



WVU School of Pharmacy Student User Guide

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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.corehighered.com/login-elms.php>
- Once you have logged in you may edit your username, password and contact information by clicking on **Account Information**.

Elizabeth TestStudent
West Virginia University School of Pharmacy

Home
Account Information
Logout

West Virginia University
SCHOOL OF PHARMACY

PRECEPTOR
Experiential Learning Management System

Account Information View Calendar

Welcome to Your West Virginia University School of Pharmacy Student Account.

Scheduling
Hours Tracking / Timesheet
Requirements
Field Encounters

Viewing site specific requirements

- From your rotation schedule (see “Viewing your schedule” for more information), click on the site name of your scheduled rotation.

Home

Scheduling

Rotation Schedule

Research Center

Hours Tracking / Timesheet

Requirements

Rotation Schedule

Printable Version

Rotation Dates	Rotation Type	Preceptor / Site	Portfolio
APPE Block 1 16-17 05-16-16 - 06-17-16	Ambulatory Care (General Pharmacy Services)	Jane Testpreceptor TestSite Directions	PDC
APPE Block 5 16-17 10-03-16 - 11-04-16	Advanced Community	Test Testpreceptor Test Site Directions	PDC

- Requirements for the site will appear on the preceptor profile under “Student Requirements”. If there are additional documents that need to be reviewed or completed, those documents will appear under “Attached Description Documents”.
- Read all instructions carefully. You must submit confirmation that all requirements are completed, including the any requested uploads (per requirement instructions), for all scheduled rotations.
- Please note: Your preceptor can see any site specific requirements you submit for his or her site.

- Entries will be confirmed by the OEL or the Office of Student Services, depending on the requirement.

Individual Preceptor
Jane Testpreceptor (Dr.)
 TestSite

Preceptor Degree: Pharm.D.

Contact Information

123 Main Street
 Morgantown, WV

Created: Aug 18, 2014
 Email: jane@myisp.com
 Phone: 304-555-4567
 Cell Phone: 304-555-9628

Attached Description Documents

- TestSite Site Specific Requirements Instructions

Student Requirements

- **Additional Forms for United Hospital Center (under Attached Documents)**
 Completed and send all required forms Heather Simon at 681-342-1885 or e-mail at halhe@uhcwv.org. To confirm completion with the OEL, enter the date completed in the "Completed on" field and submit in RXpreceptor.
- **CPR card**
 Upload copy of CPR card.
- **Certphi Background Check (within 12 months of rotation start date)**
 Students completing rotations in PA must complete the PA child abuse registry check (can be completed through Certphi background check.)
- **First Aid card**
 Upload copy of First Aid card.
- **Immunizations**
 Upload SOP immunizations form. SOP Required Immunizations Form: MMR booster PPD within 1 year of entering PharmD program
 Tetanus/Diphtheria/Pertussis Booster within 10 years of entering PharmD program Polio vaccination Hepatitis B vaccination series Meningococcal meningitis vaccination Varicella Vaccination
- **Letter of Good Standing**
 Letters of good standing will be sent to applicable sites and uploaded for scheduled APPE students prior to the beginning of the APPE year by the Office of Experiential Learning. IPPE students or students re-scheduled to an applicable site must request a letter from the Office of Experiential Learning.
- **PPD (within 90 days of rotation start date)**
 Upload PPD results (or negative chest X-ray if PPD is positive.)
- **Urine Drug Screen (10 panel) (within 90 days of the first day of rotation)**
 Upload UDS results
- **VAMC Martinsburg Site Requirement Packet**
 Go to <http://www.martinsburg.va.gov/Affiliations/home.asp>. Click on "Student" under Main Navigation Links for Affiliate Resources and follow the instructions. Please note that individual rotation requests are submitted by the OEL prior to the start of the APPE year. IPPE students and APPE students with scheduling changes must request that form to be sent by the OEL. To confirm completion with the OEL, enter the date completed in the "Completed on" field and submit in RXpreceptor.
- **West Virginia Intern License**
 Upload WV intern license. (All P1/P2 students with IPPE rotations in WV and all P4 students)

Entering school and site specific requirements

- Click on **Requirements**. You will see a list of requirements and have the ability to edit your information regarding the requirements.

- Click on the **ADD** button corresponding to the relevant requirement.

*School Mandated Requirements									
Requirements	Site	School Mandatory	Completed	Completed On	Confirmed	File	Expiration	Update	Archive
Annual HIPAA Training		Yes						Add	
Annual Influenza Vaccination Upload proof of influenza vaccination.	✓	Yes						Add	
Annual OSHA Training	✓	Yes	Yes	09-01-16	09-06-16		09-01-17	Edit Current	
Annual PPD Upload PPD results (or negative chest X-ray if PPD is positive.)		Yes						Add	
Certiphi Background Check (from SOP admission) Students completing rotations in PA must complete the PA child abuse registry check (can be completed through Certiphi background check.)		Yes						Add	
CPR card Upload copy of CPR card.	✓	Yes		03-01-16		FILE	02-28-18	Edit Current	
First Aid card Upload copy of First Aid card.	✓	Yes						Add	

- Enter the appropriate information based upon the instructions for that requirement and click **ENTER REQUIREMENT**.

Student Requirements

First Aid card

Description: Upload copy of First Aid card.

Completed On: All items should have a "Completed on" date. This is the date that you completed the item (not the date you uploaded the item).

Format:(MM-DD-YYYY)

Expiration: Some items will have "Expiration" dates (e.g. annual requirements, CPR/First Aid Cards)

(Leave blank if there is no expiration) Format:(MM-DD-YYYY)

Comments:

Status: In-Progress Complete

File Attachment / Document URL

Attach New File: No file selected Some items will require a file to be attached. Please read requirement instructions to determine need to upload a file.

OR Add Document URL:

(Entering a URL will override an uploaded file)

- For items requiring document upload, check to ensure your upload was successful by clicking the blue **FILE** button on the requirements page.

*School Mandated Requirements									
Requirements	Site	School Mandatory	Completed	Completed On	Confirmed	File	Expiration	Update	Archive
Annual HIPAA Training		Yes						Add	
Annual Influenza Vaccination Upload proof of influenza vaccination.	✓	Yes						Add	
Annual OSHA Training	✓	Yes	Yes	09-01-16	09-06-16		09-01-17	Edit Current	
Annual PPD Upload PPD results (or negative chest X-ray if PPD is positive.)		Yes						Add	
Certiphi Background Check (from SOP admission) Students completing rotations in PA must complete the PA child abuse registry check (can be completed through Certiphi background check.)		Yes						Add	
CPR card Upload copy of CPR card.	✓	Yes		03-01-16		FILE	02-28-18	Edit Current	
First Aid card Upload copy of First Aid card.	✓	Yes						Add	

Viewing your schedule

To view a list of your full rotation schedule and map of your rotation locations:

- Click on the **Scheduling** button and the **Rotation Schedule** button to view your schedule of students.
- From this tab you can click on individual preceptors to view their contact information and syllabus (if available).

Scheduling

Rotation Schedule

Research Center

Site Selections

Nominations

Hours Tracking / Timesheet

Requirements

Field Encounters

Absences

Incidents

Evaluations

Surveys

Job Board

Rotation Schedule

Rotation Dates	Rotation Type	Preceptor / Site	Portfolio
Summer 1 Rotation 2012 06-01-12 - 07-01-12	APPE In-Patient / Acute Care	Dr Penny Lane	RDC
Summer 2 Rotation 2012 07-16-12 - 08-31-12	APPE Community (Community)	Christopher Daniels Walmart (3957) Directions	RDC
Fall 2 Rotation 2012 10-01-12 - 10-31-12	Elective APPE Ambulatory Care	Michelle Powers CVS (709) Directions	RDC

Student hours

Hours for all rotations will be tracked in RXPreceptor. You will have the ability to edit your hours until your preceptor or the OEL approves or denies your hours. Any hours denied by your preceptor or the OEL will be sent back to you for editing. To enter your rotation hours:

- Click **Hours Tracking/ Timesheet** and then **Record New Hours**.

Hours Tracking / Timesheet

Record New Hours Confirmed Hours

Filter by Rotation Type

Dates	Hours	Preceptor / Site	Status	File	View	Edit	Delete
There are currently hours recorded.							

- Enter Information in all required fields along with any comments and hit **Submit Hours**. You will then see a list of all your hours along with a total hours tabulation.

Add Hours

Hours Tracking

Site / Date / Time Information

Preceptor / Site: Required

Start Date: Required

End Date: Required

Time IN: SET CURRENT TIME

Time OUT: SET CURRENT TIME

Total Hours: Required

Hours Description

Comments:

File Attachment / Document URL

Attach New File: Browse...

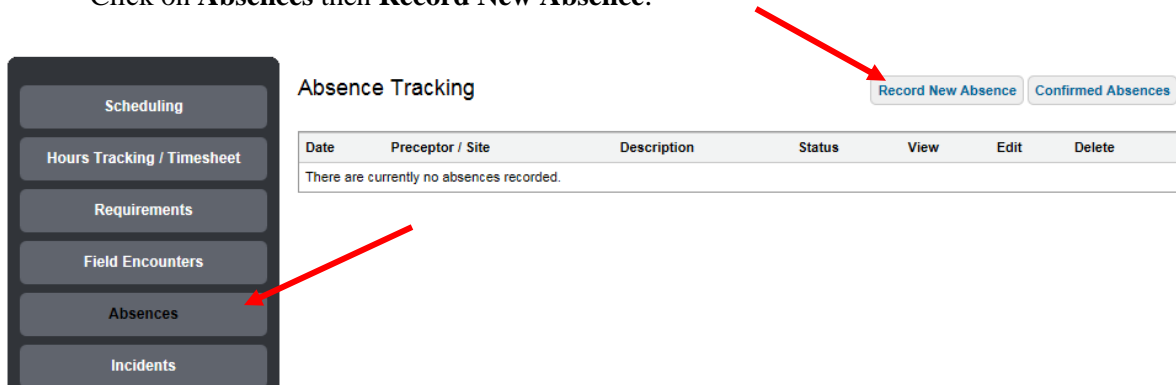
OR Add Document URL: (Entering a URL will override an uploaded file)

Submit Hours

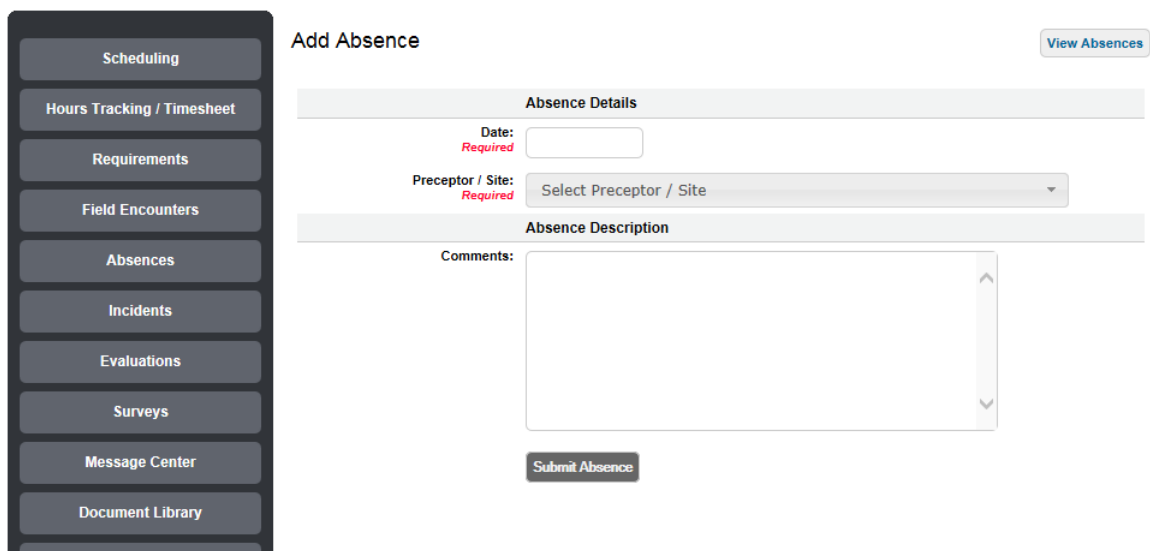
Student absences

All time away from your rotation site should be logged under Student Absences. This will include all excused absences, holidays, school events, and inclement weather hours. To add absence hours:

- Click on **Absences** then **Record New Absence**.



- Enter information in all required fields and in the Comments section please indicate type of hours (school event, excused absence etc.).

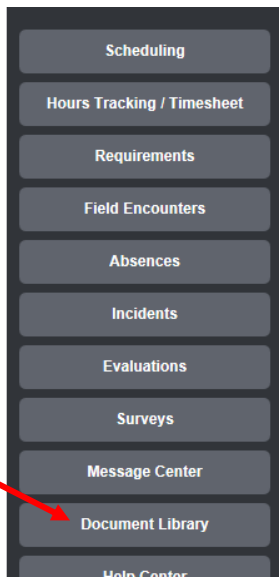


- In the Comments sections please format your comments, as “Excused absence: [reason]”, “Holiday”, “School Event : [event name]”, or “Inclement Weather”. If your absence is for less than 8 hours, indicate this in the comment section as well. Entries without specific hours will be assumed to be for an entire working day (i.e. 8 hours).

Document library

The Document Library holds all of the coursework assignments for your rotation year. You will need to download the assignments and then save them back into RXPreceptor once they are complete. To view the list of assignments:

- Click on **Document Library** and then the blue OPEN FILE button to download individual assignments.



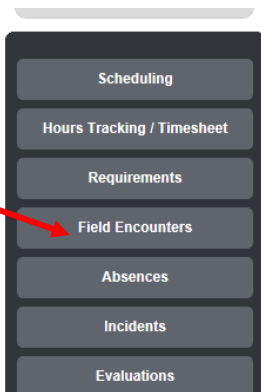
Document Library

Miscellaneous	
View	Title
OPEN FILE	APPE Drug Information Request Form
OPEN FILE	Compounded Prescription Report
OPEN FILE	Drug Information Request Form
OPEN FILE	OTC Counseling Form
OPEN FILE	Parenteral Drug Form
OPEN FILE	Pharmaceutical Care Plan
OPEN FILE	Professional Journal Article Summary - Veterinary

Field encounters

Once coursework assignments are complete they will be uploaded into the Field Encounters section. You will have the ability to delete submissions until they have been confirmed by preceptors or OEL staff. To upload assignments:

- Click **Field Encounters** button then the ADD button for the type of assignment you want to upload.



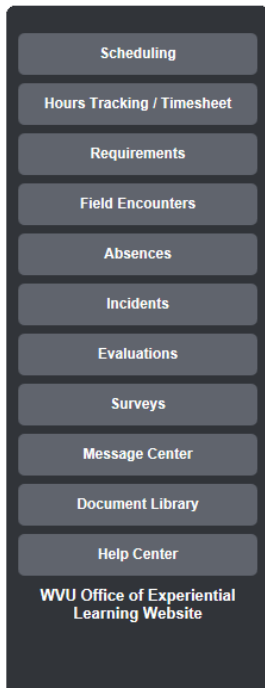
Field Encounters

[View All Entries](#)

Miscellaneous				
Field Encounter / Competency	# of Entries	Last Entry	Entries	Add New
Drug Information Request	0		VIEW	ADD
Patient Counseling	0		VIEW	ADD

Acute Care APPE				
Field Encounter / Competency	# of Entries	Last Entry	Entries	Add New
Drug Information Request	0		VIEW	ADD
	0			

- Please enter the required information along with any comments and attach your file of the complete assignment. Preceptors and the OEL will have the ability to confirm or deny entries.



Add Encounter Log

Field Encounters Tracking

Field Encounter: Drug Information Request

Rotation Information

Preceptor / Site: Required

Additional Information

Date: Required

Comments:

File Attachment / Document URL

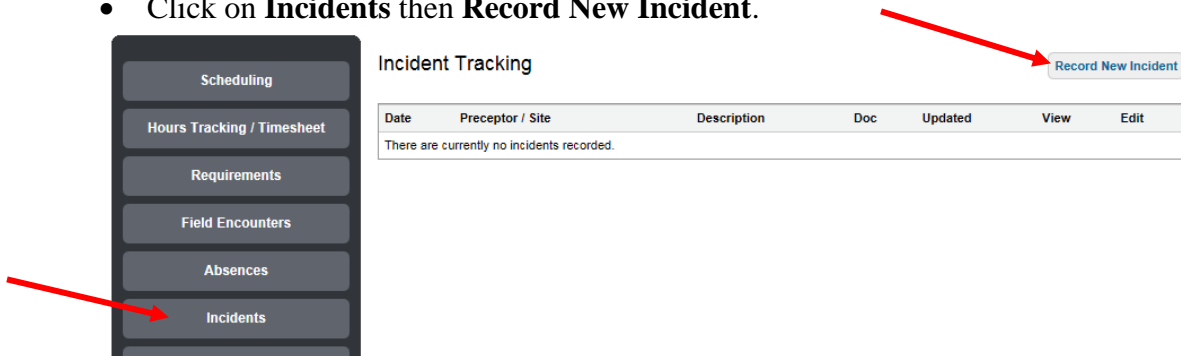
Attach New File:

OR Add Document URL:
(Entering a URL will override an uploaded file)

Incidents

This section is a confidential (preceptors will not have access to this information) place to record incidents. Incidents can include anything you feel the school should be aware of including any concerns regarding your preceptor or other rotation site staff 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 students where there are ongoing issues.

- Click on **Incidents** then **Record New Incident**.



- Enter the required information and add comments or upload a document.
- Click on **Submit Incident** to record information.

Add Incident Incident Tracking

Incident Details

Date: Required

Preceptor / Site: Required ▼

Incident Description

Comments:

File Attachment / Document URL

Attach New File: OR Add Document URL:
(Entering a URL will override an uploaded file)

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.

Message Center | Recent Messages Archive

Subject	Attachment(s)	Received	Read	Open
There no new messages.				