

DC Facilitator Workflow Support Guide

The Goal: The DC week can feel busy and fast-paced, especially the first time facilitating. Most facilitators report becoming more comfortable once they develop simple systems for: communication, organization, reviewing student work, and planning ahead each day.

The goal is not to manage everything perfectly. The goal is to stay organized enough to support student learning and keep the week moving smoothly.

Before the Week Begins

1. **Review Your Case Folder in Teams:** Become familiar with: case materials, workflow documents, schedules, SOAP templates, & communication locations. You do not need to memorize everything before arrival.
2. **Communicate with Your Co-Facilitator:** Discuss communication preferences, general workflow approaches, division of responsibilities, how you want to handle SOAP review and feedback, and how you typically support student discussion. Many facilitators find that even a brief conversation beforehand helps reduce uncertainty during the week.
3. **Communicate with Your Client:** Before the case begins, review the case flow together, clarify expectations, discuss communication plans during the week, and review any important timeline details. Consistent communication between facilitators and clients often helps the week run more smoothly.

During the DC Week

1. **Create a Simple Daily Routine:** Experienced facilitators often recommend building small routines for checking Teams messages, reviewing student submissions, organizing lab requests/results, preparing for upcoming student meetings, and communicating with co-facilitators and clients. Small organizational habits can significantly reduce stress during the week.
2. **Keep Notes Throughout the Week:** Many facilitators find it helpful to track student participation, record specific examples, note group dynamics, and document strengths and areas for improvement. These notes often make SOAP feedback, debriefing sessions, and final evaluations easier later in the week.
3. **Communicate Frequently:** Regular communication with co-facilitators, clients, and students. This helps prevent confusion and keeps the case progressing smoothly. Many facilitators recommend checking Teams posts, email, and case updates regularly throughout the day.

Workflow Reminders by Day:

Monday (Pre-DC)

- Review Teams folders and case materials
- Connect with the co-facilitator and client
- Review schedules and communication plans
- Send clinic scenario to students

Tuesday - Wednesday

- Review student SOAPs and submissions
- Track pending diagnostics and labs
- Maintain communication with client and co-facilitator
- Prepare for upcoming meetings and discussions

Thursday

- Prepare for debriefing
- Support Grand Rounds
- Continue documenting student observations and feedback.

Friday

- Complete evaluation and feedback
- Update case material and “Notes for Next Time.”
- Complete CE reflection (*if applicable*)

Final Reminder: You are not expected to know everything before arriving in Pullman. Most facilitators develop their workflow systems gradually through experience, reflection, and collaboration with co-facilitators and clients.