Getting started with MSRTP

1. Email your GMAIL address to the MSRTP student director at Jessica.G.Fried.MED@dartmouth.edu
   a. You will be invited to join the MSRTP Google Group (msrtp@googlegroups.com) and given access to view the MSRTP google drive (https://drive.google.com).
2. Schedule Training:
   a. Before your first shift, you will need to have a training session. Training is done on an individual basis with experienced triage workers. After consulting the MSRTP shift schedule on the MSRTP google drive, email the student director with several possible dates for training. The student director will arrange things with your trainer and email you with a confirmed date for a 3-4 hour training session.
   b. The student director will request a PACS (radiology image viewing program) login for you prior to training. You will be cc'd on this communication.
   c. You will need to be comfortable with eDH and the hospital computer system and know your own login information for those as well.
3. Prepare for Training:
   a. Access all MSRTP documents on Google Docs, with special attention to:
      i. Review the MSRTP manual
      ii. Review the MSRTP Scheduling Policies
      iii. Review the MSRTP Training checklist
4. Sign the MSRTP Agreement (available on google drive)
   a. Turn this form in to Petra J. Lewis, MD (faculty advisor for MSRTP) via email (Petra.J.Lewis@hitchcock.org or turn in to mail box in Radiology Admin area)
5. Sign up for student payroll (view "Getting Paid" folder on google drive)
6. Schedule yourself for upcoming shifts (via the MSRTP shift schedule on the google drive)