

Use this along with the DC Schedule and communication with your facilitator to keep track of what is due

****ALL Medical Records will be placed in the Microsoft Teams Folder**

Day 1- Tuesday

- Receive Case information and Appointment time by 8:00 a.m.
- Client Interview
- Submit 1st Laboratory Request & Clinic Folder to Facilitator, include: **Microsoft Teams Folder DUE about 1:30 p.m.**
 - Lab Request Form(s)
 - Updated MPL
 - History and Physical Exam forms
- Review results from 1st Lab request as a Clinic team
- Contact and/or meet with Client if necessary
- De-brief with Facilitator before end for the day via zoom
- Schedule your next morning appointment
- Write SOAPs!

Day 2- Wednesday

AM

- Meet with your Clinic teammates
- Submit Day 1 Medical Record, include: **Microsoft Teams Folder DUE ~ 9:00 a.m.**
 - Updated MPL
 - Collated SOAPs – 1 *cohesive* document
 - Summary SOAP
 - Any other form(s) relevant to your case (Hx, PE, etc.)
- Schedule appointment(s) with Client as needed (10:00 a.m. – 12:00 p.m.)
- Submit 2nd Laboratory Request & Clinic Folder (complete), include: **Microsoft Teams Folder DUE ~ 11:00 a.m.**
 - Lab request form
 - Updated MPL
 - Clear and Specific Master Plan
 - Progress Sheet

PM

- Review results from 2nd Lab request as a Clinic team
- Update the Client as needed (before 5:00 p.m.)
- Continue working on your SOAPs and Grand Rounds PowerPoint/Handout throughout the day (12:00 - 4:00 p.m.)
- Submit 3rd Laboratory Request & Clinic Folder, include: **Microsoft Teams Folder DUE ~ 4:30 p.m.**
 - Lab Request Form(s)
 - Updated MPL
 - Clear and Specific Master Plan
 - Instruction Sheet
- Schedule next morning's Appointment with Client
- Receive results from 3rd Lab Submission
- Debrief with facilitator via zoom
- Write SOAPs!

Day 3- Thursday

- Meet with Clinic, Facilitator, Client
- Submit complete Medical Record, include: **Microsoft Teams Folder DUE ~ 9:00 a.m.**
 - Updated MPL
 - Collated SOAPs
 - Any other completed forms/documents relevant to your case
- Submit and remaining Laboratory requests if needed
- Schedule a debriefing session
- Debriefing session (between 1:00 and 4:30 p.m.)
- Prepare for Grand Rounds

Day 4- Friday

- Prepare for Grand Rounds
- Final Medical Record, include: **Microsoft Teams Work with Facilitator when it is due**
 - Resolved MPL
 - Finalized SOAPs
 - Laboratory Results
 - Final Bill
 - Copy of Grand Rounds Handout
 - Final Discharge Instructions
- GRAND ROUNDS PRESENTATIONS** **10:00 a.m. – 4:00 p.m.**
 - Upload Presentation and Handout into their respectful folders in Microsoft Teams within the “DC1_Pullman_GR” channel (will appear in teams during the week) – email will be sent with more details.
 - Label each with your **Clinic #.**