 MRI Research Center, Mitchell Q300

 Department of Radiology

 <http://mrirc.uchicago.edu>

 773-702-4294

#### NEW STUDY RESEARCH COORDINATOR ONBOARDING CHECKLIST

🞎 5-10 minute tour of the MRIRC facilities

* Types of studies
* Scanners, mock scanner
* Introduction to staff and their roles
* Bathrooms
* Scan workflow (*as applicable*: meeting patient, techs; paperwork (informed consent, other study paperwork, MRI safety screening); patient changing; technologists reviewing MRI safety screening form; IV placement/epoc; patient setup, scanning, setdown; instructions for leaving the hospital)
* Handling last-minute changes

🞎 Scheduling procedures

* Looking up schedule to identify available slots
* Requesting slots (study name, MRIRC code, IRB number)
* Scheduling in EPIC, if needed

🞎 Patient instructions for finding MRIRC

* Will patients need to check in at TC-100?

🞎 Forms

* Scan Info Sheet
* Subject MRI safety screening

🞎 Handling patients with mobility problems

🞎 Handling data

* Delivery methods (PACS or FTP delivery)
* Backup responsibility (PACS or PI)

🞎 MRI Safety training

* Offered once a month at MRIRC for SSD users
* Offered on Oracle for BSD/Hospital users