WVU School of Pharmacy
Student User Guide

Contents

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**.

Viewing site specific requirements

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

- 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.

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:	[____] Format:(MM-DD-YYYY)
Expiration: *(Leave blank if there is no expiration)*	[____] Format:(MM-DD-YYYY)
Comments:	[_____]
Status:	○ In-Progress ○ Complete

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

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

File Attachment / Document URL

Attach New File:	Browse... No file selected
OR Add Document URL: (Entering a URL will override an uploaded file)	[_____]

Enter Requirement

Some items will require a file to be attached. Please read requirement instructions to determine need to upload a file.

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

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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).

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**.

- 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.
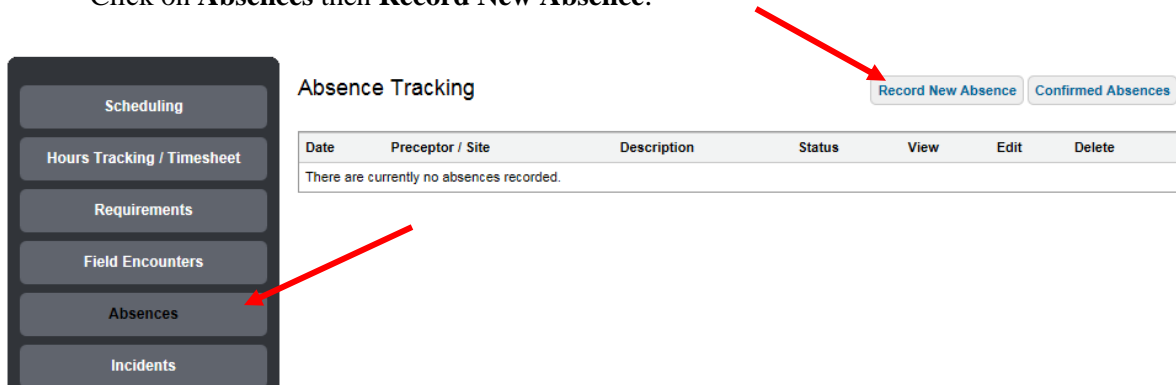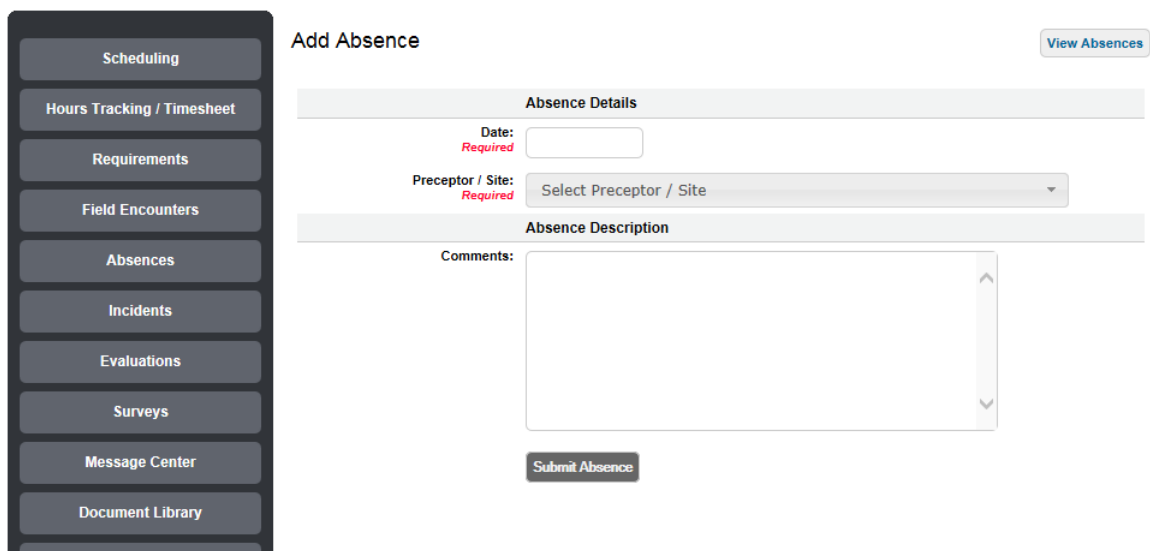
Student absences

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.).
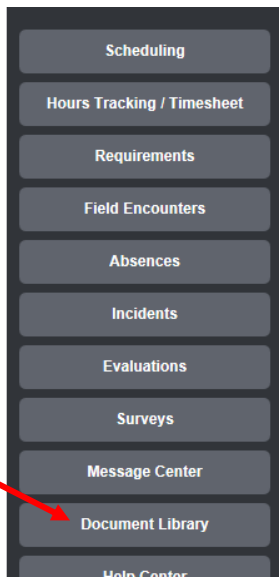

- In the Comments sections please format your comments, as "Excused absence: [reason]", "Holiday", "School Event : [event name]", or "Inclement Weather". If your absence is for less than 8 hours, indicate this in the comment section as well. Entries without specific hours will be assumed to be for an 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.
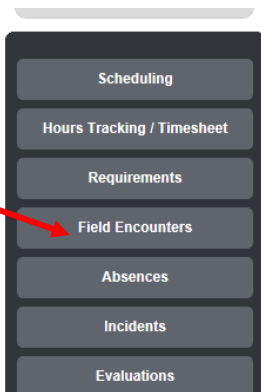
Field encounters

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.
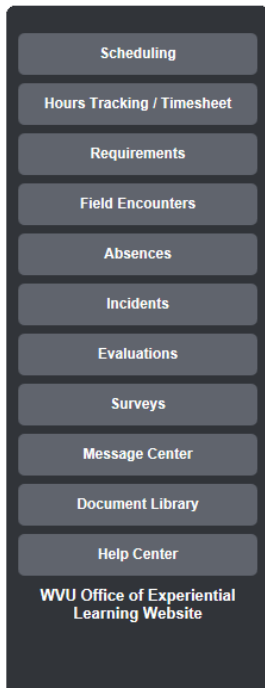

- Please enter the required information along with any comments and attach your file of the complete assignment. Preceptors and the OEL will have the ability to confirm or deny entries.

Incidents

This section is a <u>confidential</u> (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**.
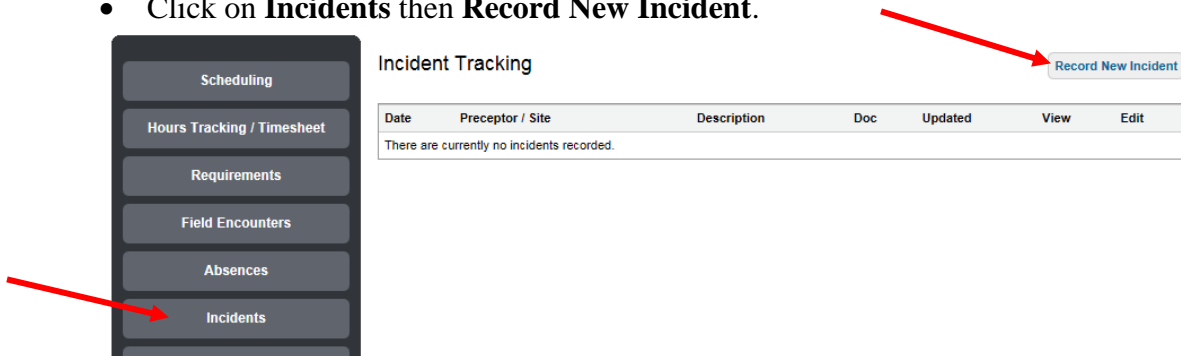
- Enter the required information and ad comments or upload a document.
- Click on **Submit Incident** to record information.

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.