

UCSD Center for fMRI 3T Operator Certification

Operator Name (print): _____ e-mail: _____
UCSD department, lab: _____
PI name (print) : _____ e-mail: _____

I have completed the scanner operator-training course at the UCSD Center for Functional MRI. I have attended the safety seminar and practiced scanner operation sufficiently for independent use of GE 3T scanners. I understand that my primary role as a designated Operator of the scanners is to insure the safety of the experimental subjects and any investigators or observers present at the study. I will only use and modify scanner and ancillary equipment in the way that I was trained to. I will not enter the equipment room. I understand and agree to follow the safety policies of the Center outlined below.

Designated Operator

1. The certified Operator identified on the WebSchedule program (and not the PI) is in charge of and responsible for insuring safety of everyone involved. There should be no more than 5 persons including the operator(s) present in the control room during scanning, unless it is necessary for a study and approved by the Center Director.
2. The designated operator controls access to the scanner room. Only screened subjects and persons who have received the official safety training at the Center and have passed the online test can enter the room.
3. The designated operator is responsible for finishing scanning session on time. The time booked on the WebSchedule program is time allocated for scanner access, not just scanning. Therefore, subjects have to be out of a scanner and the equipment restored to default configuration before the end of the time booked.

Screening procedures

4. All experimental subjects will fill out an Initial Subject Recruitment Screening Form well in advance of a scanning session. This form is filed with the PI. In addition a Pre-entry Screening Form and an Operator's Checklist will be filled out at the Center by the Operator before the subject enters the magnet room. These two forms are filled out before each scanning session and filed with the Center. Each item on the checklists will be verbally explained to the subject and their response verified by the Operator.
5. In addition to filling out the screening forms, the Operator will screen the subject manually with the metal detecting wands before they enter the magnet room.
6. If there is any question about whether it is safe to scan an experimental subject, the subject will not be scanned.
7. No metal objects or equipment will be brought into the magnet room unless they have been previously approved by Center personnel. These objects/equipment need to be tagged as magnet safe. *No metal objects of any kind will be brought into the magnet room while the subject is on the scanner table or while anyone is standing near the bore of the magnet.*

Protecting against acoustic noise

8. The Operator will insure that the experimental subject and anyone else remaining in the magnet room during scanning wears adequate hearing protection approved by the Center.

The subject can stop the study at any time

9. The Operator will remain in voice contact with the subject between scans at all times. The subject will be informed how to use the alarm button (squeeze-ball). If at any time the subject complains of discomfort or requests that the study be stopped, the Operator will stop the study.

Reporting problems and complaints

10. The Operator will be responsible for reporting malfunctions of a scanner and ancillary equipment on the WebSchedule problem report page. Complaints about violated timing, misplaced equipment, incorrectly connected cables and mess will be reported on the Complaint page.

Reporting safety-related incidents.

11. The Operator must report any incidents that involve safety issues to the Center Director.

Maintaining operator status

12. The certified Operator is expected to attend fMRI users' meetings, follow e-updates issued by the Center, and keep an eye on the CFMRI web site (FAQs etc). An on-line safety quiz is taken every year. In case of non-operation for more than 4 months the operator needs to schedule a refresher hands-on session.

I understand these policies and agree to follow them for every study at the Center.

Operator Signature

Date

Instructor Signature

Date