

Important Dates & Deadlines

MAY–AUGUST 2009:

- Designate a coordinator for the Preliminary Round (school-level) CSC
- Review CSC Coordinator Handbook
- Ask ASHP state affiliate to sponsor the CSC (provide lunch, prizes, etc.)
- Work with school to secure funding for winning student team to attend the ASHP Midyear Clinical Meeting
- Complete online Report Form A**

SEPTEMBER 2009:

1st Week

- Determine a date and time for the CSC (before November 6)
- Reserve room in school for CSC (Ideally each table would have two chairs for teams to work)
- Reserve video equipment if recording oral presentations for reviewers
- Schedule an informational meeting for students to learn about the CSC

2nd Week

- Promote CSC in:
 - therapeutics classes
 - experiential rotations
 - pharmacy fraternities, sororities, organizations
 - other pharmacy student societies and ASHP state affiliate
- Post fliers (add your CSC's date/time) around your school to publicize the event

3rd Week

- Recruit judges for CSC (state affiliate members, experiential rotation preceptors, faculty, residents in local ASHP-accredited residency programs)
- Schedule judges' workshop

4th Week

- Students should receive the following upon registering:
 - Competition date, time, and location
 - Blank forms (Patient Database Form, Drug Therapy Assessment Worksheet, Care Plan)
 - Practice case and answer key from 2008 National CSC
 - A list of references available during the competition
 - Evaluation criteria
- Reserve hotel room(s) at the Midyear Clinical Meeting for the winning student team

OCTOBER 2009:

1st Week

- Judges should receive the following before the competition:
 - Competition date, time, and location
 - Evaluation criteria
 - Official 2009 CSC Preliminary Round (school-level) case and answer key
- Conduct judges' workshop
 - Review case answer key, discuss scoring and questions for oral presentation round
- Remind students of the registration deadline to compete in the CSC

2nd Week

- Copy the Official 2009 School-Level Preliminary Round CSC case and the accompanying forms
- Obtain references to be used in CSC

3rd Week

- Conduct CSC

4th Week

- Plan travel itinerary to arrive in Las Vegas, NV on Friday, December 4
- Complete Online Report Form B by Friday, November 6**
- Report the winners of the CSC to the state affiliate and pharmacy school administration
- Provide feedback to student participants

NOVEMBER 2009:

- Prepare winners to participate in the National CSC