

WRITE Regional Office Checklist 2008-2009

*Who needs to turn in what to Regional Deans' offices (Regional offices should forward items in *GREEN* to WRITE co-chair's office in Whitefish)*

1. ___ **Scheduling Grid**(from preceptor for student/clinic use, regional office should be ccd)
2. ___ **Log Data Reports** (from Dr. Carline in Seattle. Regional Office should review and distribute to WRITE site preceptors for them to review with student)
3. ___ **Written and Verbal Feedback forms** (sent in monthly from preceptor(s)—*to be used at regional office to pin point any issues at site or with student.*)
4. ___ **Faculty Visitor Write-ups & Post site visit questionnaire & Student Feedback form from visitor.** (Faculty visitors are directed to send these forms to Co-chair Norris' office in Seattle, then the regional offices and the Co-chair's offices are copied on them).
5. ___ ***FM Clerkship Clinical Performance Evaluation Form** (Due May 6th to regional office after 12-week FM clerkship from preceptor)—*this must be carefully reviewed and approved by Regional Dean before submission to WRITE Co-chair. Any discrepancies or grading issues should be handled regionally, between preceptor and dean, before evaluation form is submitted to Dr. Erickson.*
___ **A.** Student observed doing PCC observation Form (from preceptor, noted on Preceptor Summary Form and FM Clinical Evaluation Form)
6. ___ ***Preceptor Summary Form** (due to regional office June 19th from preceptor)—*should be filled in completely and signed.*
7. ___ ***Peds Clerkship Evaluation Form** (due to regional office June 19th from preceptor)
8. ___ ***Psych Clerkship Evaluation Form**(due to regional office June 19th from preceptor)
9. ___ ***Medicine Clerkship Evaluation Form** (due to regional office June 19th from preceptor)
10. ___ ***FM Clerkship Clinical Elective Performance Evaluation Form** (Begins after May 6th. Due to Regional Deans June 19th from preceptor)—*this must be carefully reviewed and approved by Regional Dean before submission to WRITE Co-chair. Any discrepancies or grading issues should be handled regionally, between preceptor and dean, before evaluation form is submitted to Dr. Erickson.*
11. ___ ***Community Project Final Draft or Summary** (sent to regional office from student. Regional Office should cc co-chair Erickson)
12. ___ ___ ***Preceptor Performance Evaluation Forms** (due to regional office from student. Regional office should cc co-chair Erickson—*Student should do twice during program.*)
13. ___ **Peds Exam** (Preceptor to send original Peds packet, including exam and answer sheet to Regional Office. Regional Office should make a note of its completion and forward Peds packet to Carla Salldin.)