

## **CERTIFICATION**

Two investigators must be present in the control room any time a subject is scanned at the DNI; one of them must be a DNI certified MR Operator (MRO).

There are two levels of DNI-MRO certification:

Level-I certification permits operating the MRI scanner during regular hours (9:30 AM – 5 PM, Monday – Friday, excluding university holidays).

Level-II certification is required to operate the scanner during off-hours.

The MRO certification is conferred by the Technical Committee of the DNI, under the guidance of the Center's co-director. Certifications are valid for 1 year, after which time a recertification must be obtained.

### **Procedure to obtain Level-I Certification**

1. Candidates must have successfully completed a course on MRI/fMRI. USC courses, PSYC 555, taught by Dr. Jonas Kaplan, satisfy this requirement. If a course is taken at another institution, Dr. Kaplan must certify it as equivalent.
2. All candidates must have completed MR safety training at the DNI as well as the University-wide lab safety and hazardous waste training. MR safety training sessions are available at the Center, every two months, taught by the Center's physicist manager, Dr. Jiancheng Zhuang. The sessions will cover subject matters described in the Safety Manual and safety-related topics specific to the DNI.
3. All candidates must pass a test that covers the instructions mentioned in paragraphs 1 and 2.
4. All candidates will have to have at least 10 hours of supervised operating experience. Successfully completing PSYC 555 counts towards 6 of the 10 hours.
5. All candidates must pass a "driving" test administered by Dr. Jiancheng Zhuang. This test will include evidence of proficiency in operating the scanner.
6. The certification will be issued by the Center, signed by the examiner, a member of the Management Committee, and in the case of a student, also by the faculty sponsor.
7. The certification is valid for a year. Candidates must also take the yearly safety training sessions.

### **Procedure to obtain Level-II Certification**

The granting of off-hour privileges (Level-II certification) is entirely dependent on the judgment of the technical staff of the DNI. The decision is generally based on, but not limited to the following conditions:

1. Candidates must maintain a current Level-I certification.
2. All candidates must have sufficient training and experience with MRI procedures, including 30 hours of hands-on operation, three separate instances of start-up and shut-

down of MRI equipment under supervision of a DNI staff member, and must have attended the annual safety training program.

3. All candidates must pass an examination that includes the execution of a proper startup and shutdown of the scanner and ancillary equipment and the successful completion of a written test that includes all pertinent safety issues related to operating the scanner. Passing is predicated at ZERO errors on the test.
4. The proficiency of operation and Level-II certification will be reviewed and renewed on an annual basis.