



# Pre-DC Preparation

## Checklist

### Getting Started

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- Review DC facilitator web site <https://hub.wsu.edu/dc/facilitators/>
- Register for the **Continuing Education (CE) Credit** Available
- Make sure you have access to Diagnostic Challenge Microsoft TEAMS folders (Volunteer and Student).

All student, client and case material will be organized in TEAMS. Send an email to Dr. Rachel Halsey for access to the necessary folders.

*Familiarize yourself with the folders*

- Communication**
  - Co-facilitator:** Most cases have at least two facilitators, it is your responsibility to organize the case and collaborate with your co-facilitator on all case material. Make sure you have access to all necessary lab data and pictures.
  - Client: Contact as early as possible** to touch base and introduce yourself. If you need assistance contact Rachel Halsey.
- Client Day 1 Script:** Review and email the Script. The Day 1 scripts be sent about two weeks prior to DCs starting.

The info should be for Day 1 only. The client should **not** know the diagnosis or what might be coming next.

*Best Practice: Most clients are much more comfortable if they have plenty of time to study script and can then ask you questions when you meet.*

### Case Specific Preparation

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- Prepare Clinic Scenario to be emailed to students the morning of Day 1, or for some cases the evening before.
  - Initial compliant, geographic location, clinic capabilities, initial appointment times, etc.*
- Final touches for the case: name changes? Client and/or animal

## PRE-DC PREPARATION

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- Prepare **case materials**, including initial Physical Exam findings – you may want duplicates to take notes for each clinic
- Check **radiology & consulting needs** for your case and fill the gaps
- Check the **lab data** carefully and make sure it is in a format that is easy to use – ideally ready to email to your groups.
- The **contact information** for the students in your clinics will be emailed to you by Rachel Halsey.
- Communicate with your client about appointments and prepare your daily **appointment schedules** to be posted.
- Prepare your **First Meeting Script** with students

## Miscellaneous

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- Pre-DC meeting and training session:** Monday at 4 pm & a night meeting at 5:30 or 6:00 pm Owens Concourse (CPS center). If not present at the meeting, arrange to meet with your client and co-facilitator.
- Make sure that you, client, other facilitator and any observers know **room assignments** and the daily DC schedule
- Medical records:** It's important that you understand the concept of an [ACADEMIC SOAP](#), and that you understand the [associated expectations](#) for DC students.
- Snacks: Will be provided at the communication center in the designated location including coffee and light snacks such as fruit and granola bars.
- ONLY out of town guests - Remind your client about free access to Starbucks in the SPARKS building. You have access to drinks, coffee, tea, etc. – your name should be on a list there.