

WORKSHEET 3. Rotation Time Management

Think about how much time various tasks will take and use this worksheet to plan how they will fit into your schedule.

Activity	Anticipated Amount of Time	Schedule
<i>Example:</i> Orientation	1 hour	8:00–9:00 Monday morning, first day of the rotation
Introduction to patient care services		
Review of documentation		
Introduction to site management and operations		
Ongoing guidance to student pharmacists		
Assessing student pharmacists and providing feedback		
Assessing student pharmacists' projects		
Complete administrative tasks		