

# Checklist of Important Dates

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  | Done |
|----------------------------------|---|---|------|
| 19 February<br>February          | <b>Assignment 1 - Dispensing Checklist</b><br>Pre-Training Day Assignments  | <b>Due at Society</b><br>Bring to Training Days   |      |
| 22 - 26 February                 | Training Days Wellington  | Attend three compulsory days<br>(notifications will be sent out in early Feb)   |      |
| 1 -5 March                       | Training Days Christchurch  | Attend three compulsory days<br>(notifications will be sent out in early Feb)   |      |
| 8 - 12 March                     | Training Days Wellington  | Attend three compulsory days<br>(notifications will be sent out in early Feb)   |      |
| 15 – 19 March<br>22 – 26 March   | Training Days Auckland  | Attend three compulsory days<br>(notifications will be sent out in early Feb)   |      |
| 31 March                         | Intern Training Programme Fee Due   | <b>Payment due at Society</b>   |      |
| 16 April                         | <b>Assignment 2 - Dispensing – The Process</b><br><b>Appraisal 1 - 3 Monthly Intern Appraisal</b><br><br><b>Evidence Portfolio – February and March</b> | <b>Due at Society</b><br><br>Preceptor to conduct appraisal, complete documentation and <b>send to Society</b><br><br><b>Due at Society</b> |      |
| 26 May                           | <b>Assessment Centre – Wellington</b>   | For Overseas and some 2009 Interns  |      |
| 11 June                          | <b>Assignment 3 - Patient Centred Care</b>  | <b>Due at Society</b>   |      |
| 16 July 200                      | <b>Appraisal 2</b><br><br><b>Evidence Portfolio – April, May and June</b>   | Preceptor to conduct appraisal, complete documentation and <b>send to Society</b><br><br><b>Due at Society</b>                              |      |
| July                             | Pre-Training Day Assignments  | Bring to Training Days  |      |
| 26 - 30 July                     | Training Days Wellington  | Attend three compulsory days<br>(notifications will be sent out in late June)   |      |
| 2 - 6 August                     | Training Days Christchurch  | Attend three compulsory days<br>(notifications will be sent out in late June)   |      |
| 9 – 13 August                    | Training Days Wellington  | Attend three compulsory days<br>(notifications will be sent out in late June)   |      |
| 16 - 20 August<br>23 – 27 August | Training Days Auckland  | Attend three compulsory days<br>(notifications will be sent out in late June)   |      |
| 24 September<br>1 October        | <b>Assignment 4 - Dispensing – The Patient</b><br><b>Appraisal 3</b>  | <b>Due at Society</b><br><br>Preceptor to conduct appraisal, complete documentation and <b>send to Society</b>                              |      |
| 15 October                       | <b>Learning Portfolio &amp; Evidence Portfolio</b>  | <b>Due at Society</b>   |      |
| 2 & 3 Nov                        | <b>Assessment Centre Wellington and Auckland</b>  | For 2010 Intern Pharmacists and Overseas Pharmacists who are eligible to attend.  |      |