Comprehensive Guide to PharmAcademic for Preceptors

This is a comprehensive document designed to aid preceptors as they use PharmAcademic.

Contents

Log In/Passwords

Logging In

1. Go to www.pharmacademic.com.
2. Enter your email address in the **PharmAcademic Email** field in the PharmAcademic Log In box. *Your PharmAcademic email is the email address to which PharmAcademic email notifications are sent.*
3. Type in your password. *Passwords must be at least seven characters long, and contain one character that is not a letter or number.*
4. Click the **Log In** button

Figure 1: Logging in to PharmAcademic

Requesting a New Password

1. Go to www.pharmacademic.com.
2. Click **Forgot Password**.
3. Enter your email address in the **PharmAcademic Email** field in the Forgot Your Password box.
4. Click on the **Reset Password** button.
5. An email will be sent to your PharmAcademic email address. Click **Reset Password** and enter a new password.

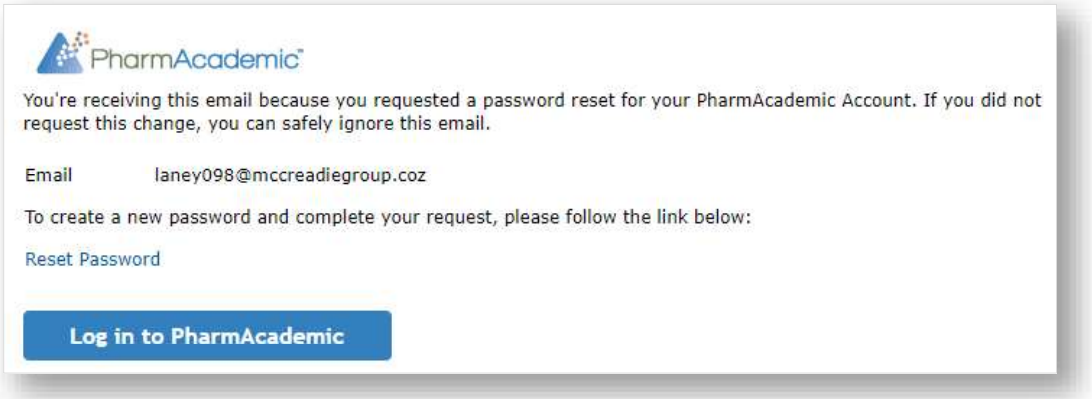
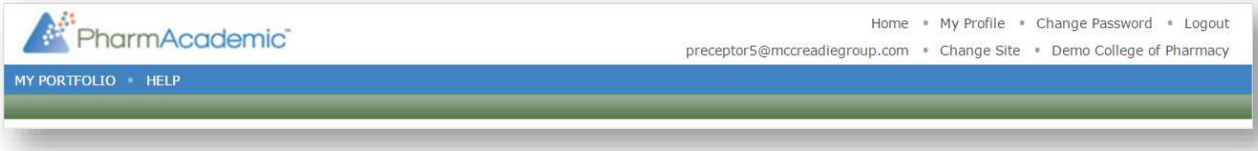


Figure 2: Requesting a New Password

Navigation Links



The following navigation links are available at the top of each page in PharmAcademic:

- **Home** returns the user to the **Home** page. The PharmAcademic logo will also take you to the **Home** page.
- **My Profile** allows you access to the following information:

Account Information – this page allows you add or edit account information, including email, address, and photo. Students have access to the preceptor's name, email, and phone number when the preceptor is scheduled with the student, but not during the rotation ranking process.

Licenses, Immunizations, Biographies, CV/Resume – these pages allow for adding and updating of licenses, immunizations, biography statements and CV/Resumes.

Communication History – this page displays a list of email messages that were sent to you via PharmAcademic. Click on the subject of the email message to view.

Assessments – this page includes any individual assessments where you are the subject of the assessment and the college of pharmacy has allowed you to view. It also includes all blinded summaries of student assessments created by the college of pharmacy.

Please see the document, "Updating Profile Information" on the PharmAcademic **Help** page for further details and instructions.

- **Change Password** allows you to change your password:
  1. Log in to PharmAcademic.
  2. Select the **Change Password** link on your **Hom**e page.
  3. Type in your **Current Password.**
  4. Enter the new password in the **New Password** and **Confirm New Password** fields. *Passwords must be at least seven characters long, and contain one character that is not a letter or number.*
  5. Click the **Change Password** button.
- **Change Site** allows you to navigate to other site(s) to which you are associated (college of pharmacy or residency program).
- **My Portfolio** allows you to access your electronic portfolio.
- **Help** displays PharmAcademic documentation specifically for preceptors.

Home Page Overview

The top half of the PharmAcademic Home page contains information for you from all the colleges of pharmacies and residency programs to which you are associated. The **Global Task List** displays all current evaluations that require your completion/cosign for all your sites. **The My Schedule** tab displays your schedule inclusive of all your sites.

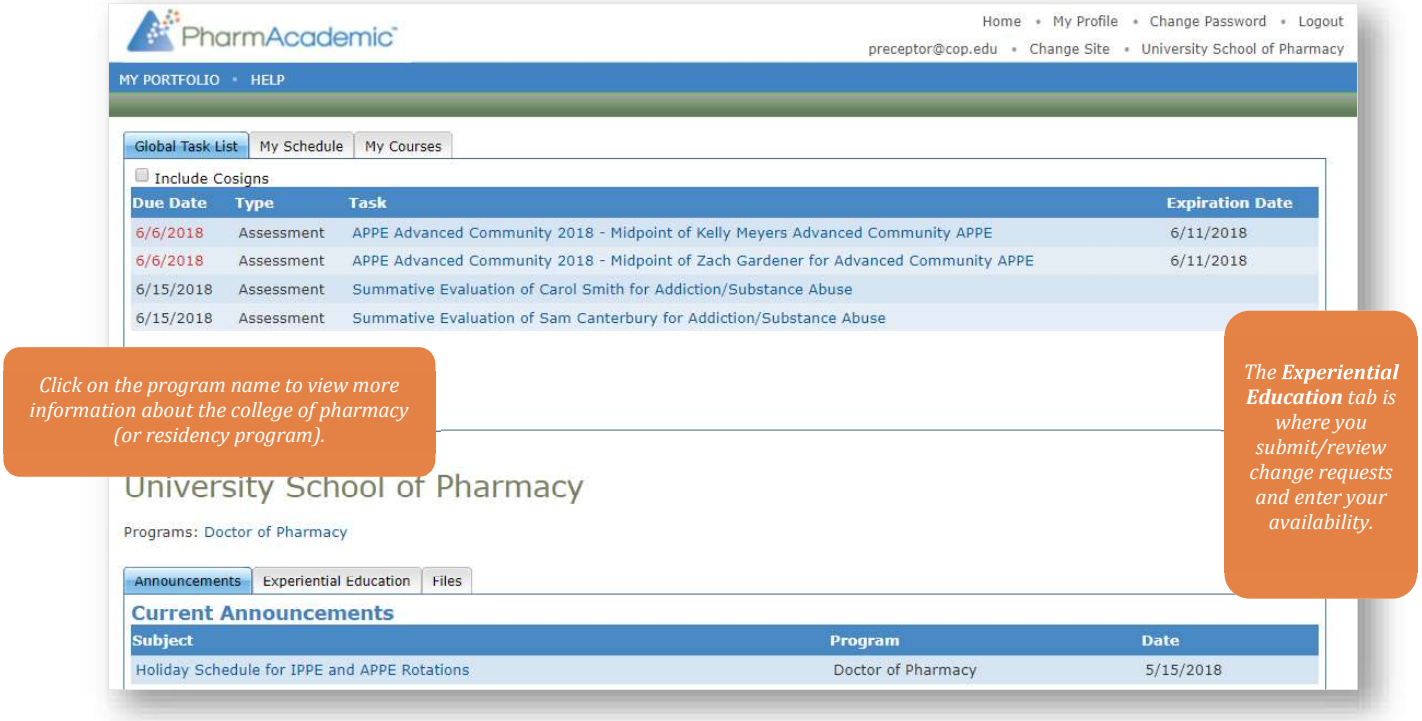


Figure 3: PharmAcademic Home Page

The bottom half is of the PharmAcademic Home page is site-specific (limited to the site you selected at login).

Program Information

By clicking on the program, preceptors can view the following information about the college of pharmacy:

- Program Details (mission, vision, and values)
- Curricular Sets
- Courses
- Faculty and Staff

Announcements and Files

Announcements and files added by your college of pharmacy are available on the **Home** page.

Announcements

Announcements are displayed with the subject of the announcement, the name of the program, and the date the announcement was posted. Click on the subject of the announcement to view the message in its entirety.

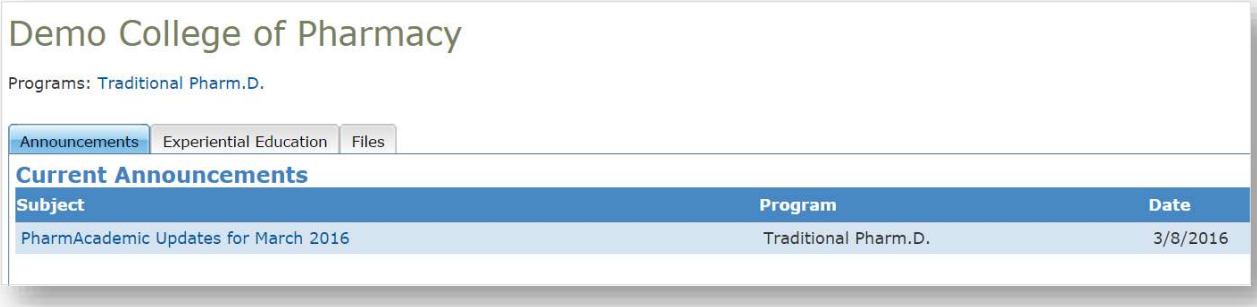


Figure 4: Announcements Tab

Files

The Files tab contains downloadable files added by the college of pharmacy. Each file is listed with the file name, any comments added by the college of pharmacy, and the file size. Click on the name of the file to view/download.

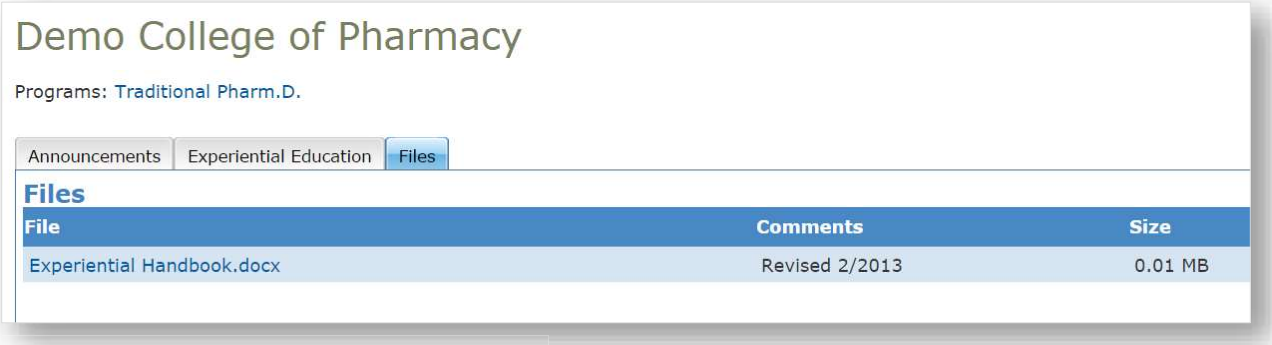


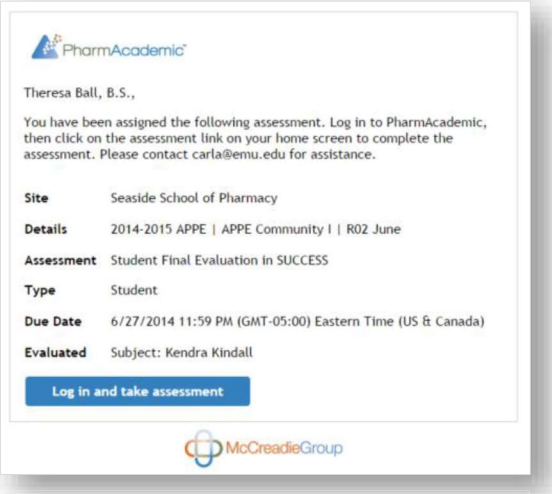
Figure 5: Files Tab

Global Task List - Assessments

Email Notifications

When an assessment is available in PharmAcademic, you will receive an email notification from McCreadie Group Support similar to the one on the right. Click on the link included in the email. You will be directed to PharmAcademic and prompted to log in before beginning the assessment.

You may also receive an email reminder if an assessment is not completed by the due date. These reminders are sent by the experiential office via PharmAcademic.


PharmAcademic

Theresa Ball, B.S.,

You have been assigned the following assessment. Log in to PharmAcademic, then click on the assessment link on your home screen to complete the assessment. Please contact carla@emu.edu for assistance.

Site	Seaside School of Pharmacy
Details	2014-2015 APPE | APPE Community I | R02 June
Assessment	Student Final Evaluation in SUCCESS
Type	Student
Due Date	6/27/2014 11:59 PM (GMT-05:00) Eastern Time (US & Canada)
Evaluated	Subject: Kendra Kindall

Log in and take assessment

McCreadieGroup

Figure 6: Assessment Notification Email

Accessing the Assessment

Assessments are listed on the **Global Task List** on the PharmAcademic **Home** page. The "Global Task List" displays all assessments that require completion/cosign by the user for all sites associated with the user. Click "Include Cosigns" to view assessments that require your co-signature. Assessments will be listed with due date, the name of the assessment, and the expiration date.

Assessments will be removed from the list when completed or when the expiration date has passed.

To complete an assessment, click on the name of the assessment in the 'Task' column. *Note: You can also complete an assessment on the My Schedule Details page (My Schedule > select rotation).*

Navigating the Assessment

The blue box at the top of the assessment will list: the name of the student being evaluated, the name of the assessment, the name of the evaluator, the delivery date, and the due date.

If the assessments has several sections, select the **Next** button to go to the next part of the assessment. You may also use the pull-down menu to navigate from page to page.

Submitting the Assessment

Each answer is saved as you complete it. For lengthy text responses, PharmAcademic will automatically save your answer every 30 seconds. Questions marked with an asterisk are required. If you do not answer a required question, you will be prompted to complete it before you can submit the assessment. If you would like to finish the assessment at a later time, select the **Home** button, and the assessment will remain on your **Global Task List** tab. When you have completed the assessment, click on the **Submit** button.

Submitted assessments can be viewed on My Schedule > select the appropriate rotation/course.

Cosignatures

When an assessment requires your cosignature, it will be available on your **Global Task List** with "Cosign Request" before the name of the assessment. It will open as a single-page, view-only document. Additional instructions may be provided by the experiential office at the bottom of the page. Enter comments and select **Cosign** (saves the cosign comments and date) or **Cancel** (cancels without saving the cosign comments or date).

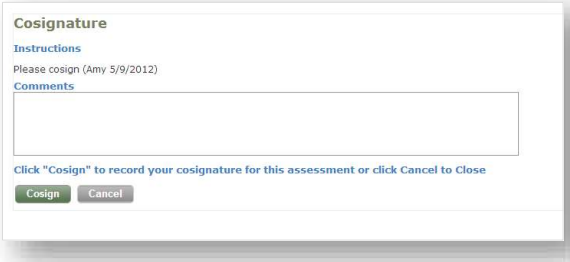


Figure 7: Cosignature

If you enter comments, an email notification will be sent to the student with your comments.

Preceptor Assessments

The **Assessments** on **My Profile** includes any single assessments that the college has allowed you to view where you are the subject of the assessment. It also includes blinded assessment summaries created and released by the college of pharmacy.

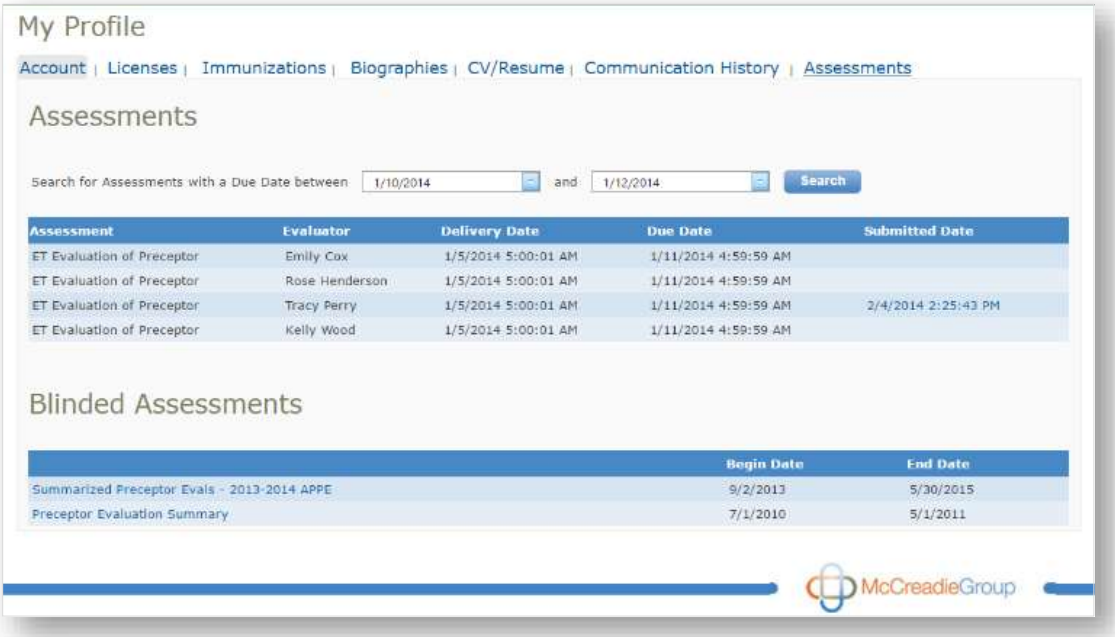


Figure 8: Assessments

Global Task List: Reviewing an Assignment

Accessing the Assignment

You will receive an email notification when an assignment is available to you for review on your PharmAcademic Home page.

To access the assignment:

1. Log in to PharmAcademic and go to your Global Task List.
2. Click on the name of the assignment in the "Task" column.

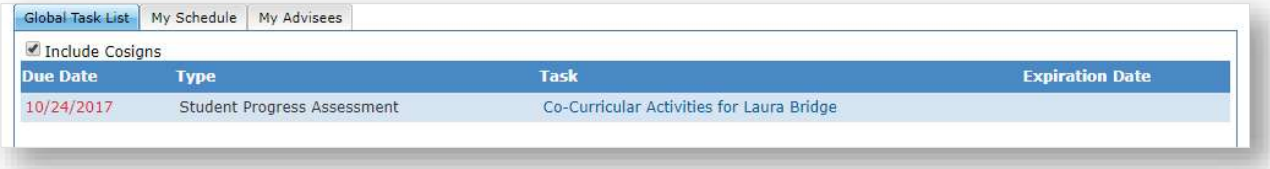


Figure 9: PharmAcademic Task List

Viewing the Assignment Information

In the blue box at the top of the page, you can find general information about the overall assignment, including the **due date** and **instructions.**

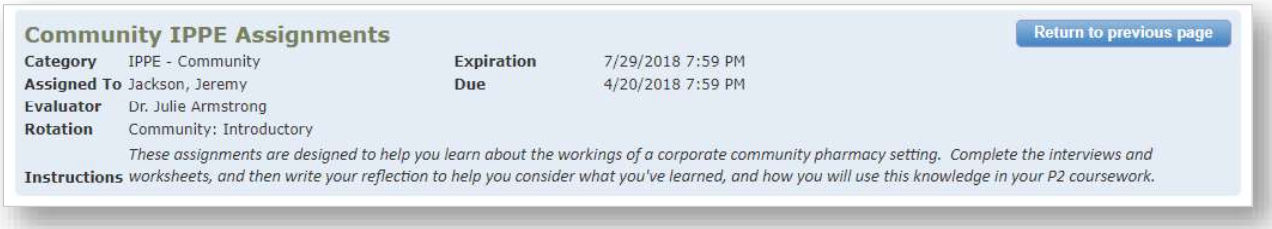


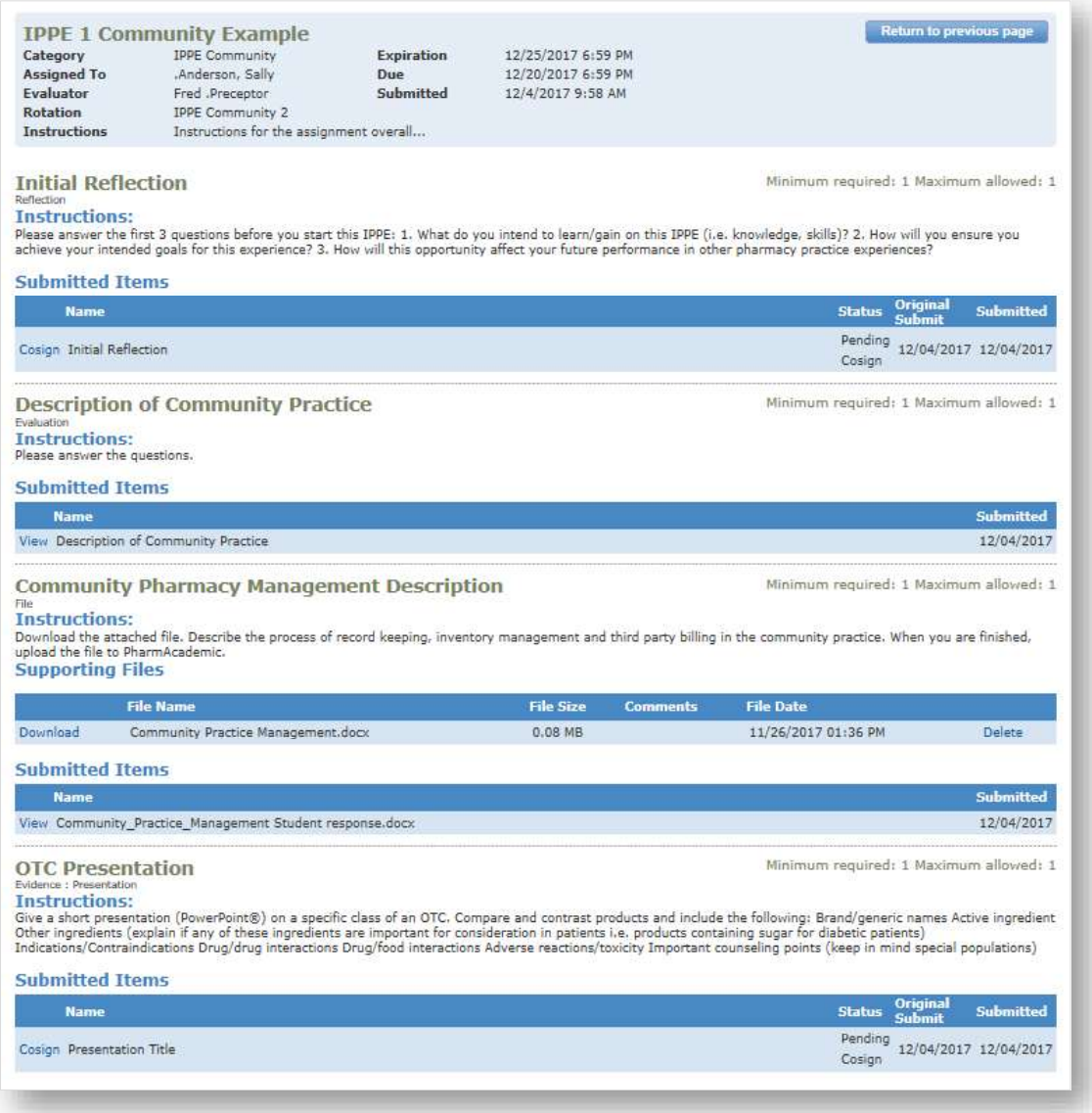
Figure 10: Viewing the Overall Assignment Information

Viewing Individual Assignment Items

Each assignment has one or more "Assignment Items." Each assignment item has a title, **instructions**, and **supporting files** for you to download and view. You can also see how many items the student was asked to submit in the **Minimum Required** and **Maximum Allowed** fields.

To view the completed assignment item, click on the **Cosign** or **View** link on the "Submitted Items" table.

When you view the submitted item, you can view the information added by the student as well as the educational objectives that were associated with the assignment.



IPPE 1 Community Example

Return to previous page

Category	IPPE Community	**Expiration**	12/25/2017 6:59 PM
Assigned To	.Anderson, Sally	**Due**	12/20/2017 6:59 PM
Evaluator	Fred .Preceptor	**Submitted**	12/4/2017 9:58 AM
Rotation	IPPE Community 2		
Instructions	Instructions for the assignment overall...		

Initial Reflection — Minimum required: 1 Maximum allowed: 1

Reflection

Instructions:

Please answer the first 3 questions before you start this IPPE: 1. What do you intend to learn/gain on this IPPE (i.e. knowledge, skills)? 2. How will you ensure you achieve your intended goals for this experience? 3. How will this opportunity affect your future performance in other pharmacy practice experiences?

Submitted Items

Name	Status	Original Submit	Submitted
Cosign Initial Reflection	Pending Cosign	12/04/2017	12/04/2017

Description of Community Practice — Minimum required: 1 Maximum allowed: 1

Evaluation

Instructions:

Please answer the questions.

Submitted Items

Name	Submitted
View Description of Community Practice	12/04/2017

Community Pharmacy Management Description — Minimum required: 1 Maximum allowed: 1

File

Instructions:

Download the attached file. Describe the process of record keeping, inventory management and third party billing in the community practice. When you are finished, upload the file to PharmAcademic.

Supporting Files

	File Name	File Size	Comments	File Date	
Download	Community Practice Management.docx	0.08 MB		11/26/2017 01:36 PM	Delete

Submitted Items

Name	Submitted
View Community_Practice_Management Student response.docx	12/04/2017

OTC Presentation — Minimum required: 1 Maximum allowed: 1

Evidence : Presentation

Instructions:

Give a short presentation (PowerPoint®) on a specific class of an OTC. Compare and contrast products and include the following: Brand/generic names Active ingredient Other ingredients (explain if any of these ingredients are important for consideration in patients i.e. products containing sugar for diabetic patients) Indications/Contraindications Drug/drug interactions Drug/food interactions Adverse reactions/toxicity Important counseling points (keep in mind special populations)

Submitted Items

Name	Status	Original Submit	Submitted
Cosign Presentation Title	Pending Cosign	12/04/2017	12/04/2017

Figure 11: Viewing the Assignment Items

Completing the Review with a Cosign or Evaluation of the Assignment

Colleges of Pharmacies can request that reviewers do one of the following:

- Review the assignment (no response necessary)
- Cosign the assignment
- Complete an evaluation

Furthermore, these review tasks can be required for each individual assignment item and/or for the assignment as whole.

When you review the assignment, you have the option to complete the review task or send the item back for edit to the student.

To send back for edit:

1. If the learning artifact does not meet the requirements, click on **Send back for edit** to send the item back to the student who can then make the recommended changes.
2. Enter instructions and feedback regarding the reason for sending the item back for edit.
3. Click on **Send Back for Edit** button.
4. The artifact will be "un-submitted" and will reappear on the student's task list.

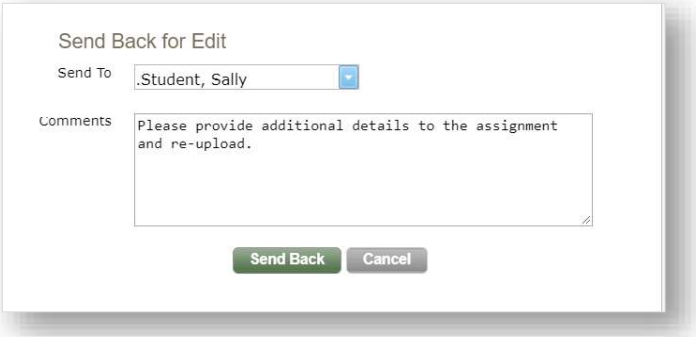


Figure 12: Send Back for Edit

To cosign:

1. Click on **Cosign** button to open the pop-up box.
2. Enter **Comments**.
3. Click the **Cosign** button.

Figure 13: Cosigning an Assignment

To complete the evaluation:

1. Click **Evaluate** to open the evaluation.
2. Complete the evaluation.
3. Click **Submit**.

   *Note: Please note that if there are multiple pages to the evaluation, you will need to click the **Next** button or select the next page from the drop-down box to access all the questions.*

My Schedule

My Schedule Tab

The My Schedule tab displays your schedule inclusive of all your sites. Click on the **Export to Excel** link to download a copy of your schedule.

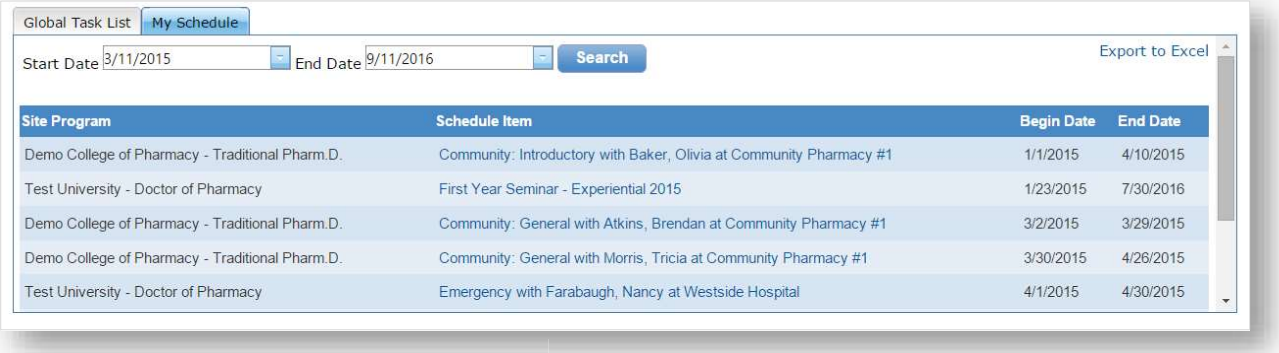


Figure 14: My Schedule

Course/Rotation Information and Assessments

To access details about a rotation or course, click on the name of the rotation/course in the "Schedule Item" column. The details page allows you to view information specific to the rotation/course, allows you to complete, cosign and view assessments, and, if permitted by the college of pharmacy, you can also access the student's portfolio via this page.

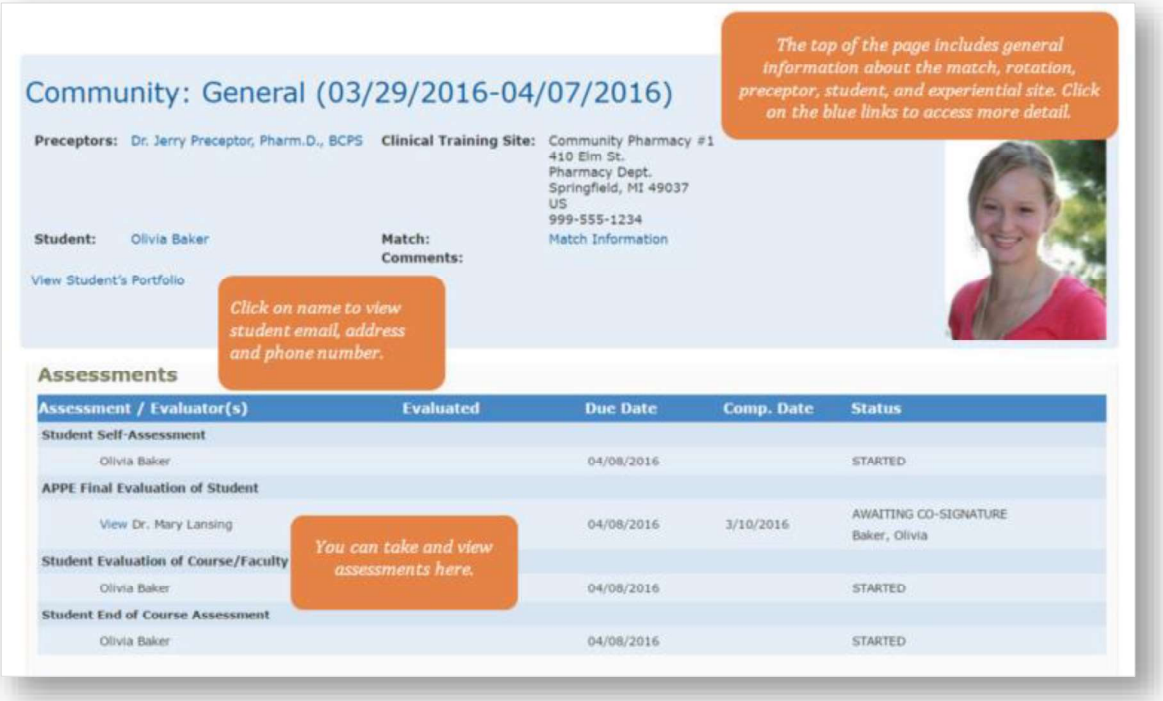


Figure 15: My Schedule Details

Student Feedback

Preceptors can enter feedback for students. Once feedback is entered, an email will be sent to the student and he/she will be able to view the feedback on their home page.

To add student feedback:

1. On My Schedule, click on the student's Portfolio link, and then select the College of Pharmacy.
2. Click the "Student Feedback" button.
3. Select the **Type** of feedback:
   - "Documentation of Verbal Feedback"
   - "Written Feedback"
   - "Generate a Formative Assessment"
4. Attach a file (optional). Click on **Choose File,** select the appropriate file from your file manager, and click the **Upload** button.
5. Enter a description or a message in the textbox. (Required)
6. Click the **Next** button.
7. Map your feedback: Click on the plus sign to expand a section for mapping, select the applicable items, and save.
8. Click the **Close** button.

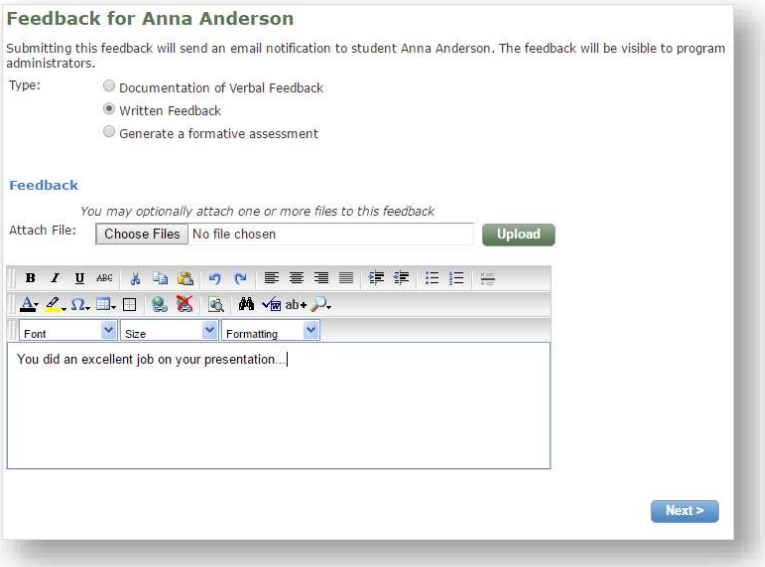


Figure 16: Student Feedback

Confidential Documentation

Preceptors can add confidential documentation regarding an individual student using the **Confidential Documentation** button. After adding confidential documentation, designated staff at the college of pharmacy will be notified and will be able to access the information (the college of pharmacy will select which faculty and staff members can access confidential documentation). The student will not be notified nor have access to the confidential documentation.

To add confidential documentation:

1. On My Schedule, click on the student's Portfolio link, and then select the College of Pharmacy.
2. Click the **Confidential Documentation** button.
3. Select a pre-existing document to upload (optional) and enter your comments in the text box.
4. Click **Next**.
5. (Optional) Map your comments: Click on the plus sign to expand a section for mapping, select the applicable items, and save.
6. Click the **Close** button.

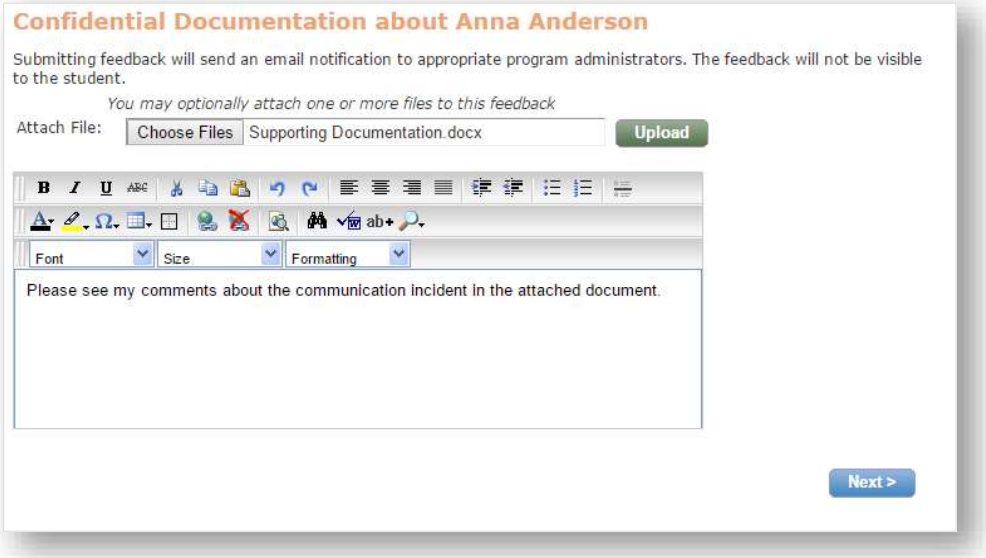


Figure 17: Confidential Documentation

Artifacts of Learning Associated with the Course/Rotation

The schedule details page also displays any artifacts of learning (activities, evidence, reflections) that the student has added to PharmAcademic and mapped to the rotation/course. (Information previously entered by the student in PharmPortfolio will also be listed on this page.) Click on the title of the artifact of learning to view (only the student can edit or delete this information).

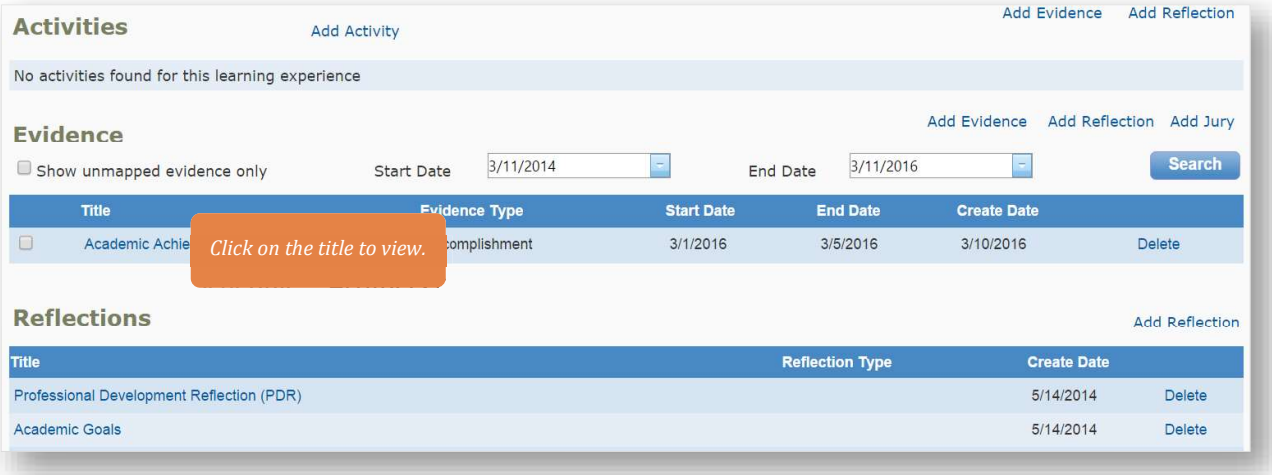


Figure 18: My Schedule – Student Artifacts of Learning

Site and Rotation Details

The bottom of the page includes any details added by the college of pharmacy about the experiential site and rotation, including any files. Click on the file name to view/download.

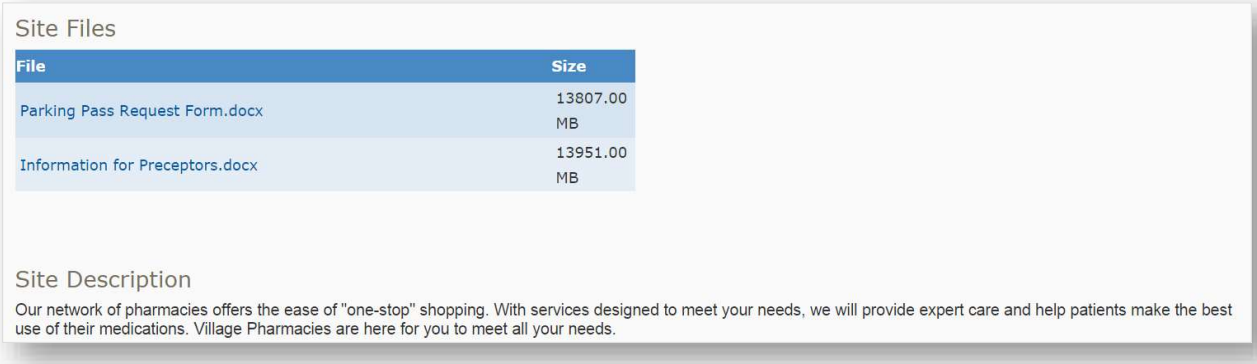


Figure 19: My Schedule – Site/Rotation Details

My Courses: Preceptor Access to Rotations

Preceptors can view their rotations on the **My Courses** tab of the **Home** page. Click the **View** link to access specific rotation information.

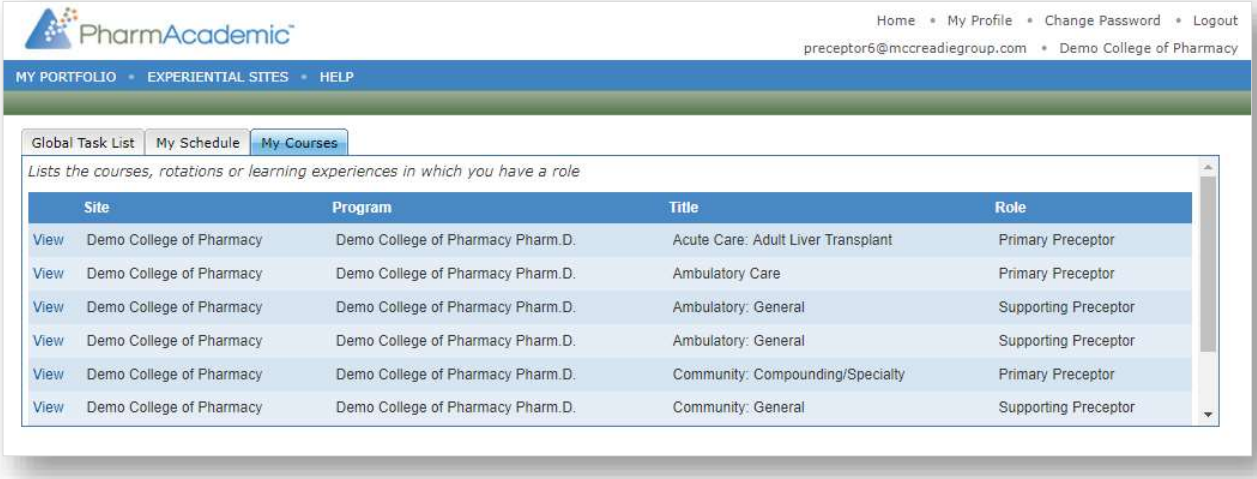


Figure 20: My Courses

Viewing Rotation Information

Click the **View** link to view the following information:

- Overview (General Description and Expectations of Learners)
- Educational Objectives
- Learning Activities
- Preceptors

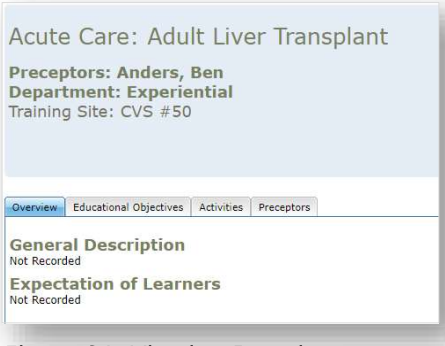


Figure 21: Viewing Rotations

Adding and Editing Rotation Information

If allowed by your college of pharmacy, primary preceptors can edit rotation information.

To add/edit rotation information, click the **Edit Rotation** button, select the appropriate tab, enter the information, and save.

Figure 22: Edit Rotation

Overview

On the **Overview** tab, you can edit the **General Description** and **Expectations of Learners**.

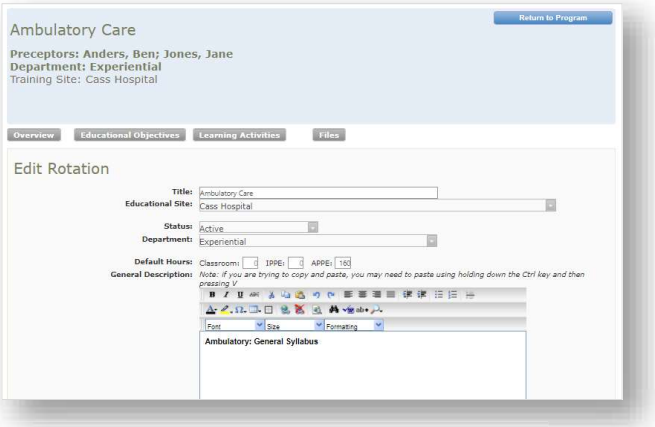


Figure 23: Editing Overview Information

Educational Objectives

On the **Educational Objectives** tab, you can select which objectives will be mapped to the rotation.

To map:

1. **Select Curricular Set** in the drop-down box.
2. Select the **T** next to an objective if it will be taught in the rotation and/or select **TE** if the objective will be taught and evaluated.
3. Select the **Competency Level** for each objective in the drop-down box.
4. Click the **Save** button.
5. Select the next curricular set and continue the process until you have selected from each curricular set the objectives you want mapped to the rotation.

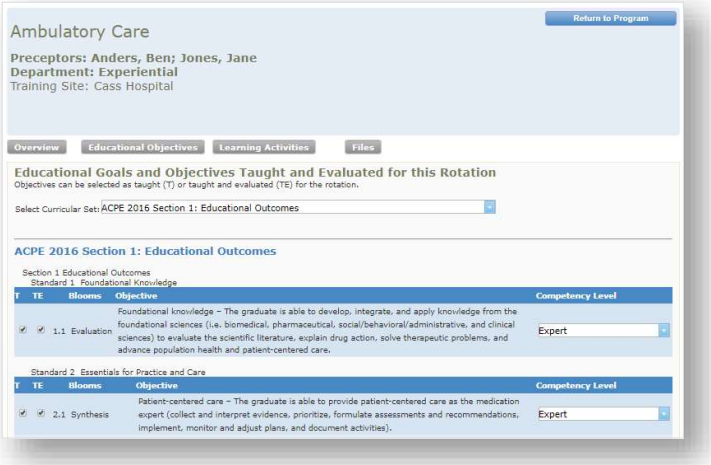


Figure 24: Selecting Educational Outcomes

Learning Activities

The **Learning Activities** tab allows you to add activities that the student will complete during the rotation and map those activities to a learning objective.

To add a learning activity:

1. Click the **Add New** link.
2. Enter the activity in the **Activity Description** text box.
3. Select the objective(s).
4. Determine if you want the new activity to apply to students who are currently assigned the rotation.
5. Click the **Save** button.
   *Note: Once an activity is added, click the **Edit** link to make updates.*

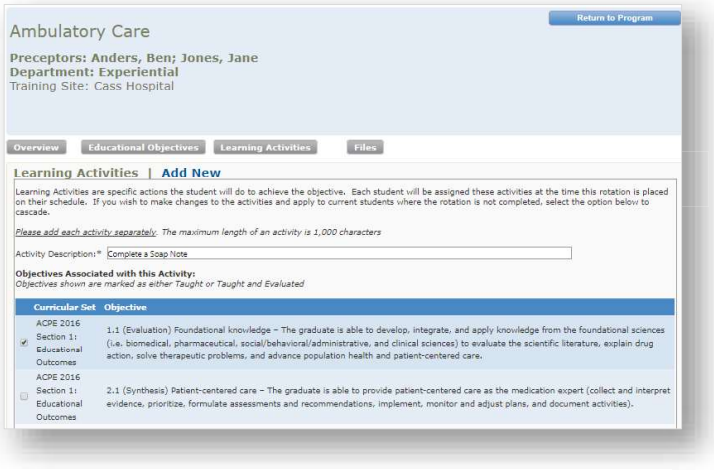


Figure 25: Adding Learning Activities

Rotation Files

Add supporting files to the rotation. To add, click the **Choose File** button, select the file from your file manager, and click the **Upload** button.

Figure 26: Adding Rotation Files

Experiential Education – Change Request

The **Experiential Education** tab allows you to view your matches, submit/review a change request, and enter your rankings and preferences.

Figure 27: Experiential Education

To submit a change request:

1. Click on the **Submit/Review a Change Request** link next to the appropriate match.
2. Enter your request in the text box.
3. Click the **Save** button.

*Note: Previous requests will also be displayed when you click the **Submit/Review a Change Request** link.*

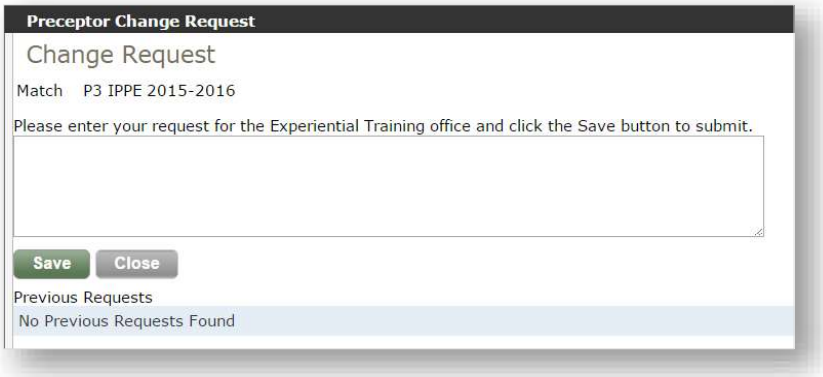


Figure 28: Preceptor Change Request

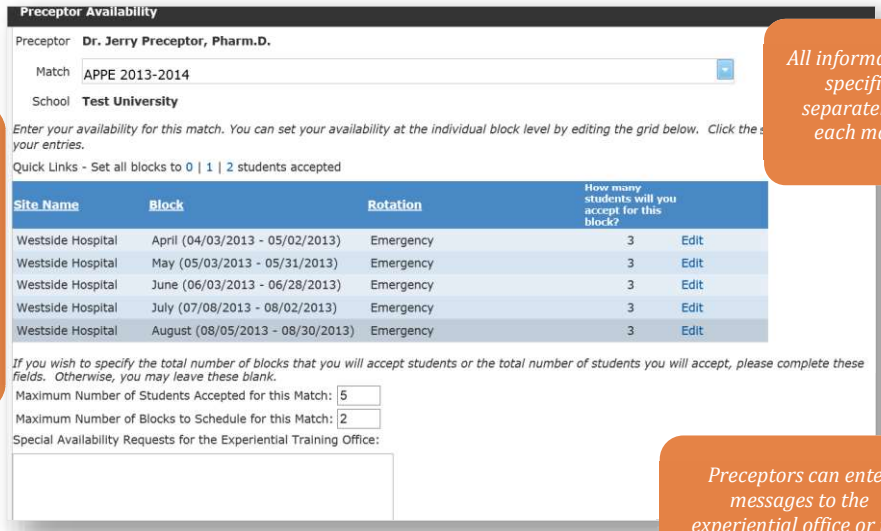
Experiential Education - Preceptor Availability

To enter your availability, click on the **Preceptor Availability** link next to the appropriate match on the **Experiential Education** tab. The availability for each match can either be viewed or edited, depending upon settings controlled by the experiential office

Instructions for Entering Availability

1. Log in to PharmAcademic and select the **Experiential Education** tab. Click on **Preceptor Availability** link.
2. Verify that the correct **Match** is selected in the drop-down box.
3. Enter the availability for all blocks or individual blocks.
   - All blocks – Use "Quick Links" to set all blocks to the number of students accepted.
   - Individual blocks – Select **Edit** next to the appropriate block. Enter a number in "How many students will you accept for this block?" Click on **Update**.
4. If you wish to further limit availability, enter numbers in the following fields:
   - **Maximum Number of Students Accepted for this Match** (the sum of students in all blocks)
   - **Maximum Number of Blocks to Schedule for this Match**

   Note: Please see examples on the following page.
5. Enter messages to the experiential office, if desired, in the "Special Availability Requests for the Experiential Training Office" text box.
6. Click the **Save** button.



In this example, Dr. Jerry Preceptor will be scheduled by the match engine for no more than5 total students during 2 blocks and cannot be scheduled for more than 3 students for each block.

All information is specified separately for each mach.

Preceptors can enter messages to the experiential office or the experiential office can note additional information.

Figure 29: Preceptor Availability Screen

Examples for Limiting Availability

Site Name	Block	Rotation	How many students will you accept for this block?	
Westside Hospital	April (04/03/2013 - 05/02/2013)	Emergency	2	Edit
Westside Hospital	May (05/03/2013 - 05/31/2013)	Emergency	2	Edit
Westside Hospital	June (06/03/2013 - 06/28/2013)	Emergency	2	Edit
Westside Hospital	July (07/08/2013 - 08/02/2013)	Emergency	2	Edit
Westside Hospital	August (08/05/2013 - 08/30/2013)	Emergency	2	Edit

If you wish to specify the total number of blocks that you will accept students or the total number of students you will accept, please complete these fields. Otherwise, you may leave these blank.

Maximum Number of Students Accepted for this Match:

Maximum Number of Blocks to Schedule for this Match:

Figure 30: Preceptor Availability Screen Example

In this example, the match engine will not schedule the preceptor for more than 2 students for each block, but can schedule all 5 blocks with a possible of 10 students total.

Site Name	Block	Rotation	How many students will you accept for this block?	
Westside Hospital	April (04/03/2013 - 05/02/2013)	Emergency	2	Edit
Westside Hospital	May (05/03/2013 - 05/31/2013)	Emergency	2	Edit
Westside Hospital	June (06/03/2013 - 06/28/2013)	Emergency	2	Edit
Westside Hospital	July (07/08/2013 - 08/02/2013)	Emergency	2	Edit
Westside Hospital	August (08/05/2013 - 08/30/2013)	Emergency	2	Edit

If you wish to specify the total number of blocks that you will accept students or the total number of students you will accept, please complete these fields. Otherwise, you may leave these blank.

Maximum Number of Students Accepted for this Match: 2

Maximum Number of Blocks to Schedule for this Match:

Figure 31: Preceptor Availability Screen Example

In this example, the match engine will not schedule the preceptor for more than 2 students for each block, and can only schedule 2 students for the duration of the match. Either 1 student can be scheduled in two blocks or 2 students can be scheduled in a single block.

Site Name	Block	Rotation	How many students will you accept for this block?	
Westside Hospital	April (04/03/2013 - 05/02/2013)	Emergency	2	Edit
Westside Hospital	May (05/03/2013 - 05/31/2013)	Emergency	0	Edit
Westside Hospital	June (06/03/2013 - 06/28/2013)	Emergency	0	Edit
Westside Hospital	July (07/08/2013 - 08/02/2013)	Emergency	0	Edit
Westside Hospital	August (08/05/2013 - 08/30/2013)	Emergency	2	Edit

If you wish to specify the total number of blocks that you will accept students or the total number of students you will accept, please complete these fields. Otherwise, you may leave these blank.

Maximum Number of Students Accepted for this Match: 10

Maximum Number of Blocks to Schedule for this Match:

Figure 32: Preceptor Availability Screen Example

In this example, the match engine will not schedule the preceptor for more than 2 students for April and August and 0 students for May, June, and July. The Maximum Number of 10 students will not limit the number of students scheduled because the total of students per block is less than 10.

Site Name	Block	Rotation	How many students will you accept for this block?	
Westside Hospital	April (04/03/2013 - 05/02/2013)	Emergency	2	Edit
Westside Hospital	May (05/03/2013 - 05/31/2013)	Emergency	2	Edit
Westside Hospital	June (06/03/2013 - 06/28/2013)	Emergency	2	Edit
Westside Hospital	July (07/08/2013 - 08/02/2013)	Emergency	2	Edit
Westside Hospital	August (08/05/2013 - 08/30/2013)	Emergency	2	Edit

If you wish to specify the total number of blocks that you will accept students or the total number of students you will accept, please complete these fields. Otherwise, you may leave these blank.

Maximum Number of Students Accepted for this Match:

Maximum Number of Blocks to Schedule for this Match: 1

Figure 33: Preceptor Availability Screen Example

In this example, the match engine will not schedule the preceptor for more than 2 students for each block, and can only schedule 1 block, so only 2 students can be scheduled for the duration of the match, and they must be scheduled in the same block.

Communicating Via PharmAcademic

Receiving Communications

Email

You will receive email messages from the college of pharmacy experiential office via PharmAcademic. The emails will be sent from McCreadie Group Support. If you are not receiving email:

- Check your Spam/Junk folder in your email to see if the email message was sent to this folder. If so, please designate McCreadie Group Support as Not Spam/Junk.
- Contact the college of pharmacy to verify email address has been entered correctly.

Preceptors may receive the following email messages via PharmAcademic:

- Welcome to PharmAcademic with password information
- Email or Password change information
- Assessment notifications and Assessment reminders
- Requests for co-signatures
- Requests for availability
- Experiential education schedule and updates to schedules
- Messages written by the experiential office

Note: When you receive an email sent from the experiential office via PharmAcademic, do not use the Reply function to send a message to the experiential office (it may be sent to McCreadie Group). You should use the Forward function and enter the email address of your contact at the college of pharmacy. This email address is often provided in the original email.

Announcements and Files

The experiential office can communicate information using the preceptor's **Home** page. The first tab, **Announcements**, contains announcements created by the experiential education office for preceptors. The **Files** tab displays a table of downloadable files provided by the experiential education office

Sending a Communication

Communicating Your Availability with the Experiential Office

Use the "Experiential Education" tab to communicate your availability with the experiential office. In addition to indicating your availability, you can also enter messages to the experiential office using the "Submit/Review a Change Request" function.

Communicating with Students

Preceptors can obtain student's (on their schedule) email and phone numbers on the **My Schedule** page by clicking on the student's name (My Schedule > select course/rotation).

Asking Questions about PharmAcademic

For PharmAcademic support, please send an email to the McCreadie Group at support@mccreadiegroup.com.