

## PRE-SCAN CHECK-OFF LIST

<b>BEFORE SUBJECT ENTERS THE MAGNET ROOM</b>	
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	

<b>BEFORE SUBJECT GETS ON THE TABLE</b>	
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	

<b>ENSURE SUBJECT IS COMFORTABLE</b>	
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	

<b>BEFORE SCANNING</b>	
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	