	POLICY #: Rad Policy 14.2.1.1
SUBJECT: : Screening of Non MR Personnel	Effective: 10/1/2018 Revised 02/2019
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PURPOSE: To ensure all staff that enter Zone three or four meet the MR safety criteria so that they may safely enter the areas of the Static Magnetic Field.


POLICY:

Managers of patient care areas will order the MRI Employee Questionnaire form (Form #7822) from the print shop.

Employees will complete the MRI employee screening questionnaire upon date of hire. All employees that's needing access to Zone three and/or four must complete the MRI Employee Screening Questionnaire.

If the employee marks “no” to all questions, the employee shall return the form to the MRI department to be reviewed and approved by MRI. Forms shall be filed in the designated accordion folder in the MRI department. At the time of approval, the employee will receive an MRI compliant sticker that must be placed on the employee’s badge. **This sticker identifies the employee as cleared to enter zone three or four.**

If the employee marks “yes” to any question, the form shall be returned via a sealed envelope to the MRI Manager, Joyce Robert, 2G-20B. Joyce Robert will then evaluate the “yes” answers and contact the employee for actions to be taken. If the employee cannot be cleared, the MRI Manager will inform the employee’s manager and HR. The MRI department will submit the completed forms to HR.

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