# T4.1 Patient-centred curriculum planning timelines

These timeframes and activities may need to be adapted to suit your action plan and participants

| **Lead time** | **Tasks** | **Who** | **Notes** |
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| Approximately 6-8 weeks before WoSSP program start date | Brief health staff regarding WoSSP patient selection and recruitment procedures (in-service session or team meeting) | * WoSSP clinical educator | * This is an ongoing activity to ensure staff are aware of the WoSSP program * Also provides an opportunity to learn about the health service and seek feedback from staff about the WoSSP program. |
| Develop WoSSP database of potential patient participants | * Case coordinator team leader and treating clinicians |  |
| 4 weeks before WoSSP | Select potential patients for WoSSP program activities using the patient selection checklist | * Case coordinator team leader and WoSSP clinical educator |  |
| Contact selected patients to invite them to participate in the WoSSP program | * WoSSP clinical educator and/or case coordinator team leader | * Patient involvement must be voluntary. * Verbal consent from patient required (stage one of consent process). * Record consent/or decline in patient medical record. |
| 1-2 weeks before WoSSP | Begin contacting GP practice managers to schedule GP patient appointments for WoSSP | * WoSSP clinical educator | * General practices require notice well in advance to schedule patient appointments. * Patient appointments need to be aligned with WoSSP program dates, patient and GP supervisor availability. * Student consultations with patients usually occur in weeks 4-5 of the WoSSP program. |
| Send patient letter with appointment time and WoSSP information brochure | * WoSSP clinical educator in consultation relevant staff and patients | * Follow-up phone calls with patients to confirm/check their understanding (if needed). |
| Match student teams with patient participants | * WoSSP clinical educator |  |

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| **Program week** | **Tasks** | **Who** | **Notes** |
| Weeks 4-5 | Students consultations with allocated patients in general practice settings | * Students, patients and GP supervisors | * Students seek written consent from patients to participate in WoSSP (Stage two of consent process)*.* |
| Final week | Student/patient handover back to health service | * Student teams and case coordinator/ team leader | Handover documentation includes student file containing:   * initial patient health summary * patient consent forms * student handover form (Patient handover template) * relevant information to be added to patient files as appropriate. |
|  | Students write acknowledgement card (or similar) to send to patients | * Students |  |
| On completion of WoSSP program | Send out WoSSP evaluation patient feedback questionnaire | * WoSSP administrative support staff |  |