

CSC Important Dates and Deadlines

June – August

- Designate a faculty coordinator for the Preliminary Round (local-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 by **August 5** (available at www.ashp.org/clinicalskills)
- Determine a date and time for the CSC (to be held before November 2)

August – September

- CSC faculty coordinators receive confidential case and answer key (These documents will be emailed in August). *Please note: student coordinators are not eligible to receive these files.*
- Reserve room in school for CSC (Ideally each table would have two chairs for teams to work) or secure a virtual platform for competition
- Reserve video equipment if recording oral presentations for judges
- Schedule an informational meeting for students to learn about the CSC
- Promote CSC in:
 - All didactic classes / Experiential rotations / Pharmacy fraternities, sororities, organizations / student society of health-system pharmacy (SSHP) / other pharmacy student societies and ASHP state affiliate
- Display posters (enter your CSC's date/time) around your school to publicize the event (posters are shipped to faculty advisors with ASHP's student membership materials in August).
- Display flyer from Wolters Kluwer Health about the free trial of Lexi-Complete™ with AHFS Essentials™ for students competing this year. The flyer is available on the ASHP website.
- Email, post online and/or print promotional flyer available online.
- Recruit judges for CSC (state affiliate members, experiential rotation preceptors, faculty, residents in local ASHP-accredited residency programs).
- Schedule judges' workshop/meeting to review case and evaluation forms.
- Students should receive the following upon registering:
 - Competition date, time, and location
 - Blank forms (Patient Database Form & Care Plan)
 - Practice case and answer key from previous National CSC competitions (available online)
 - A list of references available during the competition
 - Evaluation criteria

September – October

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

- Gather references to be used in CSC
- Conduct CSC**
- Local winners plan travel itinerary to arrive at the Midyear Clinical Meeting the Friday before the National Competition
- Ensure that winning team members have a current ASHP membership, and submit their names via Online Report Form B by **November 2**.
- Complimentary meeting registrations will be processed throughout the month of November due to the large number of CSC participants.
- Report the winners of the CSC to the state affiliate and pharmacy school administration.
- Provide feedback to student participants. Return case materials to students, distribute answer key and hold debrief session to discuss case.

November

- Prepare winners to participate in the National Clinical Skills Competition.