Diagnostic Challenge

Checklist

During DCs

☐ First Meeting Script with students—Initial Interview (Discuss how you will communicate throughout the week)

☐ Use Note-taking sheets with Student pictures to keep track of specific observations for feedback (positive and areas for improvement)

☐ The experienced facilitator should go first, so the new or visiting facilitator can observe and follow. Please stay and observe/help the new facilitator.

☐ Communicate regularly with client throughout DC: Morning, Noon & End of each day (minimum)

Consult closely on case and clinics. Make arrangements for how to communicate each day (note, meet, phone, etc.)

Provide client with next set of instructions (ideally written) as needed for the case to “unfold”

☐ Communicate regularly with the other facilitator on the case. Please make sure you are working together.

Check your email and Team’s Posts often – for announcements, reminders, forms, etc.

Appointments

☐ Appointment schedules should be communicated (digital-TEAMs or Paper)

☐ Schedule a 45-minute debriefing appointment.

Debriefing (Day 3)

☐ PRINT Debriefing script/itinerary – for Thursday afternoon debriefing sessions

Plan the debriefing session with your client BEFORE the session (end Day 2).

Go through the debriefing script together with your client so that they will know the basic agenda).