Staglin Center for Cognitive Neuroscience

Volunteer/Student Duties Description Form

MRI data acquisition

Volunteer/Student Name: ___________________________  Supervisor’s Name: ___________________________

Duties and Responsibilities:

• Walking the research participant to the MRI suite.
• Assist staff in getting the participant ready for scanning which includes:
  o Provide the MRI metal screening form.
  o Review the form for completeness and report any concerns to the staff.
  o Provide change of clothes to the participant if required.
  o Hand corrective lenses to the participant.
  o Assist staff in positioning the participant on the scanner bed. (May not independently handle participants, coils, or operate MR beds/controls)
  o Hand the safety and ancillary equipment to the participant: emergency squeeze ball, button box, hearing protection, headphones, cushions goggles etc.
  o Assist staff in setting up the stimuli equipment in the scanner control room.
  o 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.
  o Provide instructions using a reference/fact sheet/script over the intercom regarding the stimuli presentation.
  o Check in with the participant who is getting scanned to make sure they are comfortable and update them of the remaining scan time.
  o 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:
  o Press emergency shutdown buttons when deemed necessary per MRI Safety.
  o Help call for medical emergency (81-911) for any medical related emergencies.
  o Assist staff in removing the participant from the scanner room using the MRI safe wheelchair. (May not independently handle participants)
  o Should be abreast and trained o regarding the emergency procedures and policies at the Staglin center.

MRI safety Training:
Volunteer/Student must complete the Staglin center MRI safety certification process.

Principle Investigator Signature: ___________________________  Date: __________

Volunteer/Student Signature: ___________________________  Date: __________

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