

Welcome to the online safety platform run through UCLA's CCLE (<https://ccle.ucla.edu>). With this new platform, all CCN affiliated staff, students, and volunteers are able to enroll in the Staglin Safety Site, view the required safety materials, and complete their safety exams online. Here are the instructions to move through the entire process:

1. Enrolling

- a. Undergraduate/Graduate Students: Login to CCLE using UCLA Logon ID and search for the 'Staglin Safety Site' or for 'CCN'. Click "Enroll Me", enter the enrollment code: **CCNSafe**, and click continue/enroll.
- b. UCLA Health Staff/Volunteers: For those with mednet credentials, click the link below the login fields (highlighted green box) and login to CCLE using mednet credentials and enroll via the same instructions in (a) above.

Sign In with your UCLA Logon ID

SIGN IN

- [Forgot your UCLA Logon ID or Password?](#)
- [Need a UCLA Logon ID?](#)

or

Are you a member of UCLA Health Sciences?

[Sign in with your Mednet username and password](#)

2. Navigating the Site

- a. Home/Site Info: Highlights steps necessary to complete safety certification.

My sites / ccn / Site info Winter 2022 - Finals week

Staglin Safety Site

Search course Turn editing on Admin panel

Welcome to the CCN safety course! Here you will find resources, quizzes and schedulers to complete all the steps necessary to attain safety certification for The Staglin Center for Cognitive Neuroscience. Please note the following necessary steps.

1. Read through the operations and safety manuals and watch the safety videos
2. Pass Safety Exam, password: SafetyQuiz123@
3. Review materials on COVID and infection control
4. Pass COVID Quiz (no password)
5. Schedule Verbal Exam using appointment scheduler (administered via zoom)
6. Schedule Walkthrough using appointment scheduler (in-person at CCN)

You're certified! Note you must re-certify every year by passing the Recertification Exam (password: Re-cert123). Please reach out if you have questions!

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- b. Resources: Safety information to review before starting the certification process, including the CCN Safety and Operation Manuals, the Safety Video, a link to the traditional safety info website, CCN's COVID resources page, the Reference Button PDF used for the Safety Exam, the Intro to Operations video and other safety related resources.

Resources

Here you will find helpful resources to study for the safety exams.

[Access restrictions](#)

[CCN Safety Site](#) Access restrictions

Please take a look at the safety videos and resources on this site. **Note:** The MR system in the "Supplemental Lab Procedures" video is outdated, but many principles are still relevant. Please read the Safety and Operations manuals for updated scanner equipment. This will be important for verbal exam.

[COVID Resources Page](#) Access restrictions

Please use this webpage for CCN's current COVID policies and guidelines. As well as documents such as the pre-screen questionnaire for participants, the appointment protocol and links to the pre- and post- scan questionnaires and UCLA's mandatory symptom monitoring survey for students, staff and faculty.

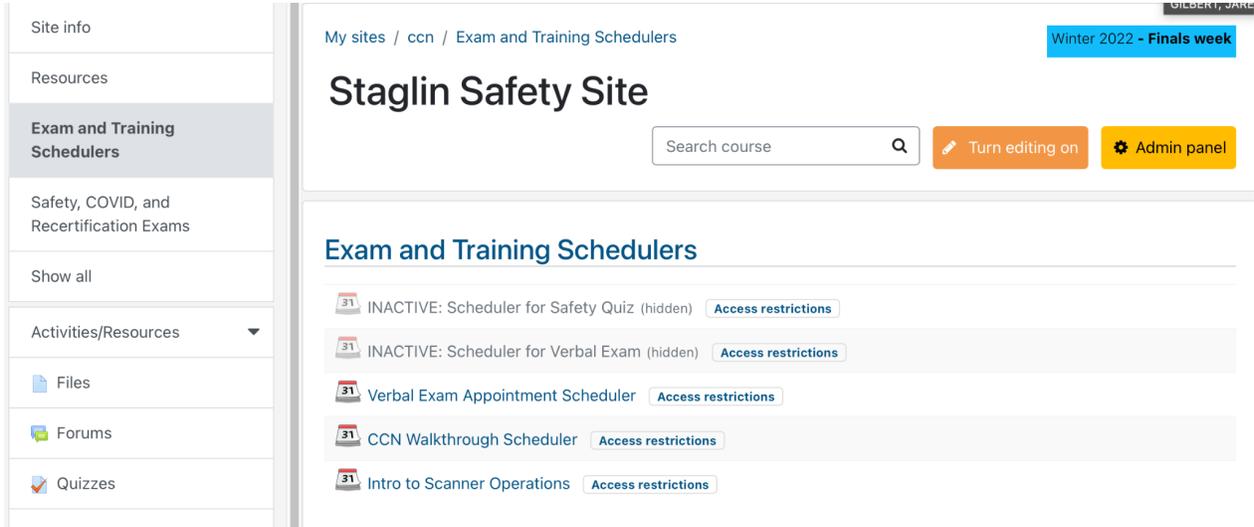
[e-MRI Instrumentation and Safety](#) Access restrictions

This website is a great resource for information on MRI technology. The link above is for the Instrumentation and Safety section. Please review!

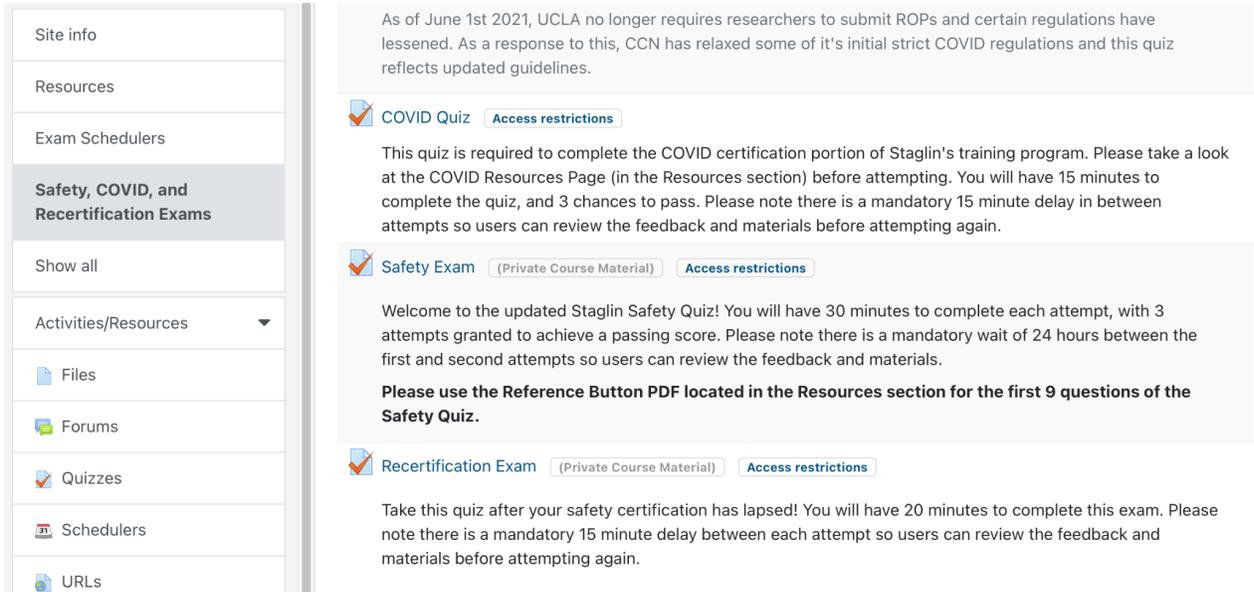
- c. Schedulers: Three schedulers are currently active.
- i. First is the Verbal Exam scheduler, please use this scheduler once you pass the Safety Exam to schedule your verbal exam. CCN Tech will send out zoom meeting information a few days before your scheduled time.
 - ii. Second is the walkthrough scheduler. After you've completed the Safety and Verbal Exams and the COVID Quiz, please schedule a time to come in for your in-person orientation.
 - iii. Third is the Introduction to Scanner Operations (ISO) training scheduler.

This training is for new users without much scan experience, or users who have not scanned in a long time and would like a refresher. Please note that you must be safety certified to attend.

- iv. If you have any questions or concerns, please email the CCN Tech (jmgilbert@mednet.ucla.edu).



- d. Safety, COVID, ReCert Exams: Links to testing required in order to obtain user certification. All tests can be completed remotely. The Safety and Recertification Exams require passkeys, see below.



3. Scheduling

- a. All exams administered via CCLE can be taken remotely and no longer require using the online scheduling system. This includes the Safety Exam, COVID Quiz, and Recertification Exam. The Safety Exam and Recertification Exam require passkeys, see below.

- b. There are three schedulers active, one for the Verbal Exam, one for the in-person Walkthrough and another for the Introduction to Scanner Operations training. Please only reach out to CCN Tech if there is an issue with the available times.
4. Exams
- a. Safety Exam: The Safety Exam can be taken remotely using the passkey: **SafetyQuiz123@**. Hints for questions are provided after the attempt. The CCN Tech is available to answer any questions in between attempts as well. After passing the exam, schedule your verbal exam using the scheduler on CCLE. If the score received is not high enough to pass, at least one day in between attempts is required. Simply log back into CCLE, enter the passkey and try again.
 - b. COVID Quiz: A short quiz aimed at solidifying CCN's current COVID and infection prevention guidelines and protocols. No passkey required.
 - c. VerbalExam: The verbal exam is administered via zoom. Typical verbal exam times are between 40-50min.
 - d. ReCert Exam: The recertification exam has also been moved to the safety site. This quiz can be taken anywhere, use the passkey: **Re-cert123** to attempt. If the score obtained was not high enough to pass, the exam can be taken again after waiting approximately 15-minutes in between attempts. These questions do provide informative feedback. Take the mandatory 15-minute interval to review the feedback before attempting again. Once passed, please email CCN Tech to update the recertification status.

The goal for creating this platform was to establish a clear and consistent process for certifying users, regardless of who is overseeing the safety process. It's no longer necessary to waste time emailing back and forth with CCN staff for scheduling dates, or waiting for testing results.