Standardized Client Activity Arrival and Departure Checklists

Date: _____ **Lab time**: morning or afternoon **Case Number**: _____

Name of Standardized Client: _____ **Role:** SC FM Timekeeper Back-up 1st timer

Arrival Checklist

Arrive to Room 3051	Completed/NA	Comment
Sign in hours---Notebook		
If needed, get lab coat/scrub/water		
Review schedule for day—verify room # and student list		
Get ready for 'huddle' and ask questions and review statements		
Bathroom break		
Go to SC Suite (#3044) to get set up: Target: 10 minutes before start		
Find encounter room (as assigned)		
Turn on computer and log in to Learning Space		
Look at student list on the screen to see if matches printed schedule		
Set up room (check props, arrange chairs for encounter, check time on clocks, etc.)		
Find: extra rubrics, do not recall sheets, break card, calculator, hand sanitizer, books, etc. should these be needed		
Be in room at time of intercom with the door closed.		
Get into character and be ready to greet the student learner		
If back-up SC, get ready to review videos/complete form/assigned duties		
Throughout labs: ask questions and share feedback with Floor Manager and/or Director.		

Departure Checklist

After last student in SC lab	Completed/NA	Comment
Ask if can help other SCs		
Reset room, for next day		
Review and complete scoring (verify that each student was scored)		
Watch videos/complete scoring as needed		Ask for help.
Wait quietly until all students completed		
Log out of Learning Space (do not cut computer off)		
On last lab day: Give case materials to Floor Manager/staff		
On last lab day: Return lab coats/scrubs to stool in training closet		
On last lab day: complete survey-desktop		
On last lad day: help break down room/papers to Floor Manager		
Check out with Floor Manager: debrief/dismiss		
Sign out—Notebook 3051 (make sure address is on form-signature)		