

CT Operator Checklist: Level 2 Personnel

X-ray Safety Review

- Fire Extinguisher Locations
- Emergency Stop Buttons
- Crash Cart/CPR First Aid Kit
- Emergency Code Blue Buttons
- Emergency Contacts (911, 55555)

Imaging System Errors

- System Shutdown/Restart
- System Error Log
- Record in Logbook
- Contact Canon Service

Scanning modes

- Scanogram
- Helical (GG-Hel & GR-Hel)
- Volume
- Dynamic Volume
- Spectral (Helical & Volume)
- Axial scan modes (S&S / S&V)

CT Console Orientation

- Scan console / display console
- Keyboards
- Patient registration
- Menu
- Image Directory
- Protocol Selection
- Data Transfer
- DVD Burner
- Deleting Studies
- Raw Data File Management
- Power Injector
- Heart Monitor

Emergency Procedures

- General X-ray Safety
- Emergency Fire Procedure
- Emergency Code Blue
- System Shutdown/Restart
- System Errors

Daily Phantom QC Scan

- Phantom mount
- Phantom selection/positioning
- QC logbook
- TOSS Preset ROI

CT software

- Reconstruction algorithms
- Protocol Structure
- Dose Management
- Instaview (FBP 5mm)
- MPR
- 3D

CT Gantry Controls

- Operating Panel
- i-Station
- Emergency Stops
- Laser ON/OFF
- Laser Collimation (for volume scans)
- Internal/external centering
- Touch Screen Panel
- Couch movement
- Foot pedals
- Gantry Tilt
- Gantry Power Switch
- i-Station Reset Switch
- Couch top emergency release lever

Name

Signature

Date

Principal Investigator/Supervisor

Trained by

Date