WVU School of Pharamcy
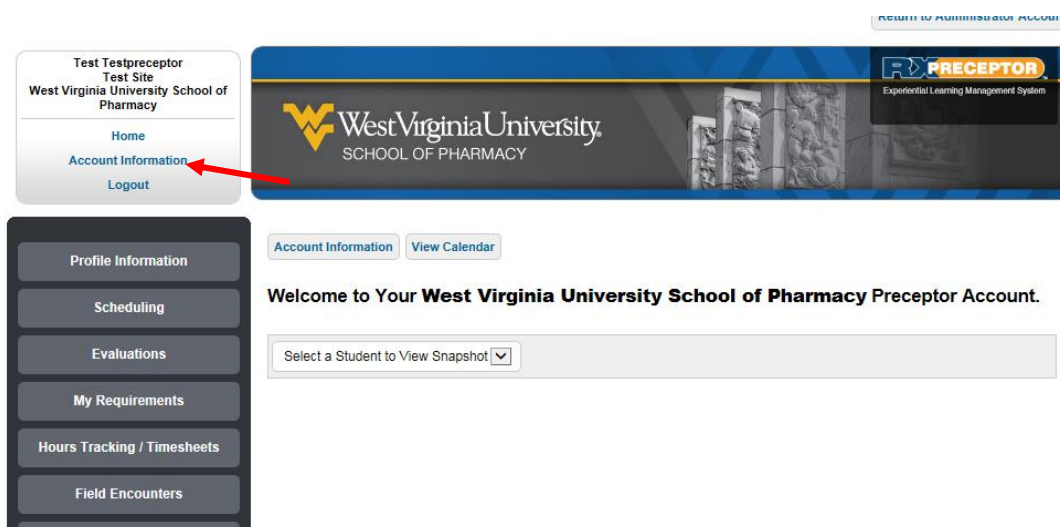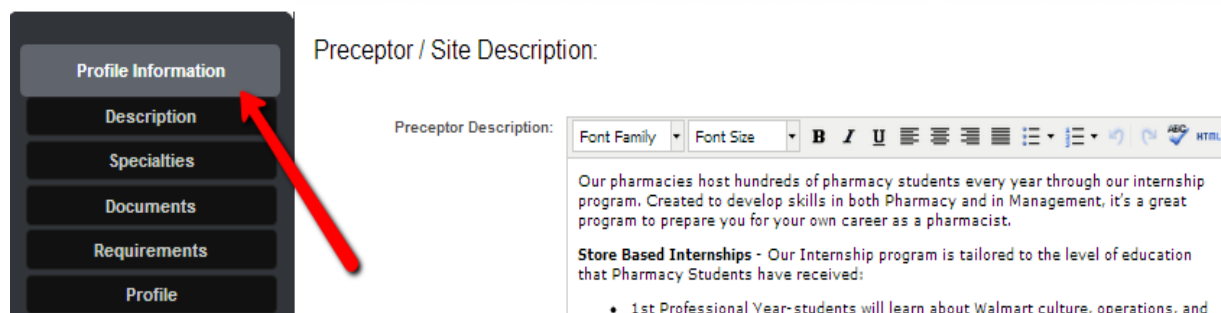
Preceptor User Guide

Setting up your account

- Expect an account activation email with your initial username and password from **support@rxinsider.com**
  - You may want to add this email to your trusted email sources
  - Check your spam folder to ensure that this email was not flagged as spam

- Login: https://www.academicsuiterx.com/experiential_login.php

- Once you have logged in you may edit your username, password and contact information by clicking on **Account Information**. Please note your secondary (home) address and cell phone numbers will not be viewable by students.

Adding Preceptor/ Site Details

- You can add your specialties, upload rotation specific documents, specify your student requirements and add a description of yourself, your site, the rotation you offer etc. under "Profile Information"
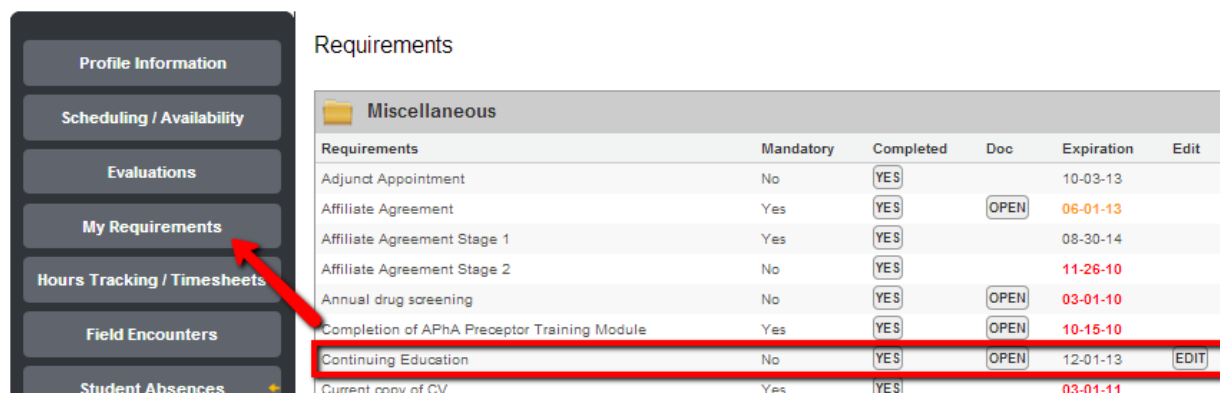
Preceptor / Site Description:

- If you click on the **Description** you will find a text box where you can add details about your site.
- If you click on **Speciaitie**s you will find a list of check boxes where you can indicate areas of specialization. These specialities are controlled by OEL and use standardized language. If you are interested in adding any speciality information for students to view please contact us.
- If you click on **Documents** you will find the area where you can upload updated syllabi or other information. If you make any updates to your syllabus please send them to the OEL for review prior to posting. We are happy to post them for you. If you are an APPE preceptor and have turned in your syllabus a copy should already be uploaded to the site. If you click on the blue OPEN button you should be able to view your syllabus.
- If you click on the **Profile** button you will be ale to see your profile as viewable to the students. Your profile includes your available rotations for the 2015-16 academic year.

Requirements

All preceptors must complete specific requirements to precept WVU SoP students. Presently we request a copy of your CV or resume, proof of compelted preceptor development CE, and if you are an APPE preceptor a copy of your rotation syllabus.

Viewing your requirements:

- You may view requirements that are needed by the school under "My Requirements"
- You may edit any requirements that the school has opened up to you to modify by clicking on the icon next to the appropriate requirement
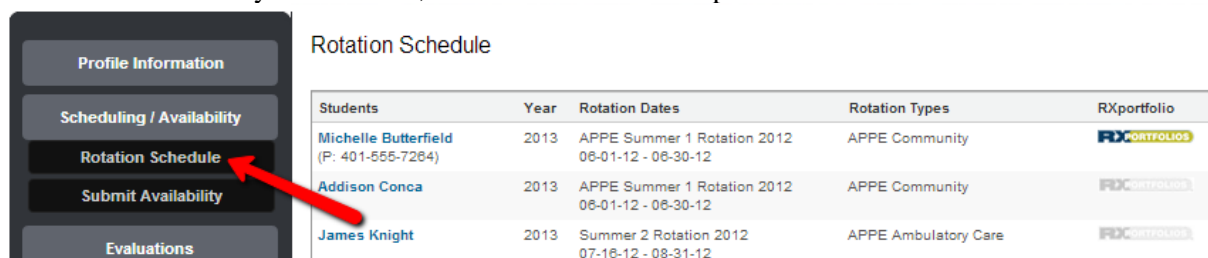

Viewing your schedule

- Click on the **Scheduling** button and the **Rotation Schedule** button to view your schedule of students. Please note the schedule for the next academic year may not have been released and you may receive a message saying the student schedule is closed for viewing.
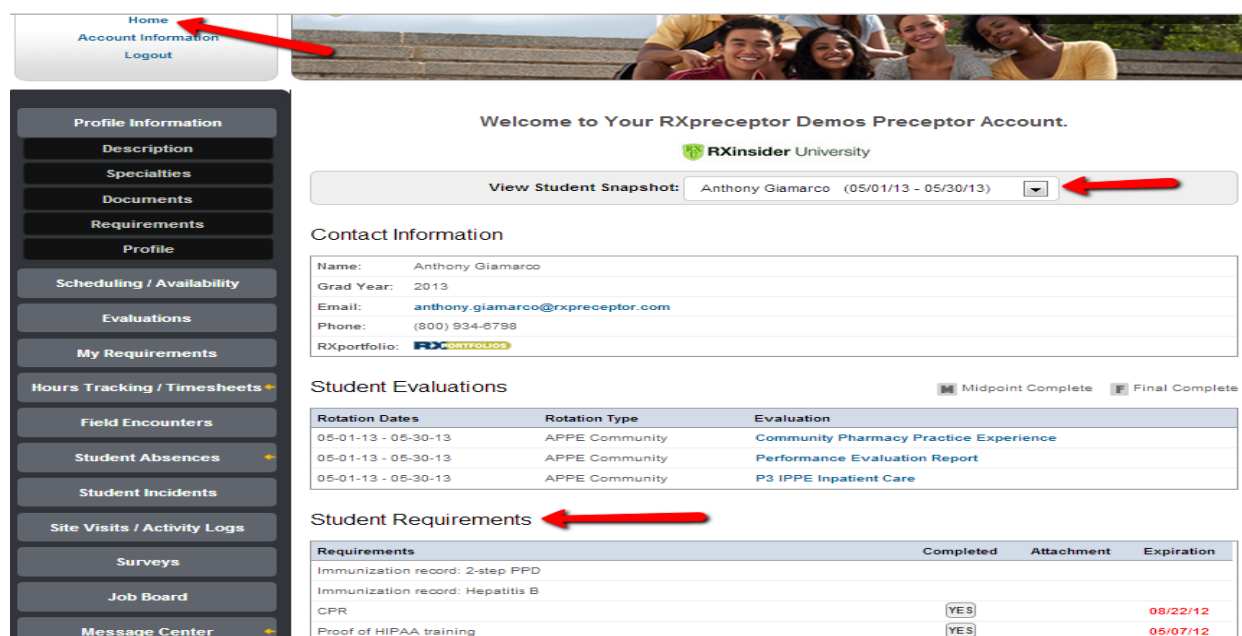- From this tab you can email, obtain the student's telephone number.

Viewing your students' requirements

Students are currently required to turn in copies of their CPR and First Aid cards. In the coming year, 4th year students will also be required to submit a Sterile Product Certification.

- You may view your student's requirements by selecting a student to view from the **home** page.
- When you select a student from the drop down list of students you will be able to view the student's contact information, previous evaluations and the requirements they have submitted in their snapshot/ profile.

Student Hours

APPE students will be tracking their hours in RXPreceptor. Preceptors will now have the ability to review and confirm or deny hours entered by students. This is not required and preceptors can choose to ignore this feature. If you choose to review, confirm or deny hours please see the following instructions.

- You may confirm or deny all hours that your student submits
- Simply click confirm or deny add any notes and click update
- Any denied hours will be sent back to the student to edit

Student Absences

- If students submit absences through RXPreceptor you may approve or deny them.
- You may also initiate and send an absence alert to the OEL if your student was out and did not report it on their time log.

Student Evaluations

- You may complete evaluations of your students by clicking **Evaluation of Student** and submitting your form electronically
- You may save your evaluation in draft mode or submit it when you have completed the form.

Preceptor Evaluations

- You may view evaluations completed by your students about you and your site as well as student self-evaluations when your school opens them for viewing. An announcement will be sent from the OEL when evaluations are open for viewing.

Field Encounters

Field Encounters is the section where APPE students will upload their rotation coursework. Preceptors will be able to access and review coursework assignments.

- You may view assignments by clicking on the **Field Encounters** button and then on the **student's name**.
- You can then Quick Confirm- which allows you to confirm all entries at once or review each submission individually. Preceptors are not required to confirm field encounter entries.

Student Incidents

This section is <u>confidential</u> (i.e. students will not have access to this information). You can use this feature to report any incidents involving a rotation student. Incidents can include anything you feel the school should be aware of including any concerning or problematic behavior (e.g. cell phone usage, tardiness) or work related accidents (e.g. needle sticks). The OEL will receive notice of all incidents added to the system and will follow up with the preceptors in situations as necessary.

- Click on **Student Incidents** then **Record New Incident**.
- Enter the date, student name, add any comments and or upload a document.
- Click on **Submit Incident** to record information.

Message Center

Read any email messages that have been sent to you from the OEL in the *Message Center*

- Click on **Message Center** and open individual messages as needed by clicking VIEW.

Document Library

The Document Library holds all of the coursework assignments students will need to complete throughout their APPE rotations.

- To view their assignment click on **Document Library** and then the blue OPEN FILE button to see individual assignments.

Help Center

The Help Center lists contact information for OEL staff able to assist in answering questions about RXPreceptor.

- To see a list of OEL staff available to answer questions and get their contact information click **Help Center**.

| Profile Information |
| Scheduling |
| Evaluations |
| My Requirements |
| Hours Tracking / Timesheets |
| Field Encounters |
| Student Absences |
| Student Incidents |
| Surveys |
| Message Center |
| Document Library |
| Help Center |
| WVU Office of Experiential Learning Website |

Preceptor Help Center

Name	Email	Phone
Carol Shaub	cburrou1@hsc.wvu.edu	304-293-1464
Gina Baugh	gbaugh@hsc.wvu.edu	304-293-1471
Lena Maynor	lmaynor@hsc.wvu.edu	304-293-1457