Pre-DC Checklist:

- ☐ Review DC facilitator web site http://cvmcms.vetmed.wsu.edu/innovative-education/DC/facilitators
- ☐ Communicate with client ***as early as possible*** to discuss case and plan client issues (At a minimum, at least touch base so that the client knows when he/she is likely to hear more about their case)
  - 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
- ☐ Touch base with co-facilitator - **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.
- ☐ Use the **online case folder** to store **ALL** case material and documents. There you will find a folder labeled with your case and previous year's information. *(Using this folder will decrease the chances of documents being misplaced.)*
  - On the J drive – DCInstructorsOnly – Case & Case Material folder – select the DC you are currently in and find your case.
  - Dropbox – All cases have been placed in a drop box and shared with you. You can use this prior and during the week. At the conclusion of the event, all material will need to be placed in the J drive & CD. The drop box file will be deleted 1 month after the event.
- ☐ Prepare and email Day 1 Script/Scenario to clients – as early as possible (at least 1 week prior)
  - 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.
    - ***Best Practice:*** email Day 1 script to client as early as possible. Most clients are much more comfortable if they have plenty of time to study script and can then ask you questions when you meet.
  - Print a copy for your client's DC Client Handbook

Case Specific Preparation:

- ☐ Prepare **Clinic Scenario** to insert in student folders & Client Handbook – ready to be emailed to students the morning of Day1, or for some cases the evening before.
  - Geographic location, clinic capabilities, initial appointment times, etc: The facilitator puts at least 1 copy of this into each clinic folder as well.
- ☐ Final touches for the case: name changes? Client and/or animal
- ☐ Prepare case materials, including initial Physical Exam findings – be complete
- ☐ Check radiology & consulting needs for your case and fill the gaps
- ☐ Check the lab data carefully and make sure it in a format that is easy to use – ideally ready to email to your groups. *"Make sure there are no mistakes!"*

Pre-DC Checklist:

Visiting facilitators

- ☐ Your student's contact information will be emailed to you.
- ☐ Make sure you can logon to the CVM internal network with your guest ID and access protected folders/web pages. Email Rachel ASAP if you can't get in!

Client Handbook & Clinic Folder:

- ☐ The Client Handbook (notebook) Will be given to your client during the Client Training Workshop on Monday morning.
- ☐ Clinic folders will be handed out to students during their pre-DC exercise.
- ☐ Pre-DC meeting and training session: Monday at **4 pm** (Bustad 110J) & a night meeting at **5:30 or 6:00 pm** Owens Concourse (CPS center) Make arrangements to meet with your client and co-facilitator as part of this meeting.

Computer Access & Shared DC Files:

- ☐ Make sure you have access to shared Diagnostic Challenge/Instructors folder (file://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. It's OK to have separate sub-folders for each co-facilitator.

Miscellaneous:

- ☐ Stuffed animal: Animals will be provided
- ☐ Make sure that you, client, other facilitator and any observers know room assignments and the daily DC schedule
- ☐ 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)
- ☐ Appointment calendar – Will be posted on the door for you, please be sure to mark the times that you are not available.
- ☐ Print (or design your own) Script/itinerary for Wednesday or Thursday de-briefing sessions (45 minutes per clinic)

Other

- Note: We try to schedule new clients and facilitators so that they can watch an interview first (*ideally on their same case)* It is very helpful!
- Parking permits: available Monday night for you and client. You need a new one every day. Please consider carpooling if possible.
- SOAP's: It's important that you understand the concept of an **ACADEMIC SOAP**, and that you understand the associated expectations for DC students.
- DC Facilitator Guidebooks – New Facilitators' will receive a hard copy; experienced facilitators can receive hard copy if requested.
- Snacks:
    - FOR ALL: Will be provided at the communication center in the designated location.

- ONLY out of town guest - Remember to remind your client about free access to Starbucks in the NEW SPARKS building. You have access to – your name should be on a list there.

- Reimbursement: Remember to remind your clients to see Rachel regarding reimbursement for travel. You should do the same (e.g. honorarium).