

AIRC Operators policy update

AIRC Operators are trained on all aspects of the MRI instrument operation and data collection, human subject handling, MRI safety, MRI suite and control room management, MRI data archiving, and will handle regular duties of an MRI operator, including:

- MRI suite prep and setup
- Subject metal screening and introduction to the MRI suite
- Subject placement and positioning in the MRI instrument
- All aspects of MRI terminal operation and subject contact during scanning
- Subject removal from MRI suite
- MRI suite clean up

Scheduling an AIRC Operator

The shared email account aircoperators@ohsu.edu has been established as a single contact address for research groups looking to book an AIRC operator for their MRI subject scans.

To schedule a scan and an operator, a two-step process has been put in place:

1. Schedule your scan for an open time slot on iLab (just as before).
2. Send an Outlook calendar invite to the AIRC Operators email address (aircoperators@ohsu.edu) to request an operator for your scan.

Outlook calendar invites should be sent to this email account and will be accepted when AIRC operator coverage has been confirmed (typically within 24 hours).

This email account is monitored by Eric Baetscher (baetscer@ohsu.edu) and Josh Emmons (emmons@ohsu.edu), who are the primary AIRC operators. Scheduling for billing and MRI system availability will remain on iLab.

AIRC operators can be scheduled between 7am and 8pm Monday – Friday, and between 9am and 5pm on Saturdays. Any operator assistance outside of these hours (or on Sundays) will need to be requested by contacting the AIRC operators via email, by phone, or in person.

NOTE: Your group will be required to provide a scan assistant, should your study require one.

Scheduling Bill Woodward (MRI Technologist)

There are no immediate plans to change the scheduling procedures for Bill Woodward's time. That is, using the separate iLab calendar "William Woodward" and linking that reservation to a reservation on the appropriate MRI system.

Scheduling Bill Woodward for scans must be done at least 24 hours in advance. He is available for scheduling 7am to 4pm Wednesdays and Thursdays.