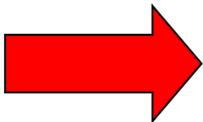




RxPreceptor™ now also known as CORE technology is an online experiential software management program that The University of Findlay College of Pharmacy is utilizing to help manage the experiential process. If you have not already received an email from RxPreceptor™ informing you of your login and password, 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

A screenshot of the ELMS login page. At the top, it says "ELMS" with an orange up arrow icon. Below that, it says "Please sign in". There are two input fields: "Username (Case Sensitive)" and "Password (Case Sensitive)". Below the password field is a blue button with the text "same as above, unless changed" in red. At the bottom, there is a link that says "Forgot Your Password?".

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

2. To view Schedule:

Click on **“Scheduling/Availability”**

- Review your schedule by clicking on the sub tab **“Rotation Schedule”**
- Click on the student’s name under **“Select a student to View Snapshot”** to email them if there is something you want or need to tell them before the rotation.
- Click on **RxPortfolios (RX PORTFOLIOS)** (if the student has linked his/her account) and review their portfolio.
- Once logged in to **RxPortfolio** scroll down on the left side & look for the tab
 - **“Resume & CV File Archive”**
- Click on **“Resume & CV File Archive”** and click on the Resume/ CV, word document that the student has created. Please note it is very important for students to have their resume/CVs reviewed. This process should be helpful to you and the student; knowing what their strengths, weaknesses and past experiences have been. This gives you, the educator, a starting point to focus on during their experiential education.

CORE ELMS/RxPreceptor (Go back to RxPreceptor using your browser tab to complete evaluations and confirm hours.)

4. Evaluations (provide student & review student evaluation of preceptor)

Submissions for Advance Practice Preceptors (APPE) P6-students:

Click on the far left tabs **“Evaluations”** then click on the sub heading tab **“Evaluation of Student”**; there are 3 evaluations: a mid-point (done week 2), final evaluation, and final grade assignment. The grading scale is A=honors, B= pass, or F= fail. If the student fails the rotation then he/she must repeat the month, either with the current preceptor or a different preceptor.

- a. The final evaluation and grade assignment must be done at the end of each month. Mid-point evaluations are required to provide direction for the student.
- b. Note example below: Simply clicking on the title of the evaluation will permit you to bring up the evaluations & final grade submission.

Student Evaluations - Incomplete

Completed Evaluations

Students	Rotation Dates	Rotation Types	Evaluations
Test Student 2013	05/04/18 - 12/01/18	Introductory Practice Experience 1 (P3 year)	P3 (PHAR 391) Experiential Competency Requirements & Student Evaluation (2014-2015)
Test Student 2013	09/03/18 - 09/28/18	Advanced Elective 1	Advanced Pharmacy Practice Pharm.D. Student Rotation Non-Patient Care Rotation Evaluation Midpoint and final.
Test Student 2013	09/03/18 - 09/28/18	Advanced Elective 1	Advanced Practice- Pharm.D. Student Rotation Grade (PHAR 701-710)
Test Student 2013	09/03/18 - 09/28/18	Advanced Elective 1	Advanced Practice-Pharm.D. Academic Student Rotation Midpoint & Final Evaluation Form (PHAR 701-710)
Test Student 2013	09/03/18 - 09/28/18	Advanced Elective 1	Advanced Practice-Pharm.D. Student Rotation Midpoint & Final Evaluation Form (PHAR 701-710)

- c. Viewing student evaluations of you: Click on the far left tabs **“Evaluations”** then click on the sub heading tab **“Evaluation of Preceptor”**

Students	Grad Year	Rotation Dates	Rotation Types	Evaluations
Anonymous Student	--	--	--	 Advanced Practice Preceptor Evaluation Form

5. Documenting APPE Hours

Preceptors are expected to confirm student hours. On the left-hand side click on “**Hours Tracking/Timesheets.**” There is likely to be a yellow arrow indicating that you have student hours to confirm ()

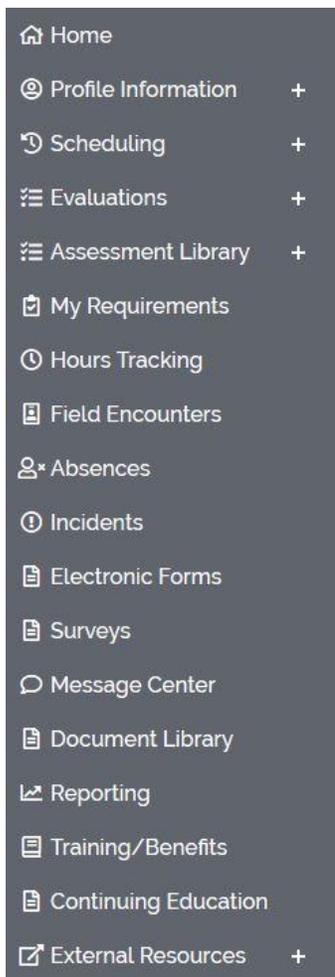
As a preceptor it is expected that you will log into RxPreceptor system and confirm hours. Under the “**Student Hours Tracking**” page you can verify the date and time that your student has spent with you. APPE hours may be logged monthly by the student and should be verified by the end of the experience. The University of Findlay experiential faculty will review the student’s submission after the preceptor has confirmed the hours.

Student Hours Tracking - Pending Hours

Student / Dates	Doc	Description	Time IN	Time OUT	Hours	Confirm	Deny
Test Student 02/28/14 Community Pharmacy/Ambulatory Medicine 1	View				1.00	<input type="radio"/>	<input type="radio"/>
<i>Enter your comments here</i>							
Test Student 02/28/14 Advanced Elective 1	View				1.00	<input type="radio"/>	<input type="radio"/>
<i>Enter your comments here</i>							
Test Student 07/01/13 Advanced Elective 1	View		09:00 AM	05:00 PM	8.00	<input type="radio"/>	<input type="radio"/>
<i>Enter your comments here</i>							

6. 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 Pharm.D. APPE manual for details) we ask that you confirm this in RxPreceptor. To confirm an absence, click on “**Student Absences**” on the left side of the screen. It will be marked with yellow arrow 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.



7. 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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