

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	25 June 2010
Practice Calculations Test	To be conducted in the workplace	6 July 2010
Appraisal One	Preceptor to conduct appraisal, complete documentation and send to Society	23 July 2010
Assignment Two – Dispensing: The Process	Send to Society	23 July 2010
EVOLVE Programme Fee	Payment due at Society	30 July 2010
Pharmacy Law & Ethics Workshop	Highly recommended, dependant on numbers (Dates to be advised)	
Calculations Test	To be completed in the workplace under supervision	18 August
Appraisal Two	Preceptor to conduct appraisal, complete documentation and send to Society	27 August
Portfolio - Achievement Goals and Evidence Sheets for June & July	Send to Society	27 August
Assignment Three – Patient Centred Care	Send to Society	10 September
Law & Ethics Exam	To be advised	September
Appraisal Three	Preceptor to conduct appraisal, complete documentation and send to Society	1 October
Assignment Four – Dispensing: The Patient	Send to Society	1 October
Learning Portfolio - Including Achievement Goals and Evidence Sheets, Monthly Diary, Final Reflection Summary and First Aid Certificate	Send to Society	15 October
Audio Conference	For information about the Assessment Centre	Date to be advised

The next available **Assessment Centre** is scheduled for **2 or 3 November in Wellington and Auckland**. 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.