



BRAIN MAPPING CENTER

MRI SCAN CHECKLIST

1. IRB DOCUMENTS

- ☐ Make sure your IRB approval and consent form are always up to date in the BMC database
 - http://bmap.ucla.edu/services/scheduling/add_update_irb_document/

2. MRI SCREENING FORM

- ☐ Consent the participant and collect the MRI screening form information
- ☐ Review the MRI screening form – if there are any implants checked off, follow the BMC implant approval process
 - http://bmap.ucla.edu/services/safety_training/implant_approval_guidelines/

3. SCHEDULE THE MRI SCAN

- ☐ Check scanner availability: <http://research.bmap.ucla.edu/Schedules/phpicalendar/day.php>
- ☐ Schedule Scan: <https://database.bmap.ucla.edu:8443/bmap-1.0/restricted/frame.jsp>
 - List one of the safety certified personnel who will attend the scan
- ☐ Confirm the MRI scan is on the calendar
- ☐ Confirm who will serve as the safety second from the lab during the MRI scan or
 - Request a BMC Tech to serve as the second:
http://bmap.ucla.edu/services/scheduling/tech_requests_and_non-scanning_sessions/
 - You may also request a second for tech assistance if you are new to scanning

4. DIRECTIONS TO THE BMC

- ☐ Inform your subject to arrive at least 15min prior to the start time
- ☐ Send participant directions to get to the BMC
 - <https://tinyurl.com/BMCDirections>

5. CHECK MRI DATA

- ☐ Check that your data has properly transferred to the server within 24hrs of acquisition
 - http://bmap.ucla.edu/services/data_analysis/accessing_dicom_data/