

Preceptor Introduction to RXpreceptor



www.rxpreceptor.com

Account Registration

- 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*

The screenshot displays the user interface for the RXpreceptor Demos system. On the left, a sidebar menu lists various account management options: Profile Information, Scheduling / Availability, Evaluations, My Requirements, Hours Tracking / Timesheets, Field Encounters, and Student Absences. The main content area shows the user's profile information for Jack Landy at Walmart Pharmacy (7690). Below the profile information, there are three links: Home, Account Information (highlighted with a red arrow), and Logout. The top banner features the RXinsider University logo and a group photo of students. The main heading reads "Welcome to Your RXpreceptor Demos Preceptor Account." Below this, the RXinsider University logo is displayed again. At the bottom, there is a "View Student Snapshot:" section with a dropdown menu labeled "Select a Student".

The Messaging Center

- Read any messages that have been sent to you from your Experiential Education Department in the *Message Center*

Message Center | Recent Messages Archive

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

Support Library

- Go through all documents and videos uploaded into your *Document Library*

The screenshot displays a web application interface. On the left is a vertical sidebar menu with 15 items: Profile Information, Scheduling / Availability, Evaluations, My Requirements, Hours Tracking / Timesheets (with a right-pointing arrow), Field Encounters, Student Absences (with a right-pointing arrow), Student Incidents, Site Visits / Activity Logs, Surveys, Job Board, Message Center (with a right-pointing arrow), and Document Library. The 'Document Library' item is highlighted, and a red arrow points from it to the main content area.

The main content area is titled 'Document Library' and contains three sections, each with a folder icon and a title:

- APPE**

View	Title
OPEN FILE	SOAP Notes Template
OPEN FILE	Student evaluation instructions
OPEN FILE	Student Handbook
- Evaluations**

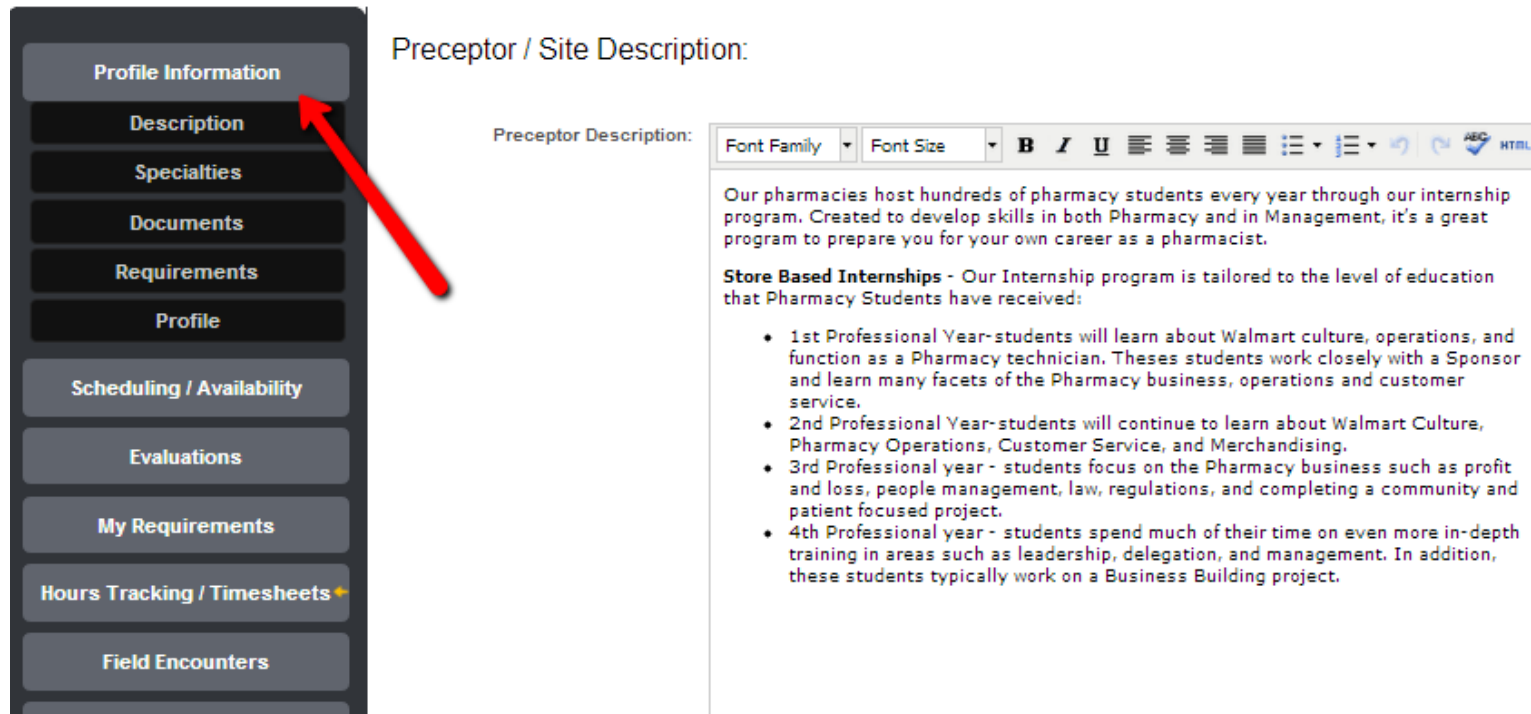
View	Title
OPEN FILE	Clinical Evaluation Template Please use this template for ALL clinical evaluations
- IPPE**

View	Title
OPEN FILE	Experiential rotation responsibilities and requirements
- Preceptors**

View	Title
OPEN FILE	Preceptor Site & Contact Information
OPEN FILE	RXinsider Pharmacy Website

Adding your Preceptor 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”



The image shows a software interface for adding preceptor details. On the left is a vertical sidebar menu with several options: Profile Information, Description, Specialties, Documents, Requirements, Profile, Scheduling / Availability, Evaluations, My Requirements, Hours Tracking / Timesheets, and Field Encounters. A red arrow points to the 'Description' option in the sidebar. To the right of the sidebar is a text editor area titled 'Preceptor / Site Description:'. The editor has a toolbar with options for Font Family, Font Size, Bold (B), Italic (I), Underline (U), and various alignment and list options. The text in the editor reads: 'Our pharmacies host hundreds of pharmacy students every year through our internship program. Created to develop skills in both Pharmacy and in Management, it's a great program to prepare you for your own career as a pharmacist.' Below this is a section titled 'Store Based Internships - Our Internship program is tailored to the level of education that Pharmacy Students have received:' followed by a bulleted list of four points describing the internship program for different professional years.

Preceptor / Site Description:

Preceptor Description:

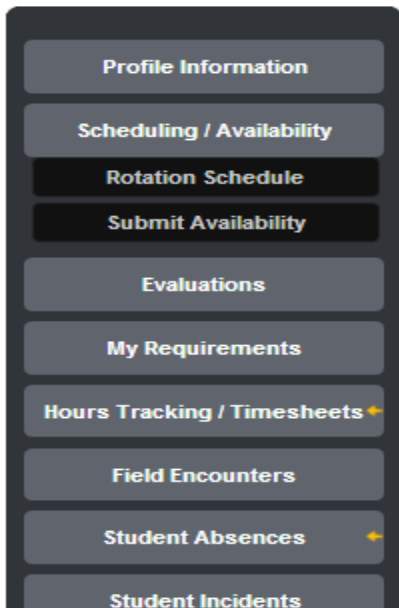
Our pharmacies host hundreds of pharmacy students every year through our internship program. Created to develop skills in both Pharmacy and in Management, it's a great program to prepare you for your own career as a pharmacist.

Store Based Internships - Our Internship program is tailored to the level of education that Pharmacy Students have received:

- 1st Professional Year-students will learn about Walmart culture, operations, and function as a Pharmacy technician. These students work closely with a Sponsor and learn many facets of the Pharmacy business, operations and customer service.
- 2nd Professional Year-students will continue to learn about Walmart Culture, Pharmacy Operations, Customer Service, and Merchandising.
- 3rd Professional year - students focus on the Pharmacy business such as profit and loss, people management, law, regulations, and completing a community and patient focused project.
- 4th Professional year - students spend much of their time on even more in-depth training in areas such as leadership, delegation, and management. In addition, these students typically work on a Business Building project.

Submitting Your Availability

- You may submit your availability through RXpreceptor
- Simply choose the rotation date and how many students you can take for a submission
 - You must repeat this for each rotation date that you are available
 - Rotation type and specialty are optional



Availability Submissions

Rotation Date: *Required*

Rotation Type: (Optional)

Specialty: (Optional)

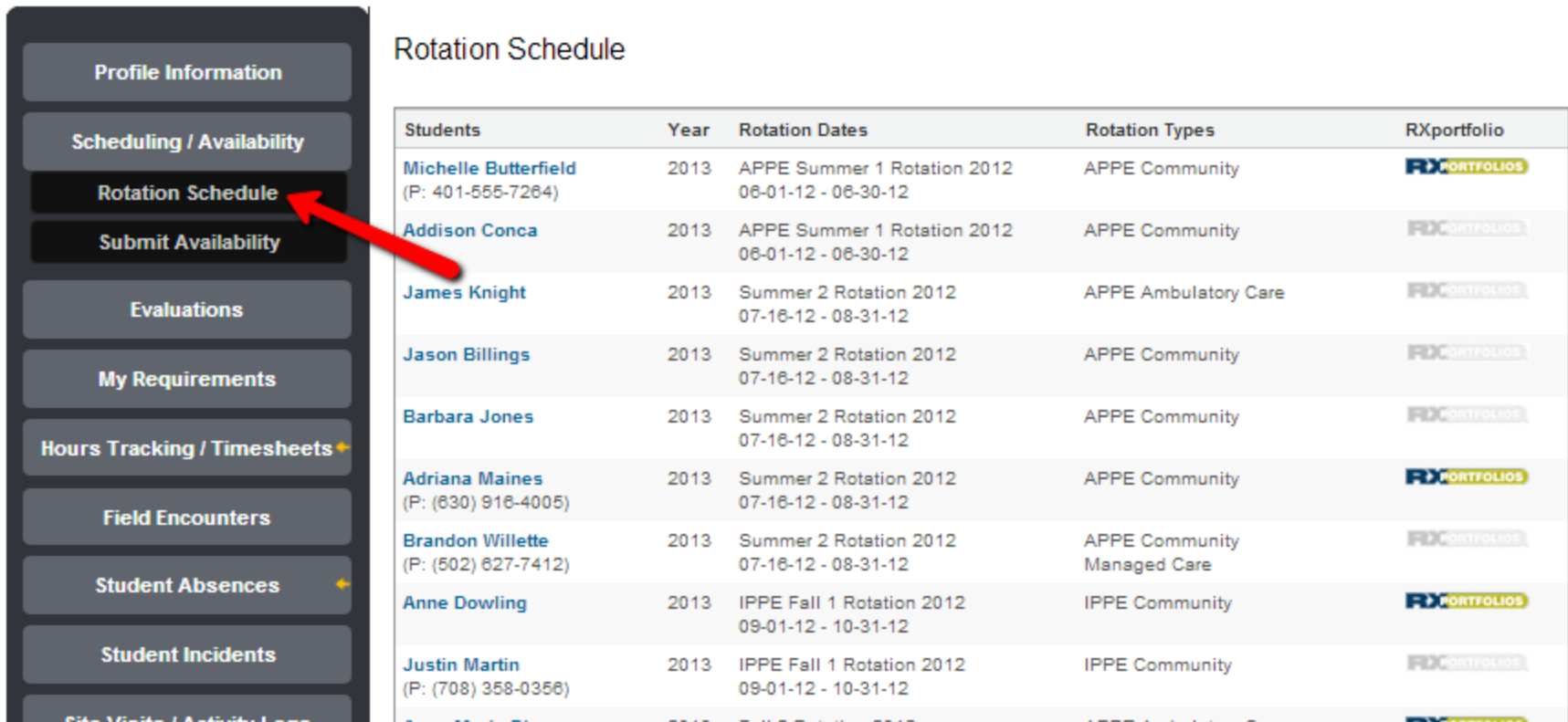
of Students: *Required*

Additional Notes:

Four red arrows point to the dropdown menus for 'Rotation Date', 'Rotation Type', and 'Specialty'. A single red arrow points to the '# of Students' input field.

Viewing Your Scheduled Students

- Once your school has released their rotation schedules you may view your scheduled students under “Rotation Schedule”
- From this tab you can email, obtain a telephone number or view the student’s RXportfolio if they have linked it



The screenshot displays a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: Profile Information, Scheduling / Availability, Rotation Schedule (highlighted with a red arrow), Submit Availability, Evaluations, My Requirements, Hours Tracking / Timesheets, Field Encounters, Student Absences, Student Incidents, and Site Visits / Activity Logs. The main content area is titled 'Rotation Schedule' and contains a table with the following columns: Students, Year, Rotation Dates, Rotation Types, and RXportfolio. The table lists several students with their respective rotation details.

Students	Year	Rotation Dates	Rotation Types	RXportfolio
Michelle Butterfield (P: 401-555-7264)	2013	APPE Summer 1 Rotation 2012 06-01-12 - 06-30-12	APPE Community	RXPORTFOLIOS
Addison Conca	2013	APPE Summer 1 Rotation 2012 06-01-12 - 06-30-12	APPE Community	RXPORTFOLIOS
James Knight	2013	Summer 2 Rotation 2012 07-16-12 - 08-31-12	APPE Ambulatory Care	RXPORTFOLIOS
Jason Billings	2013	Summer 2 Rotation 2012 07-16-12 - 08-31-12	APPE Community	RXPORTFOLIOS
Barbara Jones	2013	Summer 2 Rotation 2012 07-16-12 - 08-31-12	APPE Community	RXPORTFOLIOS
Adriana Maines (P: (630) 916-4005)	2013	Summer 2 Rotation 2012 07-16-12 - 08-31-12	APPE Community	RXPORTFOLIOS
Brandon Willette (P: (502) 627-7412)	2013	Summer 2 Rotation 2012 07-16-12 - 08-31-12	APPE Community Managed Care	RXPORTFOLIOS
Anne Dowling	2013	IPPE Fall 1 Rotation 2012 09-01-12 - 10-31-12	IPPE Community	RXPORTFOLIOS
Justin Martin (P: (708) 358-0356)	2013	IPPE Fall 1 Rotation 2012 09-01-12 - 10-31-12	IPPE Community	RXPORTFOLIOS

Viewing Your Student's Requirements

- You may view your student's requirements by selecting a student to view from the home page and viewing in the Student Snapshot that appears

The screenshot displays the RXpreceptor Demos Preceptor Account interface. On the left is a dark sidebar with navigation options: Home, Account Information, Logout, Profile Information (Description, Specialties, Documents, Requirements, Profile), Scheduling / Availability, Evaluations, My Requirements, Hours Tracking / Timesheets, Field Encounters, Student Absences, Student Incidents, Site Visits / Activity Logs, Surveys, Job Board, and Message Center. The main content area shows a welcome message, a dropdown menu for 'View Student Snapshot' (selected student: Anthony Giamarco), and sections for Contact Information, Student Evaluations, and Student Requirements. Red arrows point to the 'Home' link, the student dropdown, and the 'Student Requirements' section.

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
Phone: (800) 934-6798
RXportfolio: **RXCERTIFIED**

Student Evaluations M Midpoint Complete F 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

Approving Your Student's Hours

- You may confirm or deny all hours that your student(s) submit
- 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

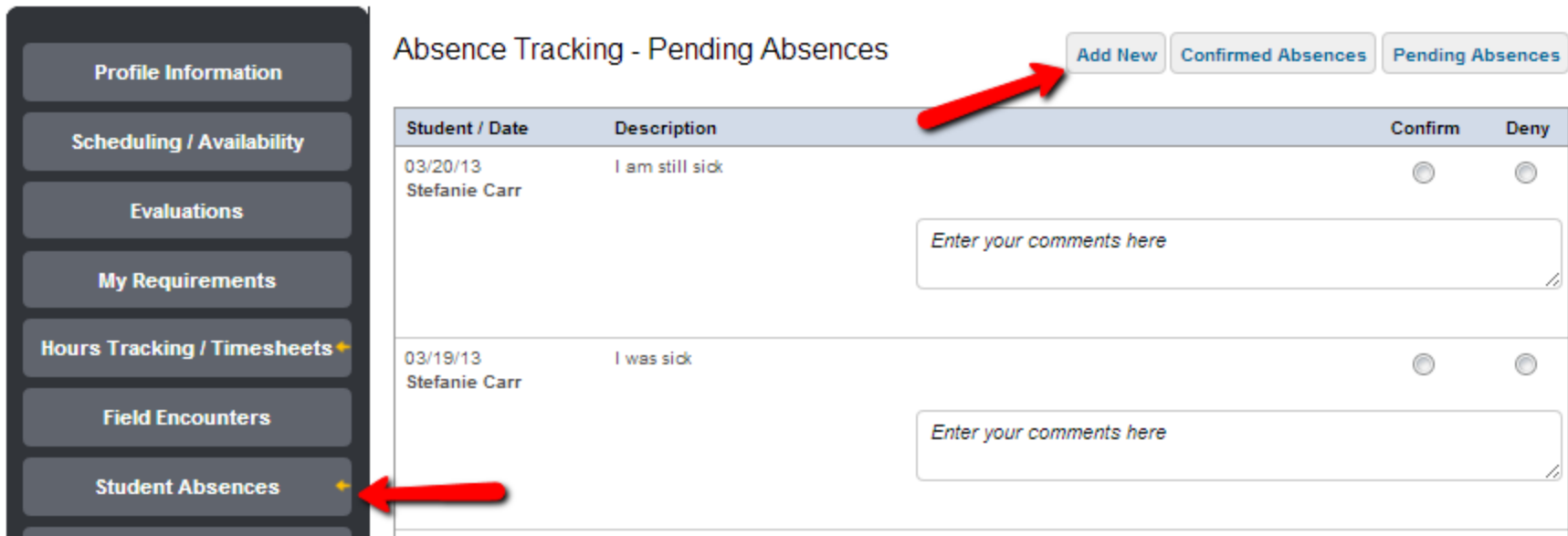
Confirmed Hours Pending Hours

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"/>
Test update of comments 2							

Update All

Student Absentee Log

- If students submit absences through RXpreceptor you may approve or deny them according to your school's protocol
- You may also send an absentee alert to your school if your student was out and did not report it



The screenshot displays the 'Absence Tracking - Pending Absences' interface. On the left is a dark sidebar menu with the following items: Profile Information, Scheduling / Availability, Evaluations, My Requirements, Hours Tracking / Timesheets, Field Encounters, and Student Absences. The 'Student Absences' item is highlighted with a red arrow. The main content area is titled 'Absence Tracking - Pending Absences' and features three buttons: 'Add New', 'Confirmed Absences', and 'Pending Absences'. A red arrow points to the 'Add New' button. Below the buttons is a table with the following structure:

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

Completing 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	06/01/12 - 06/30/12	APPE Community	Community Pharmacy Practice Experience
Michelle Butterfield 2013	06/01/12 - 06/30/12	APPE Community	Performance Evaluation Report
Michelle Butterfield 2013	06/01/12 - 06/30/12	APPE Community	P3 IPPE Inpatient Care
Addison Conca 2013	06/01/12 - 06/30/12	APPE Community	Community Pharmacy Practice Experience
Addison Conca 2013	06/01/12 - 06/30/12	APPE Community	Performance Evaluation Report

Viewing 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

The screenshot displays a web application interface. On the left is a dark sidebar menu with several options: Profile Information, Scheduling / Availability, Evaluations, Evaluation of Student, Evaluation of Preceptor, Student Self Evaluations, My Requirements, Hours Tracking / Timesheets, and Field Encounters. The 'Evaluations' section is expanded, and red arrows point to 'Evaluation of Preceptor' and 'Student Self Evaluations'. The main content area is titled 'Preceptor Evaluations of Students - Incomplete' and includes a 'Completed Evaluations' button. Below the title is a table with four columns: Students, Rotation Dates, Rotation Types, and Evaluations. The table lists several entries for Michelle Butterfield and Addison Conca, with evaluation links such as 'Community Pharmacy Practice Experience', 'Performance Evaluation Report', and 'P3 IPPE Inpatient Care'. James Knight is also listed with a 'Performance Evaluation Report' link.

Students	Rotation Dates	Rotation Types	Evaluations
Michelle Butterfield 2013	06/01/12 - 06/30/12	APPE Community	Community Pharmacy Practice Experience
Michelle Butterfield 2013	06/01/12 - 06/30/12	APPE Community	Performance Evaluation Report
Michelle Butterfield 2013	06/01/12 - 06/30/12	APPE Community	P3 IPPE Inpatient Care
Addison Conca 2013	06/01/12 - 06/30/12	APPE Community	Community Pharmacy Practice Experience
Addison Conca 2013	06/01/12 - 06/30/12	APPE Community	Performance Evaluation Report
Addison Conca 2013	06/01/12 - 06/30/12	APPE Community	P3 IPPE Inpatient Care
James Knight 2013	07/16/12 - 08/31/12	APPE Ambulatory Care	Performance Evaluation Report