

PharmAcademic Guide to the Preceptor Home Screen

All PharmAcademic users will now see the Assessments tab set on the Home Screen. Faculty, Staff and Adjunct Faculty will see all three tabs (as shown below). Students see the “Current” and “All” tabs, but do not see the “Summaries” tab.

Faculty or Adjunct Faculty with the add-on role of “Experiential Preceptor” will see the Experiential Education tab set below the Assessments.

This document describes the options available to preceptors. Italicized notes provide information about corresponding options for the college of pharmacy and/or the experiential education office.

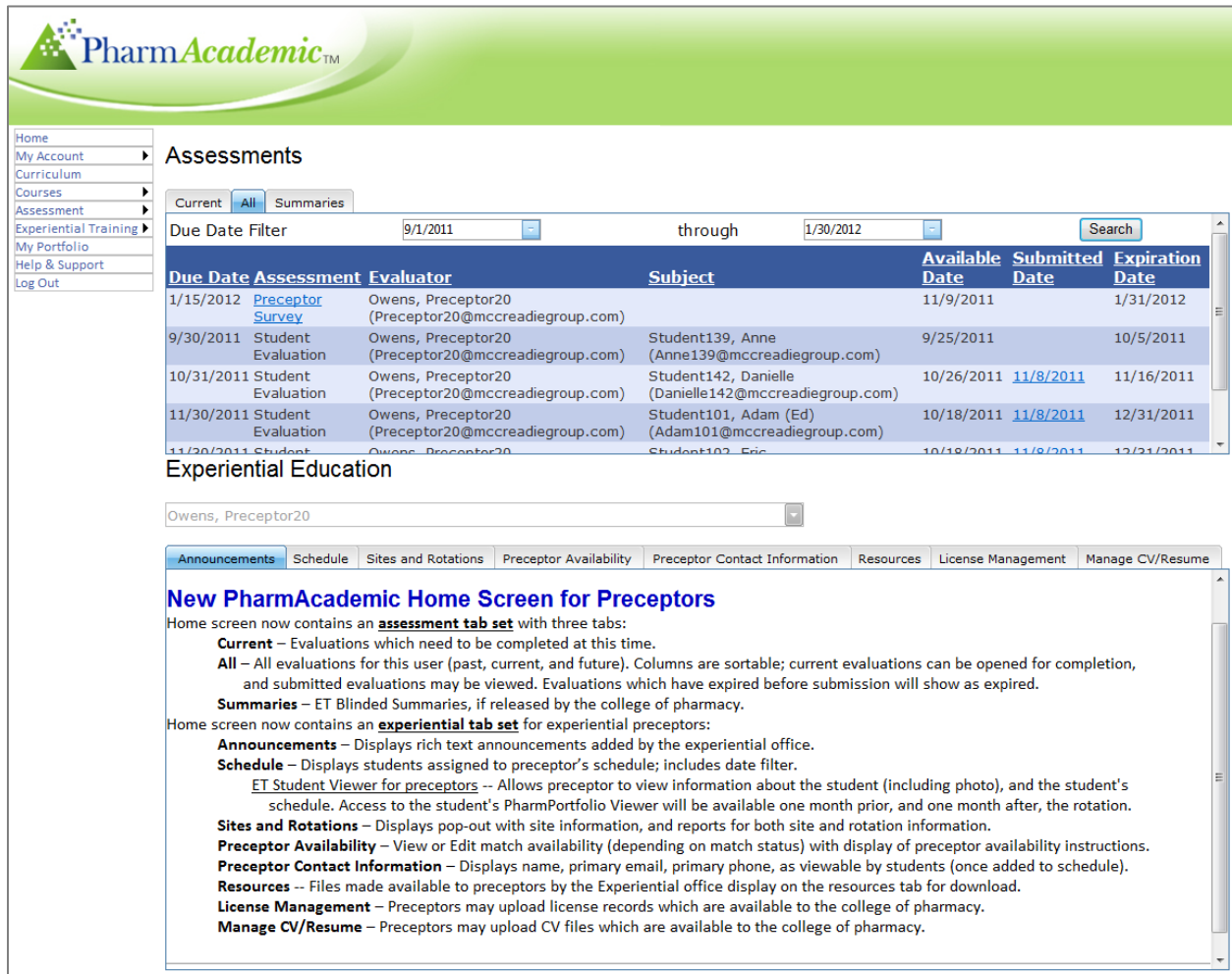


Figure 1: New Preceptor Home screen

Assessments

After logging in to PharmAcademic, preceptors will see three tabs in the Assessments tab set: Current, All, and Summaries. The **Current** tab functions in the same way that the Assessment list on the home screen did previously; assessments are displayed here when the assessment becomes available, and clicking the name of the assessment will allow the user to complete and submit the evaluation.

The **All** tab displays all evaluations which have been assigned to the preceptor. The Due Date filter allows preceptors to search past, current, and future evaluations, and the columns can be sorted by clicking on the column title. Current evaluations can be completed by clicking the name of the assessment. Submitted

evaluations may be viewed by clicking the submit date, and they will open in a separate PDF window. All evaluations will display the date they become available and the expiration date. Evaluations with no link (neither the assessment name nor the date is clickable) have not yet been delivered or have expired. Preceptors must contact the college of pharmacy regarding expired evaluations. *The college of pharmacy can update delivery dates (if they have not passed), due dates, and expiration dates from the ET Match – View Assessments screen, or from the Assessment Central – View Assessments screen.*

The **Summaries** tab will contain Blinded Preceptor Evaluation Summaries, if they have been created and released by the experiential education office of the college of pharmacy. *The experiential education office can create and release blinded preceptor evaluations summaries on the ET Match – View Assessments screen.*

Experiential Education

Any active PharmAcademic user whose security roles include “experiential preceptor” will see the Experiential Education tab set on the Home screen after logging in. The first tab, **Announcements**, is visible when a user logs in and contains announcements created by the experiential education office. (See Figure 1.) *Announcements are entered on the ET Home Announcements tab.*

The **Schedule** tab contains the list of all students, rotations, and dates which have been scheduled for the preceptor. These rotations are displayed after the experiential education office releases the match to preceptors. Preceptors can enter a date range to search for students or rotations. *Schedules are released by clicking the “Release Match Results to Preceptors” button on the View/Edit Match Properties screen.*

The screenshot shows the 'Experiential Education' interface. At the top, there is a dropdown menu for 'Preceptor, Fifth'. Below it are several tabs: 'Announcements', 'Schedule' (which is active), 'Sites and Rotations', 'Preceptor Availability', 'Preceptor Contact Information', 'Resources', 'License Management', and 'Manage CV/Resume'. A message states: 'The date search is based on the begin date on the student's schedule'. Below this, there are input fields for 'Begin: 8/11/2011' and 'End: 2/17/2012', along with a 'Filter' button. Another message says: 'The student list is based only on the primary preceptor. [Submit/Review a Change Request](#)'. The main content is a table with the following data:

Student	Match	Start Date	End Date	Rotation
Student, Andrew	P4 2011-2012	10/15/2011	11/14/2011	Internal Med: Pediatrics
Student, Eighth	P4 2011-2012	8/15/2011	9/14/2011	Community: General
Student, Eighth	P4 2011-2012	10/15/2011	11/14/2011	Internal Med: Pediatrics
Student, Eleventh	P4 2011-2012	9/15/2011	10/14/2011	Internal Med: Pediatrics
Student, Eleventh	P4 2011-2012	10/15/2011	11/14/2011	Internal Med: Pediatrics
Student, Jill	P4 2011-2012	8/15/2011	9/14/2011	Community: General
Student, Jill	P4 2011-2012	9/15/2011	10/14/2011	Internal Med: Pediatrics
Student, Jill	P4 2011-2012	1/15/2012	2/14/2012	Internal Med: Pediatrics
Student, Twelfth	P4 2011-2012	8/15/2011	9/14/2011	Internal Med: Pediatrics
Student1, Demo	P4 2011-2012	11/15/2011	12/14/2011	Internal Med: Pediatrics

Figure 2: Experiential Schedule tab

By clicking on the name of a student, preceptors may view more information about the student and the rotation. (See Figure 3.)

Student Viewer

The Student Viewer allows the preceptor to view the student’s primary address, phone number, email address, and photo (if loaded by the school or the student), and the student’s entire schedule for the match in which the preceptor’s rotation occurs. The name of the rotation is a hyperlink to the Rotation Description report, which opens as a PDF in a new window.

PharmAcademic™

Home
My Account
Experiential Training
My Portfolio
Help & Support
Log Out

[Return to Home](#)

Student: Jill Student

E-mail: JaneRx@mccreadiegroup.com

Phone: 555-1616

Address: **Home**
481 W. University St.
Springfield, MI 48103
United States

Rotation: [Internal Med. Pediatrics](#)

Dates: 9/15/2011 - 10/14/2011

Block: 2

Match: P4 2011-2012

Portfolio: [View the Student's Portfolio](#)

Assessments for this Rotation

Assessment	Evaluator	Subject	Delivery	Due	Submitted
ET Evaluation of Student	Preceptor, Fifth	Jill Student (JaneRx@mccreadiegroup.com)	10/9/2011	10/15/2011	View

Record Student Hours
Hours completed by the student during this Rotation:

APPE: IPPE: Classroom:

Student's Match Schedule

Start Date	End Date	Block	Training Site	Rotation	Preceptor	Category
8/15/2011	9/14/2011	1	Community Pharmacy #1	Community: General	Dr. Fifth Preceptor	Community - APPE
9/15/2011	10/14/2011	2	Hospital #2	Internal Med: Pediatrics	Dr. Fifth Preceptor	Internal Medicine
10/15/2011	11/14/2011	3	Hospital #2	Ambulatory: General	Mr. Fourth Preceptor	Ambulatory
11/15/2011	12/14/2011	4	N/A	Off Rotation		
12/16/2011	1/15/2012	5	Community Pharmacy #1	Community: Compounding	Mr. First Preceptor	Community - APPE
1/15/2012	2/14/2012	6	Central Pharmacy	Internal Med: Pediatrics	Dr. Fifth Preceptor	Elective
2/15/2012	3/14/2012	7	Community Pharmacy #2	Community: General	Mr. First Preceptor	Elective

Figure 3: Student Viewer, available from the Experiential Schedule tab

Clicking the “View the Student’s Portfolio” link opens the PharmPortfolio Viewer in a new tab in the user’s browser. The student portfolio may contain the student’s CV, previous pharmacy employment experience, biography statement, projects/presentations/research and other artifacts of learning. At the direction of the college of pharmacy, students are responsible for maintaining the portfolio contents. The student’s portfolio will be available 30 days prior to the match, through 30 days after the end of the match.

The Assessments for this Rotation grid displays all scheduled evaluations for the rotation block. Submitted evaluations (including single evaluations completed by the student, if this option is enabled by the experiential education office) can be viewed using the view link. The evaluations will open as a PDF document in a separate window. *The experiential education office can enable or disable viewing of student evaluations by checking or unchecking the “Preceptors may view single evaluations by students” box on the ET Match -- Match Assessments, Grades, and Contact Hours screen.*

The **Sites and Rotations** tab lists all rotations for which the preceptor is listed as either the primary or supporting preceptor. Clicking on the name of a Site opens a pop-out window with information about the site only. Clicking on the PDF link opens the Site Description report (including information about all rotations at the site). Clicking on the Rotation name opens the Rotation Description Report (which can also be opened from the Student Viewer).

Experiential Education

Preceptor, Fifth

Announcements Schedule **Sites and Rotations** Preceptor Availability Preceptor Contact Information Resources License Management Manage CV/Resume

Site and Rotation Information

Experiential Site: [Central Pharmacy](#) [PDF](#)
[Community: General](#) Primary Preceptor
[Internal Med: Pediatrics](#) Primary Preceptor

Figure 4: Sites and Rotations tab

The **Preceptor Availability** tab lists all current and future matches in which the preceptor’s rotation is contained. The availability for each match can either be viewed or edited, depending upon settings controlled by the experiential education office. More information about entering Preceptor Availability can be found on the Help and Support menu in the document called [Preceptor Availability](#). *The experiential education office can open a match for availability and lock a match for availability entry by preceptors using the buttons on the ET Match – View/Edit Match Properties screen.*

Experiential Education

Preceptor, Fifth

Announcements Schedule Sites and Rotations **Preceptor Availability** Preceptor Contact Information Resources License Management Manage CV/Resume

Click on a scheduling match to edit or view availability

Match
EDIT P4 2012-2013 (8/15/2012-7/15/2013)
VIEW P3 2011 - 2012 IPPE (10/1/2011-3/31/2012)

Figure 5: Preceptor Availability tab

The **Preceptor Contact Information** tab displays the preceptor name, primary email, and primary phone number exactly as they are displayed for students who have been scheduled with the preceptor. (Students may only see contact information for the preceptors on their schedule, not during the rotation ranking process.) A link to the “Edit My Account Information” screen is available, and that screen may also be accessed from the My Account menu on the left.

Experiential Education

Preceptor, Fifth

Announcements Schedule Sites and Rotations Preceptor Availability **Preceptor Contact Information** Resources License Management Manage CV/Resume

Preceptor Information

This information is available to students [Edit Information](#)

Dr. Fifth Preceptor, Pharm.D.

734-555-5555 Office Cell (Cell)

preceptor5@mccreadiegroup.com

Figure 6: Preceptor Contact Information tab

The **Resources** tab displays a grid of downloadable files provided by the experiential education office in the college of pharmacy. *The experiential education office can upload files on the ET Home – General Files tab. Each file must be less than 10MB in size.*

	Date	File	File Size	Uploaded By
Download	11/14/2011	Sample Blank Student Evaluation.docx	13,865 bytes	Mr. ET Director
Download	11/14/2011	Information for Preceptors.pdf	84,293 bytes	Mr. ET Director
Download	11/14/2011	Experiential Handbook.doc	22,016 bytes	Mr. ET Director

Figure 7: Resources tab

The **License Management** tab allows preceptors to enter information about licenses and certifications, including renewal dates, and file attachments. This information is available to the college of pharmacy (not to students). Colleges may also enter license information for preceptors, and that information will be displayed here. *Colleges access this information from the License Management tab in the Faculty Viewer, available from the User Manager screen, or from any linked preceptor name in the Rotation Viewer, Site Viewer, or Student Viewer.*

License Manager | [Add New License](#)

[Edit License](#): Michigan Pharmacist License MI 546735491 Michigan [Add New Renewal Period](#)

Preceptor, Fourth 11/14/2011 **Begin Date:** 8/1/2010 **End Date:** 7/31/2012 [Edit License Block](#)

[Edit License](#): Advanced Cardiac Life Support [Add New Renewal Period](#)

Preceptor, Fourth 11/14/2011 **Begin Date:** 1/1/2011 **End Date:** [Edit License Block](#)

Figure 8: License Management tab

Preceptors may add and upload multiple CVs or resumes on the **Manage CV/Resume** tab. These files are available to the college of pharmacy in the same manner as the license information. *Colleges access this information from the CV/Resume tab in the Faculty Viewer, available from the User Manager screen, or from any linked preceptor name in the Rotation Viewer, Site Viewer, or Student Viewer.*

CV/Resume | [Add New CV/Resume](#)

	Name	Reference Date	Last Modified	
Download	Dr. Preceptor's CV	10/10/2011	11/14/2011	Delete

Figure 9: Manage CV/Resume tab