

Date & Time:

Siemens 3 T MRI Post-Scan Checklist

Magnet Room:

- Patient Table: fully out, or out and down
- 12ch RF Coil: Sanitized, placed on the bed and connected properly
- 32ch, birdcage (TMS), neck and spine RF coils: Placed on shelves in designated areas (and sanitized if you used any of them)
- Mirrors: Placed on shelves in designated areas
- Padding: Sanitized and placed in the designated drawers
- Siemens headphones: Sanitized, plugged in and coiled properly at foot of the bed
- Siemens squeeze ball: Sanitized, plugged in and coiled properly at foot of the bed
- Button boxes: Loosely coiled and stored in designated drawers (and sanitized if you used any of them)
- 32ch coil ear buds: Hanging on the left side of the front of the bore (and sanitized if used)
- Slim 32ch coil headphones: Stored in the labeled drawer (and sanitized if used)
- Biopac respiratory sensor: Hanging on the left side of the front of the bore
- Respiration belt: Placed in the labeled drawer
- Avotec eye tracker (if used): Loosely coiled and stored properly in designated area
- EyeLink eye tracker (if used): Camera placed on the shelf next to the coils and phantoms
- EyeLink battery (if used): disconnected and placed back in the operator room
- EyeLink cables (if used): Coiled up loosely and attached to the overhead cable tray on the left side of the magnet
- Optical microphone: Loosely coiled and hanging on the left front of the bore (and sanitized if used)
- Nonin pulse oximeter: Loosely coiled and hanging on the left front of the bore (and sanitized if used)
- TMS coil: Loosely coiled and stored on bottom shelf next to the wave guides
- Sanitation wipes: Close container after use
- 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 (if used): Turned off
- Computer desktops: Nothing left on them (only in lab folders) and all programs closed

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- Laptop connections (marked with orange tape): Coiled neatly and hung on a corner of the main peripheral equipment rack
- Email check: Log off email service or any other account on computers
- Stimulus and projector monitors: Can be left on or off, but must be on default display settings (1024x780, 60 Hz).
- Scanner TTL toggle switches: All switches off (down)
- Video switch: Left **on**
- Audio switch: Left **on**
- Optical microphone (if used): Turned off
- Nonin pulse oximeter: Turned off
- Biopac physio system: Turned off
- 32ch coil ear bud equipment (if used): Turned off in proper order (3 -> 2 -> 1)
- EyeLink eye tracker (if used): Properly shut down, power strip switched off
- EyeLink video switch (if used): Turned off (located above the EyeLink monitor)
- Eye tracking video switch (if used): Turned off (located on the right side of the Siemens console)
- Siemens pulse and respiratory sensors: Hanging and charging properly
- Storage/Equipment room key: Hanging on peg underneath noticeboard
- Logbook: Filled out completely
- Data from scanner: Sent to Horos Mac and backed up; delete old data to keep below 50% full on Patient Browser
- 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
- Sliding sign on outer door: 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

Data Transfer Alcove:

- Horos: Left running on the recording Mac
- Desktop: Delete all files on desktop (except Miguel’s BIC staff folder) and close all programs except Horos
- DVD burners: Turn off (switch in the back)
- Litter: collect & discard

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Testing Booths (if used):

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