

Important Dates & 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 Form A by **July 15** (available at <http://www.ashp.org/clinicalskills>)
- Determine a date and time for the CSC (to be held before November 1)

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 together) or prepare virtual platform
- Reserve video equipment if recording oral presentations for judges
- Schedule an informational meeting for students to learn about the CSC
- Promote CSC in: A
 - All didactic classes
 - Experiential rotations
 - Student society of health-system pharmacy (SSHP)
 - Other pharmacy student societies
 - Pharmacy fraternities, sororities, organizations, etc.
 - 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 July and are available for download on the CSC website (available at <http://www.ashp.org/clinicalskills>).
- Display flyer from Wolters Kluwer Health about the free trial of Lexi-Complete® for students competing this year. The flyer is available on the CSC website (<http://www.ashp.org/clinicalskills>).
- Email, post online and/or print promotional flyer available online.
- Recruit judges for CSC (e.g., state affiliate members, experiential rotation preceptors, faculty, residents in local ASHP-accredited residency programs)
- Schedule judges' workshop/meeting to review case and evaluation forms
- Send students the following upon registering:
 - Competition date, time, and location
 - Patient Case and Pharmacist's Care Plan (blank form)
 - Practice case and answer key from previous local and national-level CSC competitions (also available online)
 - A list of references available during the competition
 - Evaluation criteria

September – October

- Send judges 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**
- Once winner information is known:
 - Ensure that winning team members have a current ASHP membership and submit their names via online Form B by November 1 (available at <http://www.ashp.org/clinicalskills>).
 - ASHP staff will process complimentary meeting registrations for winning team on a rolling basis (by November); notifications will be sent sometime in the month of November due to the large number of CSC participants
 - If needed, ASHP will process refunds for students who already purchased a meeting registration; however, refunds may take a few weeks to be reflected in the student's account or on their credit card/bank statement.
 - Work with the winning student team to plan travel itinerary and reserve hotel room(s) at the Midyear Clinical Meeting (see midyear.ashp.org); winning teams should plan to arrive the Friday before the National Competition to ensure they are ready to compete during their assigned timeslot on Saturday
- 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

December

- Saturday, December 2, 2023:** Semi-Final Round, National Clinical Skills Competition held at the ASHP Midyear Clinical Meeting and Exhibition in Anaheim, California
- Sunday, December 3, 2023:** Final Round, National Clinical Skills Competition held at the ASHP Midyear Clinical Meeting and Exhibition in Anaheim, California