# PRE-SCAN CHECK-OFF LIST

## BEFORE SUBJECT ENTERS THE MAGNET ROOM

- Prep magnet room for your subject
- Prep control room for your equipment
- Look at completed screening form
- Ask questions regarding any red flags
- Make sure that the consent form is completed
- Make sure that the subject is briefed about the experiment
- Check with the subject if glasses are required
- Make sure that the subject has changed to scanning attire and whether they need to use the restroom
- Metal screen subject with hand held wand

## BEFORE SUBJECT GETS ON THE TABLE

- Give Subject Earplugs / Ear protection
- Explain the importance of not moving at all during the session
- Have subject lie down ensuring they do not hit the coil edges
- Give the subject the emergency squeeze ball and explain what it is for
- Give the subject the button boxes and explain what they are for

## ENSURE SUBJECT IS COMFORTABLE

- Ask the subject if they would like a cushion under the knees and a blanket
- Place the top part of the head coil (moving it over the head from back to front ensuring that the plug does not hit the subject)
- Attach the mirror to the head coil and ask the subject to make adjustments if necessary to see the entire visual display
- Place head restraints or padding to help prevent patient motion
- Tell the subject that the table will move and move the table to the approximate landmark position
- Tell the subject to close there eyes and keep them closed until you instruct them to, and landmark the subject via the laser light
- Give your subject the final instructions and send them to isocenter ensuring all cables and sheets do not get caught by the moving table
- Ask the subject if all is okay and tell them you are going to speak to them via the control room
- Set up I-SCAN Eye tracker to have eye in focus if applicable

## BEFORE SCANNING

- Ask the subject to press the button boxes
- Ask the subject if they can see the entire FOV on the screen via the mirror
- Test Audio equipment and make sure subject is comfortable (if applicable)
- Instruct the subject that a first series will be starting and if all is okay to press the squeeze ball
- Speak with the subject between each run to ensure subject is okay