

Time Out Checklist for MRI Experiments

Must be done for ALL experiments

- Identify/Introduce all team members who will be entering MRI scan room – zone 4
- Identify volunteer/patient confirmed by 2 identifiers (birth data, name, mrn if available)
- Verify MRI safety form is complete with all information checked for safety, dated and signed for today's date
- Verify room is ready – (equipment are set up)
- Entire team verbalizes any volunteer/patient/safety concerns such as CRITICAL EVENTS DURING THE SCAN, ALLERGIES, and ANY POSITIONING CONCERNS
- Clear all team members entering MRI scan room (zone 4) by scanning with Mednovus handheld scanner (remove ALL badges, cell phones, wallets, belts, hair clips etc.)
- Verify volunteer/patient is ready. MRI safety form has been checked and verified. All non MRI conditional equipment is removed unless approved a plan for moving ferromagnetic materials into MRI suite
- Visually check volunteer/patient
- All** persons including patient/volunteer and equipment entering the room are scanned with Mednovus handheld scanner
- One final check that everyone has removed everything before entering room
- Make sure the subject has hearing protection and the squeeze ball
- If regularly entering/exiting the room, visually re-check each time that any new equipment is scanned with the handheld scanner, and that no new items (pens, equipment, device components) have been picked up

Primary team member _____

Secondary team member _____

Date of experiment _____