

# Post-DC Checklist:

---

## ***What do I need to do now that the DC's are done?***

***Please complete all of the following tasks on the checklist! Finishing your clinic evaluation is only the first step!***

### **Final Check List:**

#### **1. Complete all required evaluations and feedback forms:**

- Evaluation of DC Grand Round presentations - you filled out for each of your clinics
- Individual Student evaluation (*If you or your client completed optional evaluations for individual students, pass those to Rachel Halsey as well. We will return those on the same day the Clinic evaluations are returned.*)
- Rubric for providing feedback on SOAP's and MPL (you can use this simple rubric to help assess Academic SOAPS).
- Facilitator evaluation for each clinic- online form using Google Forms

#### **2. Organize your students' DC Medical Records for archival purposes (DC Clinic Handbooks).**

- Including their presentation handout and literature search.

#### **3. Update and organize your case to be used again**

- Final Disposition of DC Case: The goal is to leave the record so that it looks and works like you would like to receive it if you were facilitating the case NEXT TIME.

- Please do not just leave the case materials on Rachel or Steve's desk.

- Electronic Record:**

- **FIRST** – Be sure that you and your co-facilitator case material is ALL stored in the shared folder (DCInstructorsOnly folder, under Case & Case Materials), is organized and updated before you go. This would include all essential data, including images and “Notes for next time”.
    - **THEN** -We need to burn at least one CD-ROM containing everything stored on the shared folder. The CD is a critical part of the case record and should be appropriately updated so that the next facilitator might easily copy & paste, or print or

# Post-DC Checklist:

---

modify – as needed. Be sure to save copies of all images you used. Consider saving copies of the student's PowerPoint presentations especially if they included some useful images.

- Again, all material NEEDS to be placed in the shared case folder in the [DCInstructorsOnly](#) folder, if you let Steve or Rachel know, they can save these materials to a CD later - but you NEED to let them know.

**Facilitator comments** - "Notes for Next Time": **This is Huge!**

- Please take a few minutes to prepare and print some thoughtful "Notes for next time". These are comments for whoever facilitates the case next time. The comments should include how the case worked, any problems that arose, and your suggestions for modification (if any). Put a hard copy at the front of the record and save the document to the case CD-ROM. These notes can make a real difference when the case is used again. Be sure to make note of anything that is missing or otherwise needed for the case.

**Organize the case record for NEXT TIME:**

- Consider how you'd like to find the case if you were the next one to facilitate it - especially if you had not facilitated it before and were unfamiliar. Ideally, the next facilitator should be able to take the case out and run it with minimal additional work, other than perhaps addressing a few problems identified in the last facilitator's notes.

**Case Materials:** Make sure all the "Props" (radiographs, glass slides, etc.) are present and accounted for. If you are missing anything, you will need to track it down with the students in your groups.

**The students' DC Material Records:**

- Organize at least one student record, staple it in both upper corners, and include it in the case record. It is often very handy to review previous DC records when you're facilitating a case. You can probably discard the remaining student records once you've extracted any case data/materials that will be useful or needed next time.

# Post-DC Checklist:

---

4.  **Return all material** (Case material, case record, your client's DC Client Handbook, Student DC medical records, and all other material)
    - Bring all material to Rachel Halsey before the end of the year
  5.  **Sign WSU paperwork for travel reimbursement and honorarium**  
*See Rachel Halsey*
  6.  **Prepare for facilitator debriefing meeting** - Thoughts on your case, client, students, exercise, element of the DC, etc.
    - *If, by chance, you are leaving time before the facilitators meet, be sure to communicate your impressions and recommendation to your co-facilitator and/or Steve/Rachel before you leave.*
- **NEEDED Forms to be submitted:**
    - Client's evaluation of each clinic - *If you don't have it, just assume that the students received ALL the client points and proceed. We can deduct points later if necessary, but students usually get all the client evaluation points.*
    - Student's Peer Evaluation of DC (and their classmates, DC presentations, etc.)
      - Typically provided as hard copies at DC Grand Rounds, students hand these in after the exercise
      - This is also the form they use to score their peers for the 5 peer points
      - If you have been given the forms, you can hand them out (1 per student) at the Debriefing session. Otherwise they will be provided at Grand Rounds.
      - Remember: you may not have the students' peer evaluations when you go to complete your facilitator evaluation. If not, just assume that all students will receive the 5 peer points. We can subtract later if this does not turn out to be the case.