

Penn State

SLEIC MRI Safety Training & Tour Checklist

- Arrival
 - When arriving make sure participants have completed online reading, and have completed the screening form and risk statement.
- Watch Sherlock video
 - Take Sherlock quiz, miss more than 1 and participant will need to come back and retrain
 - Initial training involves 1 hour video.
 - Refresher training involves 30 min video.
- Move to control room for tour
 - Have participant remove any metal, empty pockets, etc.; store belongings in locker
 - Enter control room
 - Discuss investigator responsibilities
 - MR risks
 - Discuss projectile danger and safety screening
 - Demo with handheld magnet
 - Screening
 - Screening for going into the room
 - Screening for being scanned
 - Inform MR Tech if screening info changes, fill out new form
 - Give participant screening form, give tech time to review it and verify any info
 - Explain that just because you are safe to enter the room does not always mean you are safe to enter the scanner
 - Check yourself, check your colleagues, keep each other safe
 - Emergency response
 - The technologist will take the lead on emergency response procedures (power, fire, quench)
 - Discuss what to do if there is a power failure
 - Show crank and emergency release
 - Show location of flash light as there are no emergency lights
 - Discuss alarms, O2 etc
 - Discuss emergency procedure in case of fire or fire alarm and killing the

electricity to the magnet

- Quench procedures -3 types
 - When you would need to quench the magnet.
 - When you would NOT need to quench the magnet
 - Discuss what to do if the magnet quenches unintentionally (and you hear the O2 alarm)
- Reporting
 - Report any safety incidents, near incidents, adverse events
 - Report any failures to follow procedure
 - Report any equipment problems
- Incidental Findings
- Pregnancy
- Take SLEIC initial or refresher quiz, miss more than 3 retrain
- Departure