



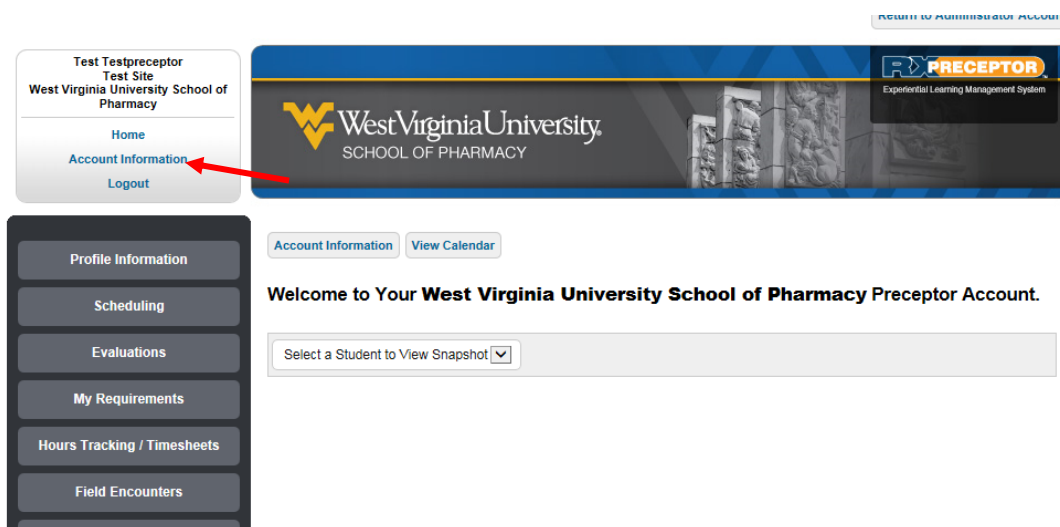
# WVU School of Pharmacy Preceptor User Guide

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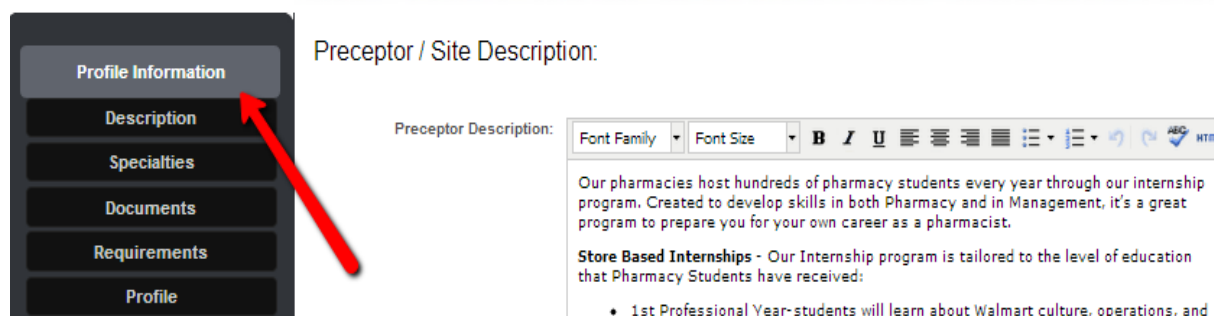
## Setting Up Your Account

- 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.academicsuiterx.com/experiential\\_login.php](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”



- If you click on the **Description** you will find a text box where you can add details about your site.
- If you click on **Specialties** you will find a list of check boxes where you can indicate areas of specialization. These specialties 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 able 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 completed 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

Requirements	Mandatory	Completed	Doc	Expiration	Edit
Adjunct Appointment	No	YES		10-03-13	
Affiliate Agreement	Yes	YES	OPEN	06-01-13	
Affiliate Agreement Stage 1	Yes	YES		08-30-14	
Affiliate Agreement Stage 2	No	YES		11-26-10	
Annual drug screening	No	YES	OPEN	03-01-10	
Completion of APhA Preceptor Training Module	Yes	YES	OPEN	10-15-10	
Continuing Education	No	YES	OPEN	12-01-13	EDIT
Current copy of CV	Yes	YES		03-01-11	

## Submitting Availability Through RxPreceptor

- Click on **Submit Availability** under **Scheduling/Availability** on the left hand menu of your home screen.
- Click on all rotations that you are available for the specific academic year using the **Rotation Date(s)** drop down menu. Clicking on all rotations at once requires you to select availability for the same number of students for each selected block. If you are available for differing numbers of students across blocks (e.g. 2 students in block 1 and 1 student in block 3), the availability must be entered separately.

MY ACCOUNT

MY SCHEDULE

MY CALENDAR

LOGOUT

Home

Profile Information +

Scheduling x

Rotation Schedule

Submit Availability

Student Applications

Evaluations +

## Availability Submissions

Select an Availability Group

Select an Availability Group

APPE 2018-2019

APPE 2019-2020

IPPE Community 2019

IPPE Health System 2019

rotation types for a rotation date, submit your availability to.

Home

Profile Information +

Scheduling x

Rotation Schedule

Submit Availability

Student Applications

Evaluations +

My Requirements

Hours Tracking

Field Encounters

Absences

Incidents

Electronic Forms

Surveys

Message Center

Document Library

## Availability Submissions

APPE 2019-2020

If you need to submit availability for multiple rotation types for a rotation date, submit your rotation dates and student availability for the first rotation type, then click duplicate rotation dates that you need to add the additional availability to.

Rotation Date	Rotation Type (optional)	Course (optional)	Students
APPE Block One 2019-2020 05/20/19 - 06/21/19	Select Your Rotation	N/A	0
APPE Block Two 2019-2020 06/24/19 - 07/26/19	Select Your Rotation	N/A	0
APPE Block Three 2019-2020 07/29/19 - 08/30/19	Select Your Rotation	N/A	0
APPE Block Four 2019-2020 09/02/19 - 10/04/19	Select Your Rotation	N/A	0
APPE Block Five 2019-2020 10/07/19 - 11/08/19	Select Your Rotation	N/A	0
APPE Block Six 2019-220 11/11/19 - 12/13/19	Select Your Rotation	N/A	0
APPE Block Seven 2019-2020 01/13/20 - 02/14/20	Select Your Rotation	N/A	0
APPE Block Eight 2019-220 02/17/20 - 03/20/20	Select Your Rotation	N/A	0
APPE Block Nine 2019-220 03/23/20 - 04/24/20	Select Your Rotation	N/A	0

- Select the correct rotation type from the **Rotation Type** drop down menu. If you offer multiple rotation types, your availability for each rotation type must be entered separately. Only rotation types which you currently offer should appear. *If you believe that the information under this drop down is in error, please contact the Office of Experiential Learning at [sopoel@hsc.wvu.edu](mailto:sopoel@hsc.wvu.edu).*
- You may also choose to leave this blank. If left blank the Office of Experiential Learning will complete based upon your previous year's availability.
- If applicable, select the course type in the **Course** drop down menu. All courses that apply to the selected rotation type will appear. If your selected course does not match your previous year's availability, you will be contacted by the Office of Experiential Learning for clarification.
- You may also choose to leave this blank. If left blank the Office of Experiential Learning will complete based upon your previous year's availability.

- Enter the number of students for which are you available for each block and the rotation type selected. Per school policy, a maximum of two students per block may be precepted by an individual preceptor.
- Click **Submit NEW Availability**.
- All entries will be reviewed and confirmed by the Office of Experiential Learning prior to finalization.

## 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, 4<sup>th</sup> 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.

Home  
Account Information  
Logout

Welcome to Your RXpreceptor Demos Preceptor Account.

RXinsider University

View Student Snapshot: Anthony Giamarco (05/01/13 - 05/30/13)

Contact Information

Name: Anthony Giamarco  
Grad Year: 2013  
Email: [anthony.giamarco@rxpreceptor.com](mailto:anthony.giamarco@rxpreceptor.com)  
Phone: (800) 934-6798  
RXportfolio: [FLX Portfolio](#)

Student Evaluations

☒ Midpoint Complete ☐ Final Complete

Rotation Dates	Rotation Type	Evaluation
05-01-13 - 05-30-13	APPE Community	Community Pharmacy Practice Experience
05-01-13 - 05-30-13	APPE Community	Performance Evaluation Report
05-01-13 - 05-30-13	APPE Community	P3 IPPE Inpatient Care

Student Requirements

Requirements	Completed	Attachment	Expiration
Immunization record: 2-step PPD			
Immunization record: Hepatitis B			
CPR	YES		08/22/12
Proof of HIPAA training	YES		05/07/12

## 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 Hours Tracking - Pending Hours

Confirmed Hours Pending Hours

Student / Dates	Doc	Description	Time IN	Time OUT	Hours	Confirm	Deny
03/08/13 Christopher Thompson	OPEN	VIEW	09:35AM	05:35PM	8.00	<input type="radio"/>	<input type="radio"/>
Test update of comments							
04/09/12 - 04/27/12 Alexis Carbone		VIEW			200.00	<input type="radio"/>	<input type="radio"/>

## 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.

Absence Tracking - Pending Absences

Add New Confirmed Absences Pending Absences

Student / Date	Description	Confirm	Deny
03/20/13 Stefanie Carr	I am still sick	<input type="radio"/>	<input type="radio"/>
Enter your comments here			
03/19/13 Stefanie Carr	I was sick	<input type="radio"/>	<input type="radio"/>
Enter your comments here			

## 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 of Students - Incomplete

Completed Evaluations

Students	Rotation Dates	Rotation Types	Evaluations
Michelle Butterfield 2013	08/01/12 - 08/30/12	APPE Community	Community Pharmacy Practice Experience
Michelle Butterfield 2013	08/01/12 - 08/30/12	APPE Community	Performance Evaluation Report
Michelle Butterfield 2013	08/01/12 - 08/30/12	APPE Community	P3 IPPE Inpatient Care
Addison Conca 2013	08/01/12 - 08/30/12	APPE Community	Community Pharmacy Practice Experience
Addison Conca 2013	08/01/12 - 08/30/12	APPE Community	Performance Evaluation Report

## 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.

Preceptor Evaluations of Students - Incomplete

Completed Evaluations

Students	Rotation Dates	Rotation Types	Evaluations
Michelle Butterfield 2013	08/01/12 - 08/30/12	APPE Community	Community Pharmacy Practice Experience
Michelle Butterfield 2013	08/01/12 - 08/30/12	APPE Community	Performance Evaluation Report
Michelle Butterfield 2013	08/01/12 - 08/30/12	APPE Community	P3 IPPE Inpatient Care
Addison Conca 2013	08/01/12 - 08/30/12	APPE Community	Community Pharmacy Practice Experience
Addison Conca 2013	08/01/12 - 08/30/12	APPE Community	Performance Evaluation Report

## 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.

Field Encounters Tracking - Pending

Pending Logs Confirmed Logs View Report Instructions

Michael Aarens Jr.

QUICK CONFIRM STUDENT ENTRIES

Date Added: 07-28-14

Student: Michael Aarens Jr.

Encounter: SOAP Notes

Description:

Student Comments:

Attachment:

Preceptor Confirmation

Rating:

Confirm: ☐ Confirm ☐ Deny - Send back to student

Your Comments:

File Attachment / Document URL

Attach New File:  No file chosen

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

## Student Incidents

This section is confidential (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.

Incident Tracking

Record New Incident Instructions

Date	Student	Description	Doc	Updated	View	Edit
There are currently no incidents recorded.						



## 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.

Add Incident

Incident Tracking

Instructions

Incident Details

Date: Required

Student: Required

Select Student

Incident Description

Comments:

File Attachment / Document URL

Attach New File:

Choose File

No file chosen

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

Submit Incident

Profile Information

Scheduling / Availability

Evaluations

My Requirements

Hours Tracking / Timesheets

Field Encounters

Student Absences

Student Incidents

Site Visits / Activity Logs

Surveys

Job Board

Message Center

Message Center | Recent

Messages Archive

Subject	Attachment(s)	Received	Read	Open
Test		05-22-13	NEW	<a href="#">VIEW</a>
Schedules are available		05-31-12	NEW	<a href="#">VIEW</a>
2013 Availability		05-24-12	03-08-13	<a href="#">VIEW</a>
Test for Preceptors		05-15-12	05-15-12	<a href="#">VIEW</a>
Evaluations Due Tomorrow	<a href="#">OPEN 1</a>	05-07-12	05-15-12	<a href="#">VIEW</a>
test		01-04-12	04-19-12	<a href="#">VIEW</a>
Test - Let me know if you get this		10-12-11	11-17-11	<a href="#">VIEW</a>
Testing		07-26-11	09-28-11	<a href="#">VIEW</a>
testing		02-02-11	03-08-11	<a href="#">VIEW</a>

## 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.

Document Library

Miscellaneous	
View	Title
<a href="#">OPEN FILE</a>	Teaching Activities Worksheet
<a href="#">OPEN FILE</a>	APPE Drug Information Request Form
<a href="#">OPEN FILE</a>	Compounded Prescription Report
<a href="#">OPEN FILE</a>	Compounding Activities Worksheet
<a href="#">OPEN FILE</a>	Drug Information Request Form
<a href="#">OPEN FILE</a>	Hospital Discussion and Activities Worksheet
<a href="#">OPEN FILE</a>	OTC Counseling Form
<a href="#">OPEN FILE</a>	Parenteral Drug Form
<a href="#">OPEN FILE</a>	Pharmaceutical Care Plan
<a href="#">OPEN FILE</a>	Professional Journal Article Summary - Veterinary
<a href="#">OPEN FILE</a>	Research Activities Worksheet

Veterinary Rotation	
View	Title
<a href="#">OPEN FILE</a>	Veterinary Rotation Activities Worksheet

## 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	<a href="mailto:cburrou1@hsc.wvu.edu">cburrou1@hsc.wvu.edu</a>	304-293-1464
Gina Baugh	<a href="mailto:gbaugh@hsc.wvu.edu">gbaugh@hsc.wvu.edu</a>	304-293-1471
Lena Maynor	<a href="mailto:lmaynor@hsc.wvu.edu">lmaynor@hsc.wvu.edu</a>	304-293-1457

