

Your MRI Session

A guide to workflow and keeping the session on time



Before your session (at least 15 minutes)

Lock away your own personal effects – only laptops and phones are allowed in the control room, no bags and coats. Make yourself magnet safe (empty your pockets, remove your watch...).

Meet your participant and take them to the prep room.

Check with the radiographer that the preceding session is running on time, and take an orange lanyard.

Supply your participant with scrubs and a trug for their belongings, and show them to the changing area.

Ask them to change into scrubs. Only underwear and socks should be worn underneath the scrubs. Underwired bras need to be removed.

Ask them to remove any eye makeup, and to use the toilet if they need to.

Lock away the participant's trug and belongings, and give them the key.

Ask your participant to fill out a volunteer screening form. While they are doing that, make sure you have the consent form, printouts of any MR safety tickets, and the participant's prescription (if they need glasses) ready for the radiographer.

At the start of your session

Leave the participant in the prep room. Take the screening form, consent form, any safety ticket printouts, and eyeglass prescription to the radiographer. They will register the participant and then they will go to the prep room to perform the safety screening.

While that's happening, get your stimulus equipment and task ready. Do not take any equipment into the magnet room unless it has been checked and approved (there should be an Equipment Protocol). After any modifications, service, or repair, equipment must be re-checked before use.

The radiographer will take the participant from the prep room straight into the scanner room and get them ready for the scan (earplugs, Biopac, pillows, button boxes...). Once they are ready, you can remind the participant of any task instructions.

During the session

Keep an eye on the time. If the session started late, be prepared to omit part of your scanning protocol. The MRI suite has to be ready for the next scan at the end of your booked slot.

You should remain in the control room for the duration of the scan. Arrange for a second researcher to help if required. If you need to leave, check with the radiographer first.

At the end of the session

Take the participant out of the MRI suite without delay and retrieve their personal effects from the locker.

While they are getting changed, come back to the control room and remove any study specific equipment. Make sure the setup is back in its default state, ready for the next user.

Finally, please ensure the used scrubs are placed in a laundry bin, the plastic trug returned to its place, and escort your participant out of the building.

Never allow anyone, even after they have been screened, to enter any part of the MRI suite, including the control room, without permission from the radiographer or scanner operator. Never prop or hold open the control room door.

