

Facilitator pre-DC checklist

- Communicate with client *as early as possible* to discuss case and plan client issues.
 - Make sure your client is comfortable with the case and with the exercise itself
 - Make sure your client understands the importance of being available to students
 - Meet with your client before the DC if that is possible.
- Check radiology & consulting needs for your case and fill the gaps.
 - Try to keep consults to a minimum. In general, we try not to bother these busy people
 - If a consult will be needed during DC week, work closely with the consultant.
 - Give the designated radiologist plenty of advance warning and make sure he/she has looked at the imaging with you. Arrange for written radiology reports.
 - Use digitized images, rather than films. Arrange to have originals scanned if necessary.
- If you are the on-site facilitator who is co-facilitating with an out-of-town guest** (or with a new or inexperienced facilitator), it is your responsibility to organize the case and send the necessary case materials to your co-facilitator. (It works well to FedEx a CD-Rom 1-2 weeks before the DC.)

CASE SPECIFIC PREPARATION

- Prepare case-specific Clinic Scenario to insert in student folders & Client Handbook
 - Consider 30 minute appointments starting at 9:30, with additional 10 minute follow-up appointments scheduled to start after last group (e.g. 11:30)
 - Pre-schedule late afternoon follow-up appointments for each group ????
- Prepare case-specific Client Script - Info & Instructions - insert into Client Handbook
- Prepare case materials, including initial Physical Exam findings – be complete

CLIENT HANDBOOK & CLINIC FOLDER

- Acquire generic Clinic Folder and Client Handbook (notebook) from Steve or Barb
- Check Clinic Folders and Client Handbook – are they accurate & complete?
(See next page for more information on Client Handbook.)
- Provide completed Client Handbook to your client

COMPUTER ACCESS and SHARED DC FILES

- Make sure you have access to shared Diagnostic Challenge/Instructors folder
(\\vetmed\cvmdata\Shared\DCInstructorsOnly) Students are excluded from this folder.
- If you are an out-of-town guest, make sure your CVM logon and password work before you leave home
- Create a shared sub-folder for your case that both facilitators can use

MISCELLANEOUS

- Stuffed animal “surrogate” ??? (This is up to the facilitator – students may bring one.)
- Make sure that you, client, other facilitator and any observers (e.g. Sys Path TA’s) know room assignments and the daily DC schedule
- Print (or design your own) Day 1 script/itinerary for initial meeting with students
- Plan to also attend the Day 1 interviews led by other facilitator on the case, so that the story is consistent (our clients have requested this)
- Print appointment calendar – to be posted on your door
- Print (or design your own) Script/itinerary for Wednesday de-briefing sessions (45 minutes per clinic)

OPTIONAL – recommended for new facilitators and for everyone to review:

- Attend pre-DC1 Orientation and POMR Orientation **OR**
- Review PowerPoint presentations and examples
[\\Vetmed.wsu.edu\cvmdata\Shared\Courses\DiagnosticChallenge](http://Vetmed.wsu.edu/cvmdata/Shared/Courses/DiagnosticChallenge)
- PLEASE** review the information and examples for student SOAP’s
- Review pre-DC Professional Development materials from Dr. Ruby (cvm09)
- Visit and review DC web site

DC CLIENT Handbook

The client handbooks are largely generic. However, the facilitator needs to insert all case-specific and clinic-specific information. Posted on the DC facilitator documents and checklists web page. http://www.vetmed.wsu.edu/dc/facilitators/facilitator_docs.aspx

Things to provide a DC client prior to the DC:

- Client Script / Case-specific information: FROM FACILITATOR.

Day 1 complaint, history, answers to questions, etc: The info should be for Day 1 only. The client should not know the diagnosis or what might be coming next.

- Copy of clinic scenario: FROM FACILITATOR

Geographic location, clinic capabilities, initial appointment times, etc:
The facilitator puts at least 1 copy of this into each clinic folder as well.

- Copy of the DC Handout / Schedule provided to students:
Get from Steve or Barb Robbins

Make sure the Client Handbook also contains:

- Student photos sheets – one for each clinic
- Current Appointment Calendar – to post on door for student sign-up

➔ For a list of what a Client Handbook contains see the copy posed on the DC documents and forms page

Facilitator checklist (DC Week)

- Day 1 Script/Itinerary – Initial Interview (provide your office & phone numbers)
 - Give a copy to your client. Posted on the DC facilitator documents and checklists web page. http://courses.vetmed.wsu.edu/dcgeneral/facilitators/facilitator_docs.htm
- The experienced facilitator should go first , so the new or visiting facilitator can observe and follow. Please stay and observe/help the new facilitator.
- Post appointment schedule – on facilitator and client door.
- Communicate regularly with client throughout DC: Morning, Noon & End of day
 - Consult closely on case and clinics. Make arrangements for how to communicate each day (note, meet, phone, etc.)
 - Provide your client with copies of any UPDATES given to students
 - Provide client with next set of instructions (written?) as needed for the case to “unfold”
- Communicate regularly with the other facilitator on the case. Make sure you are working together.
- Check your CVM email often – for announcements, reminders, forms, etc.
- Insert brightly colored reminders in student folders each day - OPTIONAL
- Schedule 45 minutes de-briefing appointment on **ONE** of facilitator’s door. Don’t post calendars with debriefing appointments on both facilitator’s doors, as we don’t have enough rooms for both to occur at same time.
- Debriefing script/itinerary – for Wednesday afternoon de-briefing sessions
 - At the end of the day on Tuesday, give a copy of the debriefing script to your client so that he/she will know the basic agenda.
- Discuss evaluations & forms with client: Arrange to get client’s completed forms returned to you after the DC.
- Remember that the DC web site has the expectations & specific instructions for DC presentations, handouts, etc. Please look at this & try to be consistent with other facilitators regarding your instructions to your groups.
<http://courses.vetmed.wsu.edu/dcgeneral/>

Post-DC:

See the Clinic Evaluation Form (rubric) for final checklist