

High Field Magnetic Resonance Imaging Center

Research MRI Suite, Basement Floor of Building 203

VAMC 4150 Clement Street, San Francisco, CA 94121



THE CENTER FOR
IMAGING OF
NEURODEGENERATIVE
DISEASES

Level I User Training Packet

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Level I Training

Operation & Safety

Official MR User certification is **required** for **all** personnel who will be accessing the MRI Center in the course of their research. The objective of the MRI system operation and safety certification is to ensure the safe operation of the facilities, to protect volunteers, research personnel and staff in the daily operation of the MRI scanner. As the High Field MRI Center is located on federal property, these guidelines are also mandated by the VA. These guidelines are designed to prevent accidents due to interactions with and around the MRI system.

*****Per VA mandate, all certifications expire after one year.*****

Level I – Basic Safety (Restricted Access)

Level I certification provides the knowledge necessary to ensure one's own safety during research-related activities within and around the MRI suite. Level I personnel may only have **supervised** access to the MRI suite and lack the authority to screen other individuals or bring other individuals into the scanner room. They may **not** enter the scan room without the approval of the scan operator (Level II or above). They are also prohibited from handling any MRI equipment. Certification at Level I requires training on how to screen oneself, what is and is not safe in the MRI environment, and knowledge of safety procedures for entering the MRI suite, and very basic emergency procedures (i.e. knowledge of who to call and how to rapidly access appropriate phone numbers).

When Level I Certification is complete, users will receive a yellow Level I User badge. This badge must be worn and displayed prominently at all times when present in the High Field MRI Center.

Level I users may include new staff trainees, recruiters, and schedulers.

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Level I Basic MRI Safety Training requirements:

- Review “SFVAMC Radiology Department – MRI Safety Zone Practices, Adapted for the High Field Magnetic Resonance Imaging Center”
- Review “ACR Guidance Document on MR Safe Practices: 2013”. PubMed ID: 23345200
- Review “MR System Operator: Recommended Minimum Requirements for Performing MRI in Human Subjects in a Research Setting”
 - Calamante, F., Faulkner, W. H., Ittermann, B., et. al. and on behalf of the ISMRM Safety Committee (2015), MR system operator: Recommended minimum requirements for performing MRI in human subjects in a research setting. J. Magn. Reson. Imaging, 41: 899–902. doi:10.1002/jmri.24717
- VA TMS Training – MRI Safety
 - VHA MRI Safety Training Level 1. VA 9696
 - Must provide CIND with a copy of a valid completion certificate (within the past year)
- Attend “CIND MR Basic & Advanced Safety Presentation”, which includes (but not limited to):
 - Subject Preparation – removal of metal, execution of screening form, explanation of MRI exam
 - Orientation to MRI Scan room and basic MRI equipment
 - Scan door code, airlock, metal detector, table controls, intercom, emergency squeeze ball, linens, supplies storage, and usage of coils
 - Emergency Procedure: instruction in procedures related to emergency situations
 - Orientation to location of Siemens Quench and Emergency Run-Down buttons, and the procedure for the evacuation of a subject during an adverse event
 - Review of evacuation plan.

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Level I Prerequisites

To sign up for the Basic Safety Presentation, please complete the following form and **email** it, along with all required documentation, to the CIND Safety Lead. Thank you.

Name: _____ Phone: _____

Email: _____ PI: _____

Check one: New User Current User (Renewal)

Level I Prerequisites:

- Read “*SFVAMC Radiology Department – MRI Safety Zone Practices, Adapted for the High Field Magnetic Resonance Imaging Center*”
- Read “*ACR Guidance Document on MR Safe Practices: 2013*”. PubMed ID: 23345200
- Read “*MR System Operator: Recommended Minimum Requirements for Performing MRI in Human Subjects in a Research Setting*” PubMed ID: 25051959
- VA TMS Training – MRI Safety Training Level 1
 - Attach a copy of valid completion certificate (within the past year)

By signing below, I acknowledge that I have received and read all the documentation required.

Print Name

Signature

Date

**After submission of a complete packet,
the CIND Safety Lead will send you an
email confirmation of receipt.**

**The email receipt will contain the link to
sign up for the Basic Safety Presentation.**

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Level I Certification

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Name: _____

Phone: _____

Email: _____

PI: _____

Check one:

New User

Current User (Renewal)

Level I Basic MRI Safety Training requirements:

Reviewed “*SFVAMC Radiology Department – MRI Safety Zone Practices, Adapted for the High Field Magnetic Resonance Imaging Center*”

Reviewed “*ACR Guidance Document on MR Safe Practices: 2013*”. PubMed ID: 23345200

Reviewed “*MR System Operator: Recommended Minimum Requirements for Performing MRI in Human Subjects in a Research Setting*” PubMed ID: 25051959

Submitted VA TMS Training – MRI Safety Training Level 1 Certificate

Attended “CIND MR Basic Safety Presentation”: _____ (date)

- Attach completed quiz and safety packet, signed and dated

By signing below, I acknowledge that I have received and read all the documentation listed herein.

Print Name

Signature

Date

***** CIND USE ONLY *****

MRI Safety	Safety Presentation	Safety Quiz	Certificate Issued