

Checklist of Important Dates

May 2011 – May 2012

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
1st Floor 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	Document/Event	Action	Done
24 June 2011	Assignment 1 - Dispensing Checklist	Due at Society	
7 July 2011	Practice Calculations Test	To be conducted in the workplace	
30 July 2011	EVOLVE Intern Programme Fee Due	Payment due at Society	
23 September 2011	Assignment 2 - Dispensing – The Process Appraisal 1 - 3 Monthly Intern Appraisal Evidence Portfolio – June, July and August	Due at Society Preceptor to conduct appraisal, complete documentation and send to Society Due at Society	
2 December 2011	Appraisal 2 Evidence Portfolio – Sept, Oct and November	Preceptor to conduct appraisal, complete documentation and send to Society Due at Society	
20 January 2012	Assignment 3 - Patient Centred Care	Due at Society	
March 2012	Calculations Test (date to be confirmed)	To be conducted in the workplace	
16 March 2012	Assignment 4 - Dispensing – The Patient Evidence Portfolio – Dec, Jan and Feb	Due at Society Due at Society	
20 April 2012	Appraisal 3	Preceptor to conduct appraisal, complete documentation and send to Society	
4 May 2012	Learning Portfolio & Evidence Portfolio	Due at Society	
May 2012	Assessment Centre Wellington	For those who are eligible to attend.	

The next available **Assessment Centre** is scheduled for the late **May 2012 in Wellington**. Attendance at the Centre is dependent on the intern being assessed as competent in Appraisal 3.