

Staglin Center for Cognitive Neuroscience

Volunteer/Student Duties Description Form

MRI data acquisition

Volunteer/Student Name:	Supervisor's Name:
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none">• Walking the research participant to the MRI suite.• Assist staff in getting the participant ready for scanning which includes:<ul style="list-style-type: none">○ Provide the MRI metal screening form.○ Review the form for completeness and report any concerns to the staff.○ Provide change of clothes to the participant if required.○ Hand corrective lenses to the participant.○ Assist staff in positioning the participant on the scanner bed. (May not independently handle participants, coils, or operate MR beds/controls)○ Hand the safety and ancillary equipment to the participant: emergency squeeze ball, button box, hearing protection, headphones, cushions goggles etc.○ Assist staff in setting up the stimuli equipment in the scanner control room.○ Communicate with the participant who is in the scanner via the scanner intercom to ask how participants are doing and how long the next scan will last.○ Provide instructions using a reference/fact sheet/script over the intercom regarding the stimuli presentation.○ Check in with the participant who is getting scanned to make sure they are comfortable and update them of the remaining scan time.○ Clean up the scanner/control room: clean the equipment with alcohol wipes; put all the ancillary equipment back in its place. Inform supervisor or Staglin center staff if any of the supplies are running low.• Assist staff during emergency situation/serve as safety second during scans:<ul style="list-style-type: none">○ Press emergency shutdown buttons when deemed necessary per MRI Safety.○ Help call for medical emergency (81-911) for any medical related emergencies.○ Assist staff in removing the participant from the scanner room using the MRI safe wheelchair. (May not independently handle participants)○ Should be abreast and trained regarding the emergency procedures and policies at the Staglin center.	
<p>MRI safety Training: Volunteer/Student must complete the Staglin center MRI safety certification process.</p>	

Principle Investigator Signature: _____ Date: _____

Volunteer/Student Signature: _____ Date: _____

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Staglin Center Contact information:

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