



# Post-DC Preparation

## Checklist

### Evaluation & Feedback

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Complete all required evaluations and feedback forms:

- [Evaluation of DC Grand Round](#) presentations – you filled out for each of your clinics
- [Providing feedback on the final Medical Record](#) you can use this simple rubric to help assess academic SOAPs and drop into the clinic folders in TEAMS.
- Facilitator Evaluation for each clinic – online survey will be emailed to you.

### DC Case

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- DC Case - **update and organize the TEAMS folder** for next use.  
*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**.*
  - *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.*
- Facilitator Comments – “[Notes for Next Time](#)” using the Case Overview Form. This is VERY Important!
  - *Please take a few minutes to prepare some thoughtful "Notes for next time." These are comments for whoever facilitates the case next time (3 years or more down the road), and can make a real difference when the case is used again. The comments should include how the case worked, any problems that arose, and your suggestions for modification (if any).*
  - *Work with your co-facilitators to complete a comprehensive form (one form per case)*
  - *Place the completed form in the TEAMS case folder*
- Return all material (Case material, case record, your client's DC Client Handbook, Student DC medical records, and all other material).
  - *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.*

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## CE Credit

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- Complete ALL CE credit requirements

## Reimbursement

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- Send all receipts to Rachel Halsey either by email or mail
  - Attn: Rachel Halsey; PO Box 647010; Pullman, WA 99164-7010
- Driving Personal Vehicle:** we can reimburse all your fuel costs (not mileage).
  - *Start with a full tank of gas.*
  - **SAVE ALL Gas Receipts** up until *after that point* when you return home.
  - *To be reimbursed, you'll need to submit the original receipts together with the university paperwork we will help you complete after the exercise. Scanned copies only for anything below \$50, physical copies are needed for over \$50.*
- Rental Car:** Send receipt of rental (electronic or physical works for this expense) –
  - *If you have lost your receipt, go here*  
<https://www.enterprise.com/en/reserve/receipts.html?icid=legacy.redirect--receipts--ENUS.NULL>
- Airport Parking &/or Luggage** receipts
- Honorarium:** For DC facilitators that return for subsequent DC's, we are pleased to provide a small honorarium. This is a small token of our respect and appreciation for all that each of you contribute to the DC program – your time, your expertise, your experience, your energy and your teaching skills