

## Checklist of Important Dates 2011

Please use this checklist to ensure that you complete all the requirements of the Evolve Intern Programme.

It is your responsibility to submit your assessments on time to:

**Courier Address**

Annette Straugheir, Co-ordinator EVOLVE Intern Programme  
 Pharmaceutical Society of New Zealand Inc  
 Pharmacy House, 124 Dixon Street, Wellington 6011

**Postal Address**

Annette Straugheir, Co-ordinator EVOLVE Intern Programme  
 Pharmaceutical Society of New Zealand Inc  
 PO Box 11 640, Wellington 6142

DATE 2010	DOCUMENT/EVENT	ACTION	<input checked="" type="checkbox"/>
<b>18 February</b>	<b>Assignment 1:</b> Dispensing Checklist	<b>Due at Society</b>	<input type="checkbox"/>
February	Pre-Training Day Assignments	Bring to Training Days	<input type="checkbox"/>
28 Feb – 4 March	Training Days WGTN	Attend three compulsory days (notifications will be sent out in early Feb)	<input type="checkbox"/>
7–11 March	Training Days CHCH	Attend three compulsory days (notifications will be sent out in early Feb)	<input type="checkbox"/>
14–18 March	Training Days WGTN	Attend three compulsory days (notifications will be sent out in early Feb)	<input type="checkbox"/>
21–25 March	Training Days AKLD	Attend three compulsory days (notifications will be sent out in early Feb)	<input type="checkbox"/>
28 March – 1 April			<input type="checkbox"/>
31 March	Intern Training Programme Fee Due	<b>Payment due at Society</b>	<input type="checkbox"/>
<b>15 April</b>	<b>Assignment 2:</b> Dispensing – The Process	<b>Due at Society</b>	<input type="checkbox"/>
	<b>Appraisal 1</b> – 3 Monthly Intern Appraisal	Preceptor to conduct appraisal, complete documentation & <b>send to Society</b>	<input type="checkbox"/>
	<b>Evidence Portfolio</b> – February & March	<b>Due at Society</b>	<input type="checkbox"/>
<b>25 May</b>	<b>Assessment Centre</b> – WGTN	For Overseas & some 2010 Interns	<input type="checkbox"/>
<b>10 June</b>	<b>Assignment 3:</b> Patient Centred Care	<b>Due at Society</b>	<input type="checkbox"/>
<b>15 July</b>	<b>Appraisal 2</b> – 3 Monthly Intern Appraisal	Preceptor to conduct appraisal, complete documentation & <b>send to Society</b>	<input type="checkbox"/>
	<b>Evidence Portfolio</b> – April, May & June	<b>Due at Society</b>	<input type="checkbox"/>
July	Pre-Training Day Assignments	Bring to Training Days	<input type="checkbox"/>
1–5 August	Training Days WGTN	Attend three compulsory days (notifications will be sent out in late June)	<input type="checkbox"/>
8–12 August	Training Days CHCH	Attend three compulsory days (notifications will be sent out in late June)	<input type="checkbox"/>
15–19 August	Training Days WGTN	Attend three compulsory days (notifications will be sent out in late June)	<input type="checkbox"/>
22–26 August	Training Days AKLD	Attend three compulsory days (notifications will be sent out in late June)	<input type="checkbox"/>
29 Aug – 2 Sept			<input type="checkbox"/>
<b>23 September</b>	<b>Assignment 4:</b> Dispensing – The Patient	<b>Due at Society</b>	<input type="checkbox"/>
<b>30 September</b>	<b>Appraisal 3</b> – 3 Monthly Intern Appraisal	Preceptor to conduct appraisal, complete documentation & <b>send to Society</b>	<input type="checkbox"/>
<b>14 October</b>	<b>Learning Portfolio &amp; Evidence Portfolio</b>	<b>Due at Society</b>	<input type="checkbox"/>
<b>1 &amp; 2 November</b>	<b>Assessment Centre</b> WGTN & AKLD	For 2011 Intern Pharmacists & Overseas Pharmacists who are eligible to attend	<input type="checkbox"/>

EVOLVE Intern Programme staff will not chase you for late submissions.  
 Failure to meet deadlines may jeopardise your internship & eligibility for Registration.

