

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 – Evolve Intern Programme staff will not chase you for late submissions, but these may jeopardise your internship and eligibility for Registration.

Document	Action	Due Date
Assignment One – Dispensing Checklist	Send to Society	20 Jan 2012
Appraisal One	Preceptor to conduct appraisal, complete documentation and send to Society	10 Feb 2012
Assignment Two – Dispensing: The Process	Send to Society	10 Feb 2012
Portfolio - Achievement Goals and Evidence Sheets	Send to Society	10 Feb 2012
Intern Training Programme Fee Due	Payment due at Society	29 Feb 2012
Training Day Auckland	Attend 5 compulsory days (notifications will be sent out in early Feb)	5 -9 March 2012
Appraisal Two	Preceptor to conduct appraisal, complete documentation and send to Society	16 March 2012
Portfolio - Achievement Goals and Evidence Sheets	Send to Society	16 March 2012
Assignment Three – Patient Centred Care	Send to Society	28 March 2012
Appraisal Three	Preceptor to conduct appraisal, complete documentation and send to Society	27 April 2012
Assignment Four – Dispensing: The Patient	Send to Society	27 April 2012
Learning Portfolio - Including Achievement Goals and Evidence Sheets, Monthly Diary, Final Reflection Summary and First Aid Certificate	Send to Society	4 May 2012

The next available **Assessment Centre** is scheduled for **Tuesday 29 May in Wellington**. Attendance at the Centre is dependant on the intern being assessed as competent in Appraisal 3 and having completed at least 20 weeks of their 26 week training period.