



Certified to Scan Check-off List

McGOVERN INSTITUTE
FOR BRAIN RESEARCH AT MIT

Person being Observed: _____

Person Observing: _____

Date: ____/____/____

Number of times observed: _____

Person has yellow badge to turn in? Yes No

	Satisfactory	Unsatisfactory
Setting up the scanner room		
Prepped table with linens		
Provided covered pillow		
Tested Button Box		
Know how to turn on projector		
Communicating with/consenting the subject		
Subject signed consent form*		
Subject completed screening form		
*If subject has already been scanned, check off "rescan" on the screening form and fill in protocol information.		
Putting the subject in the scanner		
Check that the subject has gone to the bathroom		
Check the subject for metal before entering room		
Provided earplugs		
Made sure the subject was comfortable		
Adjusted mirror		
Made sure they can see the screen		
Gave instructions on the squeeze ball		
Work the head coil and table properly		
Connect the head coil		
Padded subject		

Move table up and down		
Landmark in the proper spot		
Send the subject in properly		
In the console room		
Registered Subject (Includes knowing HIPPA regs.)		
Spoke with the subject ASAP (esp. right before loc.)		
Know to wait for AA reconstruction		
Started all the scans properly		
Know how to convert body coil back to head coil		
Know how to transfer data via Sigma		
Know how to burn a CD		
Know how to print		
Know how to start stimulus program		
Know how to use the trigger		
Spoke to subject consistently between scans		
Worked in a timely manner		
Knows who can and cannot be in the scanning room area during the session room		
Knows which forms people need to fill out if they're going into the scanning room and are not being scanned		
Safety		
Know what all the red buttons mean		
What to do if the subject squeezes the ball unexpectedly during the session		
Know you always need 2 people there to scan		
Other		
Login to system		
Know what can and cannot go into the biohazard boxes		
Know what forms to copy for Steven Shannon		
Know where to put these forms		
Know when to hand in the forms		
Troubleshooting		
Know where to look for error messages		
Know how to check and reboot the MR scanner or reconstruction system		
Know how to shut down the entire system		
Confidence Level		