

Date & Time:

BIC Scanner Suite Checklist

Magnet Room:

- Patient Table: out or out and down
- 12 Ch RF Coil: Sanitized, placed on the bed and connected properly
- 32 Ch, birdcage (TMS), neck and back RF coils: Placed on shelf in designated areas (sanitize if you used any of them)
- Mirrors: Placed on shelf in designated area
- Padding: Sanitized and placed in designated drawer
- Siemens headphones: plugged in and coiled properly at foot of the bed
- Siemens squeeze ball: Plugged in and coiled properly at foot of the bed
- Button boxes: Loosely coiled and stored in designated drawers
- 32Ch coil ear buds: Hanging on the left side of the front of the bore
- Biopac respirator bladder: Hanging on the left side of the front of the bore
- Avotec eye tracker: Loosely coiled and stored properly in designated area
- EyeLink eye tracker: Wheeled to the side, against the wall
- Optical microphone: Loosely coiled and stored on top shelf next to the wave guides
- Nonin pulse oximeter: Loosely coiled and stored on top shelf next to the wave guides
- TMS coil: Loosely coiled and stored on bottom shelf next to the wave guides
- Sanitation wipes: wipe down coils, pads, bed, armrests and headphones. Close container
- Vitamin E: Close container
- Blankets: Folded and placed on short shelves
- Leg rest: Placed on short shelves along with blankets
- Arm rests: Placed on short shelves along with blankets
- Disposable supplies: Clean up wrappers, clothes drawers, refills located in supply closet
- Litter: collect & discard
- Magnet room door: Close and seal
- Lights: Off

Operator Room:

- Avotec projector: Turned off
- Avotec eye tracker: Turned off
- Computer desktops: Nothing left on them (only in lab folders) and all programs closed
- Laptop connections (marked with orange tape): Visible and coiled on the table
- Email check: Log off email service or any other account on computers
- Stimulus and projector monitors: Set to default settings, regardless of which computer you were using them with (1024x780, 60 Hz). Can be left on or off
- Video switch: Left on
- Audio switch: Left on
- Optical microphone: Turned off
- Nonin pulse oximeter: Turned off

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- Biopac physio system: Turned off
- 32Ch coil ear bud equipment: Turned off in proper order (3 -> 2 -> 1)
- EyeLink eye tracker: Properly shut down, power strip switched off
- Eye tracking video switch: Turned off (located above the Siemens console)
- Siemens pulse and respiratory sensors: Hanging and charging properly
- Storage/Equipment room key: Left on shelf behind logbook
- Logbook: Filled out completely
- Data from scanner: Sent to Osirix and backed up; delete old data to keep below 50% full
- Scanner software: Close patient
- Last reservation of the day: Run User QA and shut down scanner
- White boards: Erase using spray and paper towels
- Litter: collect & discard
- Unidentified personal & other items: place in “lost & found” box in store room
- Walk-through metal detector turned on and in-place
- Barrier table between metal detector and wall in-place
- Sliding sign: Turn sign to “Vacant” setting
- Door locked securely

Storage Cupboard:

- Corridor: unobstructed
- Lab-assigned shelf: organized/tidy
- Lost & found box: located on the left, not blocking access
- Door: closed securely

Receiving Room:

- Osirix: Left running on the recording Mac
- iMac desktop: Delete all files on desktop (except Miguel’s BIC staff folder) and close down all programs except Osirix
- DVD burner: Turn off (switch in the back)
- Litter: collect & discard
- Lights: Off

Classroom/Testing Room:

- Sliding sign: Turn sign to “Vacant” setting
- Litter: collect & discard
- Door: Closed
- Lights: Off