UCSD CFMRI 7T 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 the Bruker 7T scanner. I understand that my primary role as a designated Operator of the scanners is to insure the safety and well-being 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 3 people 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 the 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 and equipment carried into the magnet room will be verified to be free of metals prior to bringing them into the magnet room.
- 5. No metal at all should be brought into the magnet room unless 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.
- 6. If there is any question about whether it is safe to scan an experimental subject, the subject will not be scanned.

Protecting against acoustic noise

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

Stopping the Study

9. The Operator will monitor physiological data for experimental subjects at all times. The study will be stopped when the welfare of the experimental subject is in danger or in question until the experimental subject is stabilized.

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. Complains 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