

## **REVISED MR SAFETY TRAINING EAST BUILDING**

Following is a revised MR Safety Training instruction sheet. If you cannot access the training site using your domain\username & password SEND ME AN EMAIL AND INCLUDE YOUR WUSTL KEY USER NAME (NOT PASSWORD). I have to give approval to the MIR support center before they will let you use your WUSTL KEY.

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## EAST BUILDING MR SAFETY TRAINING (REVISED 2/6/2015)

*New Policy:* MR online training (all staff that enters Zone 3-4 will be required to take MR Safety Training annually and have a MR screening form on file.

*New Policy:* Change in policy for training new scan operators will be implemented.

- Observe with Linda Hood 8 hours of scanning sessions,
- “Flight test” (Linda will observe the new operator run their protocol).

**MRI Level I Training:** Those who have passed minimal safety educational efforts to ensure their own safety. Level I personnel are allowed access to Zones 3 and 4 (the control rooms and scanners) when Level II staff are available to supervise, but are not given 24/7 access to these areas.

**MRI Level II Training:** Those who have completed more extensive training in MR safety issues (such as technologists, or radiologists, P.I.'s, graduate students and post docs who's area of study is MR related. There will be exceptions made to current personnel who have MR experience but they will require additional approval and continuing education requirements. Badge encoded access to enter the restricted areas of the MRI suite will be given to Level II personnel, they will be responsible for themselves as well as anyone else in the MR environment.

Accessing the MIR training web site:

IE is the preferred browser. You will need to enter in your department login information with the domain in front of the user name...example: domain\username

Within the Firewall (Intranet):

sharePoint sites can be accessed inside the WashU firewall (WUCON intranet) and can also be accessed from the internet. Sometimes end users receive an error of Access Denied. Users in other departments then Radiology should use their appropriate domain user ID to login (FPP, MEDPRIV, MIR, NEURO, PSYCH, WUDOSIS, DOM, PEDS, BJC-NT). NEUROIMAGE IS NOT AN ACCEPTED DOMAIN. NEUROIMAGE USERS: email Linda Hood [linda@npg.wustl.edu](mailto:linda@npg.wustl.edu) to request that your WUSTL KEY be used to access the training site, include in the email request your WUSTL KEY USER NAME (do not send your password). Linda will notify you when she gets a notification from the mir support center that you can access the site using your WUSTL KEY.

The training URL: <http://mirweb.mir.wustl.edu/sites/qs/training/SitePages/MRTraining.aspx>

1. Review the Training Material for the appropriate Level
2. When you fill in the Registration information be sure to select the appropriate access area\areas, ex. Level I East Building or Level II East Building.
3. Fill in the Training screen information and proceed to the Quiz. After you complete the Quiz, a MRI screening form will appear, fill in the screening form and submit. You will see a Final Completion page with instructions for receiving a yellow card and instructions for the I.D. Badge activation process.

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