
Starting and Finishing a Unit for Trainees

USask Clinician Educator Diploma Program

1. Check In

- Connect with a Unit LEAD to be paired with a Unit Supervisor(s).
- Fill out a 'Check In' form and email it to the Program Admin, Program Director and Unit Lead.

2. Progress Through Unit

- Work on milestones and attend meetings with your Unit Supervisor.

3. Submission & Review

- Send all relevant Unit documents (compiled into a single PDF) and the Unit-specific 'Final Unit Report' form to your Unit Supervisor and the Program Admin.
- Your Unit Supervisor completes the Final Unit Report form and returns it to the Program Admin and Program Director.

4. Check Out

- Fill out a 'Check Out' form and email it to the Unit Lead and Program Admin.
- The Faculty Lead and Program Admin will update your information with the program.

5. Evaluate Supervisor

- The anonymous Unit Supervisor Evaluation form will be emailed to you by the Program Admin.

Congratulations, you have completed a Unit!
Repeat the process for your next Unit.



UNIVERSITY OF SASKATCHEWAN
College of Medicine
FACULTY DEVELOPMENT
MEDICINE.USASK.CA/FACULTYDEV