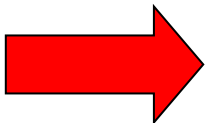




RxPreceptor™ now also known as CORE technology is an online experiential software management program that The University of Findlay College of Pharmacy is utilizing to help manage the experiential process. If you have not already received an email from RxPreceptor™ informing you of your login and password, please let us know and we can send this to you, through the email you provide us. This is not a complete manual but is intended to help you become familiar with the basic functions of RxPreceptor™. Please note the instructions below.

To access RxPreceptor:

1. Go to <https://www.corehighered.com/login-elms.php>
2. Click Login, located upper right corner



CORE
Powered by
ELMS **RxPRECEPTOR**

Username:

Password:
 same as above, unless changed

[Forgot Password](#)

1. **Log in & password:** (watch email or contact Lori Colchagoff at 419-434-5462)

- a. XXXXXXXX
- b. XXXXXXXX

2. **Completing Evaluation of the Student**

Preceptors are expected to evaluate the student. On the left side of the screen, click on “**Evaluations**”, then the sub tab “**Evaluation of Student**”. Find the student’s name and click on the Experiential Competency Checklist & Student Evaluation at the end of the line. This will bring up the evaluation form which must be completed. You can work and “Save as Draft Copy” this document but when it is complete **you must click** the “Submit Final Score” tab at the bottom of the evaluation.

3. **IPPE Documenting Hours**

Preceptors are expected to confirm student hours. On the left hand side click on “**Hours Tracking.**” There is likely to be a green clock icon indicating that you have student hours to confirm.

As a preceptor it is expected that you will log into RxPreceptor system and confirm hours. Under the Student Hours Tracking - Pending Hours

[Confirmed Hours](#) [Pending Hours](#)

Student / Dates	Doc	Description	Time IN	Time OUT	Hours	Confirm	Deny
07/01/13 Test Student	VIEW		09:00AM	05:00PM	8.00	<input type="radio"/>	<input type="radio"/>

Enter your comments here

[Update All](#)

4. **Documenting Absences:**

If a student has an absence they are instructed to inform you as soon as possible. Both excused and unexcused absences must be recorded by the student. If a student has an excused absence (refer to IPPE manual for details) we ask that you confirm this in RxPreceptor. To confirm an absence, click on “**Absences**” on the left side of the screen. It will be marked with green head and shoulder outline icon when you have an absence to approve. Please feel free to make comments as you see necessary regarding the absence and or contact the experiential faculty if there is an absence issue.

5. **Documenting Preceptor Training:**

We encourage and offer preceptor training through the College of Pharmacy Experiential Program. We offer CEI as a free resource for preceptors of University of Findlay College of Pharmacy students. The website can be found here: <http://ceimpact.com/>

Any time you complete preceptor training (on campus, at a national meeting, via Pharmacist Letter, or even through another college's experiential program), please document this under the "**My Requirements**" tab found on the left side of the screen. Scroll down to the folder titled "**Level I – University of Findlay Preceptor.**" Click "**Edit**" next to "**Preceptor Training Program**" and in the comment box, note the type of preceptor training you have completed and the date. (Please leave the expiration date field blank).

Then click the "**Status**" radio button that says "**Complete.**" Then hit "**Enter Requirement.**" If you gain additional training at a later date, simply add the additional training and dates to the comment box. This is on the honor system and we do not require you to send us a copy of your CE.



If you have any questions, please feel free to contact us.

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