

DC Checklist:

- 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://www.vetmed.wsu.edu/dc/facilitators/FacilitatorDoc.aspx>

- 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 each 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 (ideally written) as needed for the case to “unfold”

- Communicate regularly with the other facilitator on the case. Please 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 (often pre-inserted)

- Schedule a 45-minute debriefing appointment on **ONE** of facilitator’s door.
BEST PRACTICE: If you are a new or relatively inexperienced facilitator, it’s always best to sit in on one debriefing first. In general, it is best practice to do one debriefing together no matter what. So please schedule accordingly – working in collaboration with your co-facilitator.

- PRINT Debriefing script/itinerary – for Thursday afternoon debriefing sessions
 - At the end of day 2 (Wednesday), sit down and plan the debriefing session with your client **BEFORE** the session. Make sure he/she understands what will happen during debriefing (example: 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/>