures?		
"Consent form" for subject completed and copy included with the MRI screen form?		
Safety training personnel policy followed (minimum of 2 safety trained after hours)		
All items used (sponges, headphones, etc.) are returned to proper location?		
All trash has been thrown in garbage?		
Confirmed that the projector has been turned off (check lights on projector please)?		
Is any equipment broken or malfunctioning? If so, email irc-tech-support@ucdavis.edu indicating the problem.		
Disinfecting Check List:		
Phantom(s)		
MRI scanner bore		
Table buttons on scanner		
Alarm bulb		
Table cushions		
Head coil		
Sponges used (head & legs)		
Button boxes		
Keyboards (all that were used)		
Intercom		
Telephone		
Mask & gloves disposed in trash cans		
Counters		
All other item that were handled		

Printed name

Signature

NOTE:

It is the responsibility of the departing lab to insure the room setup is the same as when they arrived. Any projector settings, PC settings etc. must be returned to their standard configuration at the completion of a study. If a special setup will be needed for your study, be sure to build that time into the scheduled scan time.