MSRTP Training Checklist

Training Checklist:

- ☐ Arrange to meet with the 3rd or 4th year student that you are training with in the plain film reading rooms near the XR core at the start of the shift. Training will last 3-4 hours.

- ☐ Introduce yourself to the on-call resident

- ☐ Learn how to sign in and out for your shift on the MSRTP Google schedule

- ☐ Learn where to find the necessary paperwork to complete a shift—VA/Speare fax sheets, triage template, cheat sheet

- ☐ Set up your PACS account

    - ☐ Open ImageCast (IE shortcut on desktop)

    - ☐ Login (this information will be emailed to you) and change your password

    - ☐ Set up a triage worklist (instructions on how to do so are under Manuals and Templates folder in Google Drive)

- ☐ Become familiar with PACS and eDH

- ☐ Become familiar with using the RadioPaging system and the hospital phone system

- ☐ Observe your trainer answer the first few pages, then begin to do so on your own—the goal of this training session is to get you comfortable handling phone calls on your own; don't worry, the resident is always there to answer questions