# 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.
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| Develop WoSSP database of potential patient participants  | * Case coordinator team leader and treating clinicians
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| 4 weeks before WoSSP  | Select potential patients for WoSSP program activities using the patient selection checklist | * Case coordinator team leader and WoSSP clinical educator
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| 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.
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| 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.
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| 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).
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| 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)*.*
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| 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.
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|  | Students write acknowledgement card (or similar) to send to patients  | * Students
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| On completion of WoSSP program  | Send out WoSSP evaluation patient feedback questionnaire  | * WoSSP administrative support staff
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