BRAIN MAPPING CENTER
PET SCAN CHECKLIST

UCLA
Brain Mapping Center

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. RADIOTRACER ORDER

☐ Confirm recruitment of a new participant

☐ Send a brief history and physical with vitals to BMCTechs@mednet.ucla.edu

- BMC Techs will prepare the DocuSign package

☐ Complete the radiotracer order DocuSign as soon as you receive it via email

- After you sign it will be sent to Dr. Czernin for approval
- Ideally it should be sent to Dr. Czernin at least 2 days prior to the scan date

☐ Order the radiotracer through PETNET (need account)

- https://apps.mipetsource.com/home/login/
- Include the blanket PO on the order

☐ Forward the radiotracer order confirmation email to BMCTechs@mednet.ucla.edu

3. 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/

☐ Send a copy of the screening form to BMCTechs@mednet.ucla.edu

4. SCHEDULE THE PET SCAN

☐ Check scanner availability: http://bmap.ucla.edu/services/scheduling/calendars/pet_calendar

☐ Submit request: http://bmap.ucla.edu/services/scheduling/schedule_pet_scan/

- If the scan needs to be rescheduled or cancelled, please email BMCTechs@mednet.ucla.edu

☐ Confirm the PET scan has been approved – you will get an approval or denial email

□ Confirm who will serve as the safety second from the lab during the PET scan

- The Safety second person must be radiation and MRI certified at BMC
- All scans must have a safety second

5. DIRECTIONS TO THE BMC

□ Inform your subject to arrive 15min prior to the start time

□ Send participant directions to get to the BMC

- https://tinyurl.com/BMCDirections

6. CHECK PET 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/