

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 II User Training Packet

CIND Staff Contact Information

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Level II 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 II – Advanced Safety & Basic Scanner Operator (Limited Access)

Level II certification builds upon Level I certification, providing additional knowledge to protect the safety of others, and to safely handle basic MRI equipment. They are certified to operate the basic MR equipment (not including ancillary equipment), and also have knowledge to screen others for entry in the MRI suite. Level II users would also have more in-depth knowledge of MR safety issues, including the safety of different materials for the particular environment, the safety guidelines of the applicable IRBs, and where to get more information if needed. Level II personnel are permitted to escort volunteers into Zone IV (the magnet room). Level II personnel are not allowed to utilize or bring any ancillary equipment into Zone IV.

When Level II Certification is complete, users will receive a green Level II User badge. This badge must be worn and displayed prominently at all times.

Level II users may include scan operators and most personnel routinely involved in research activities at the MRI.

Level II Advanced Safety Training requirements:

- All components of Level I Training, plus
- Attend “CIND Advanced Safety - Mock Drills Exercise”, where users will demonstrate:
 - o Procedure for the evacuation of a subject during an adverse event

Level II Basic Operator requirements:

- Minimum of 6 hours shadowing a currently active and certified Level II or III personnel performing magnet operations
 - o Must submit to CIND a copy of schedule showing hours and sign-off
- Overview of MRI system start-up and shutdown procedure
- Orientation of the MR equipment room, O2 connection, valves, immobilization pillows
- Execution of routine scanning procedures
- Incident reporting and logging in the CIND Error Log Book, and basic troubleshoot
- Logging scans into the Magnet Billing Database
- Pass “CIND Basic User Competency Scan” with a CIND staff member
 - o Must obtain a minimum score of 85%

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Please complete the following form and **email** an electronic copy, along with all required documentation, to the CIND Magnet Lead. Thank you.

Name: _____ Phone: _____

Email: _____ PI: _____

Level II Advanced Safety Training requirements:

- Received Level I Certification on: _____ (date)
- Attend "CIND Advanced Safety - Mock Drills Exercise": _____ (date)

Level II Basic Operator requirements:

- Minimum of 6 hours shadowing a CIND-certified Level II or Level III personnel performing magnet operations
 - Attach a copy of schedule showing hours and sign-off
- Taken "CIND Basic User Competency Scan" with a CIND staff: _____ (date)

By signing below, I acknowledge that all the information I have provided is truthful.

Print Name

Signature

Date

Level 1	Mock Drills	6 hr. Shadow	Competency Scan Pass	Certificate Issued

Attachment 1 – Signoff Sheet

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Level II Basic Operator requirements:

- Minimum of 6 hours shadowing a CIND-certified Level II or Level III personnel performing magnet operations

Date	Time	Scan / Project	Certified Personnel Print Name	Certified Personnel Signature	Total Time (hours)