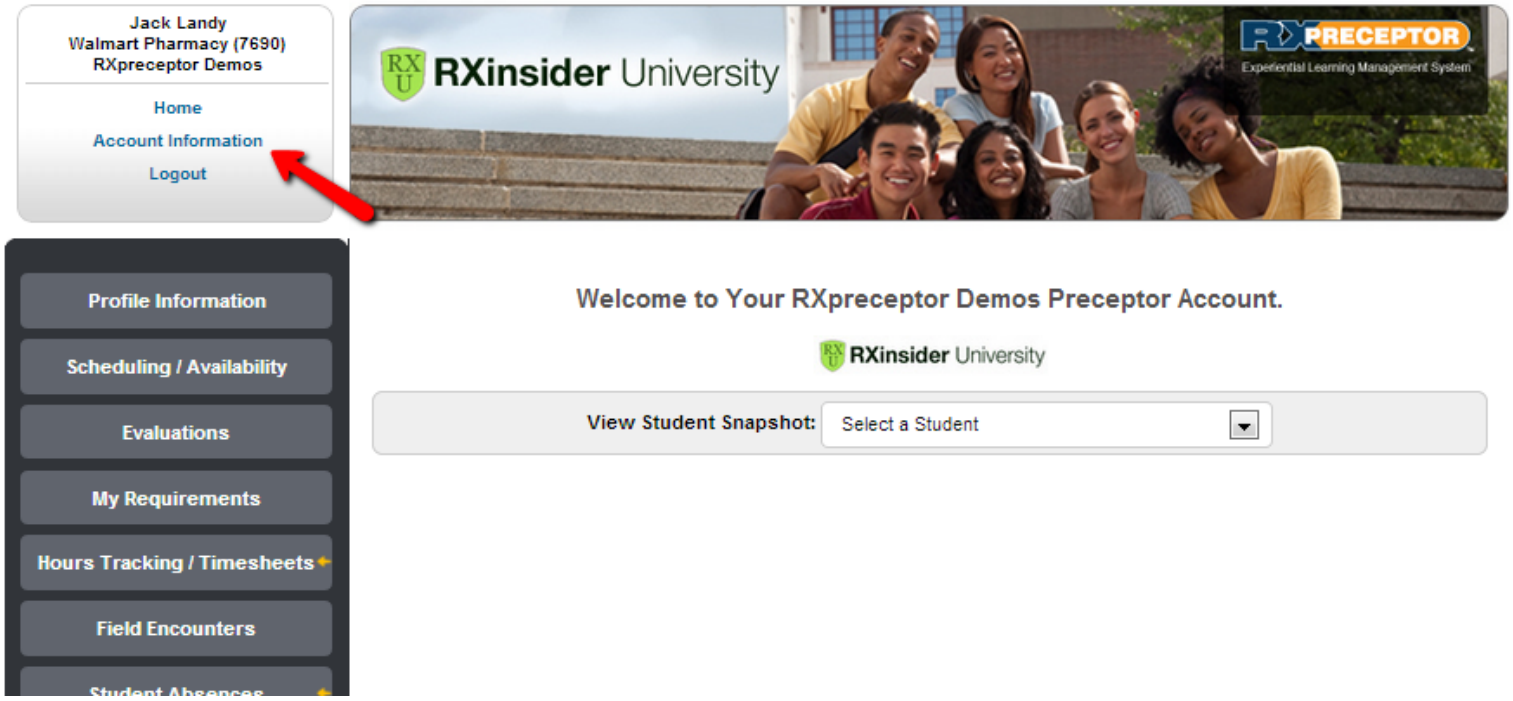
Preceptor Introduction to RXpreceptor

www.rxpreceptor.com

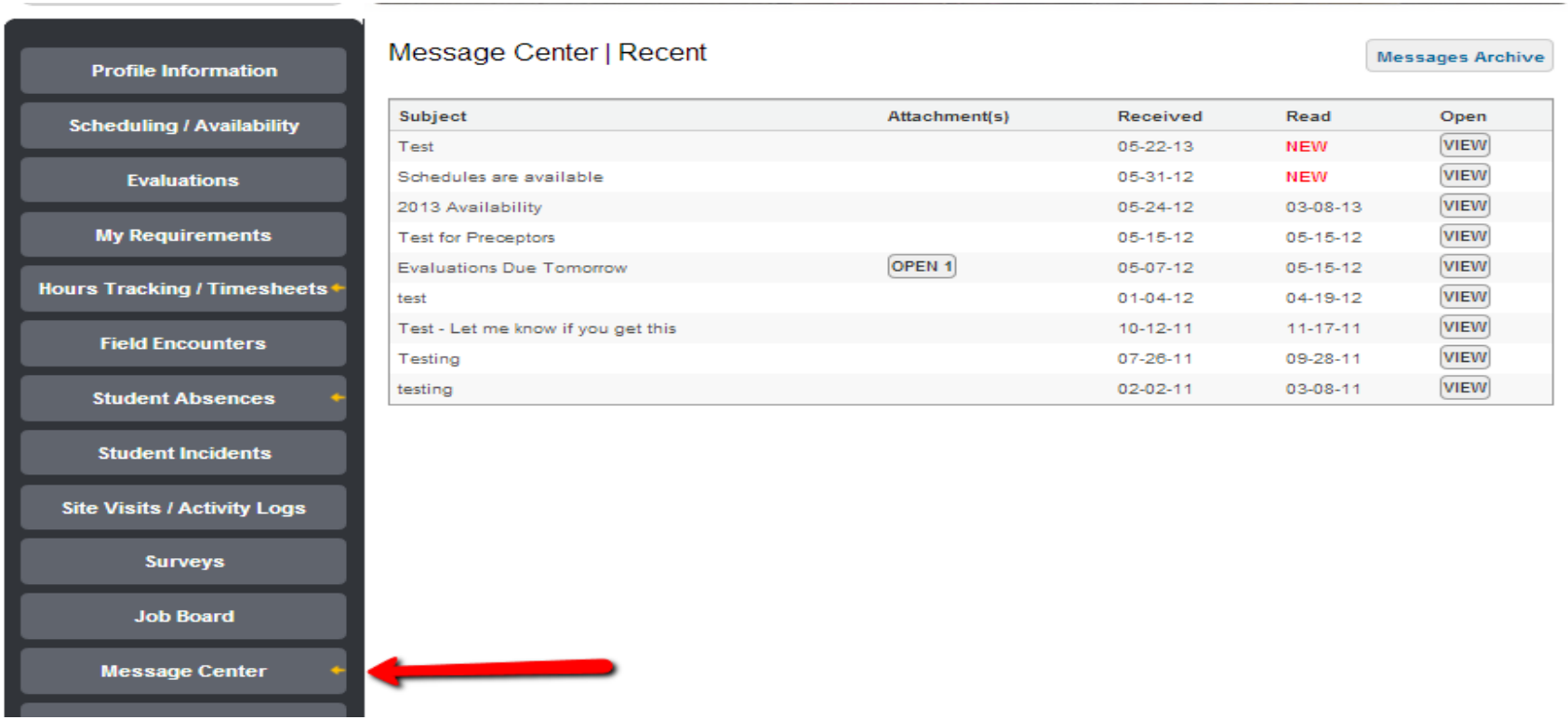
Account Registration

- 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*



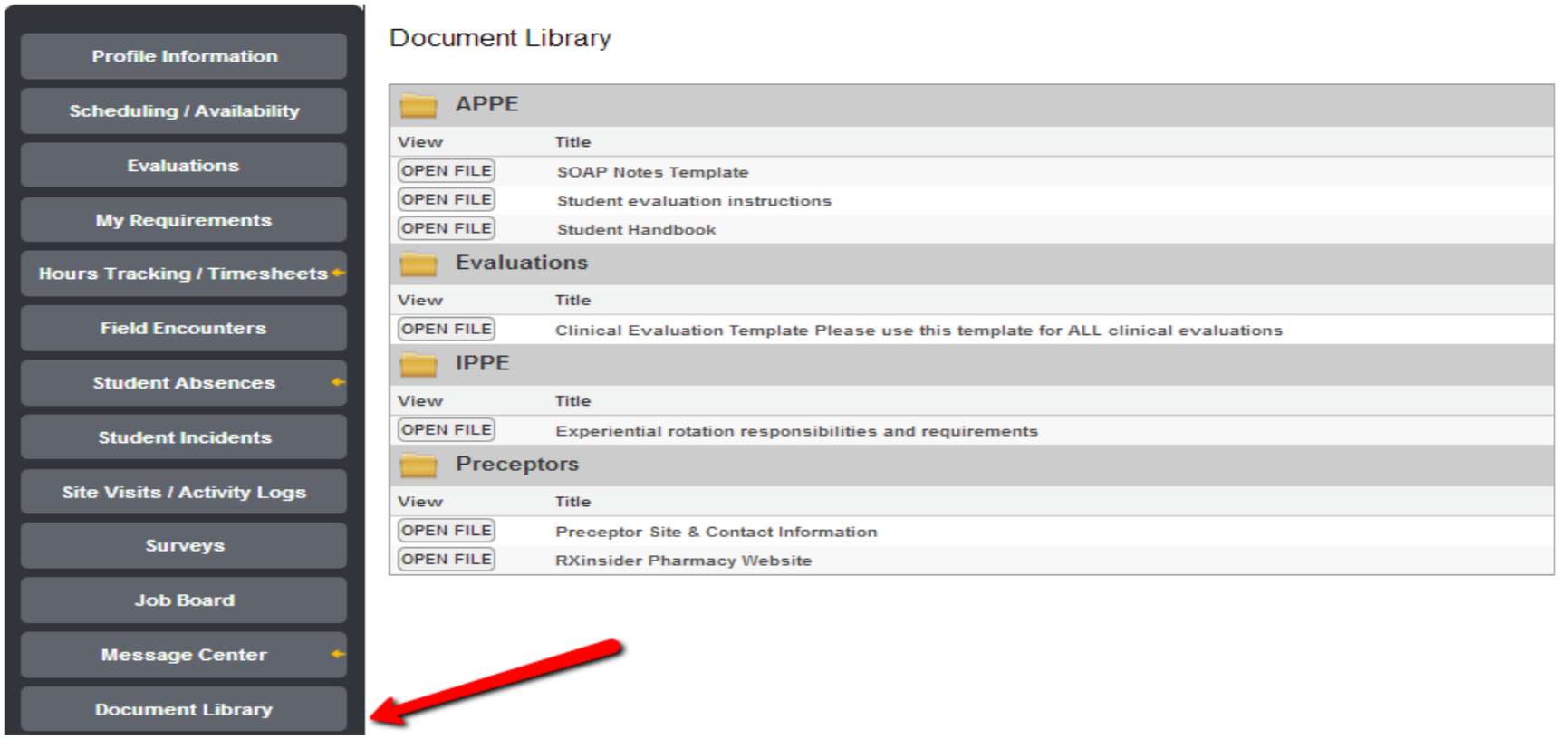
The Messaging Center

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



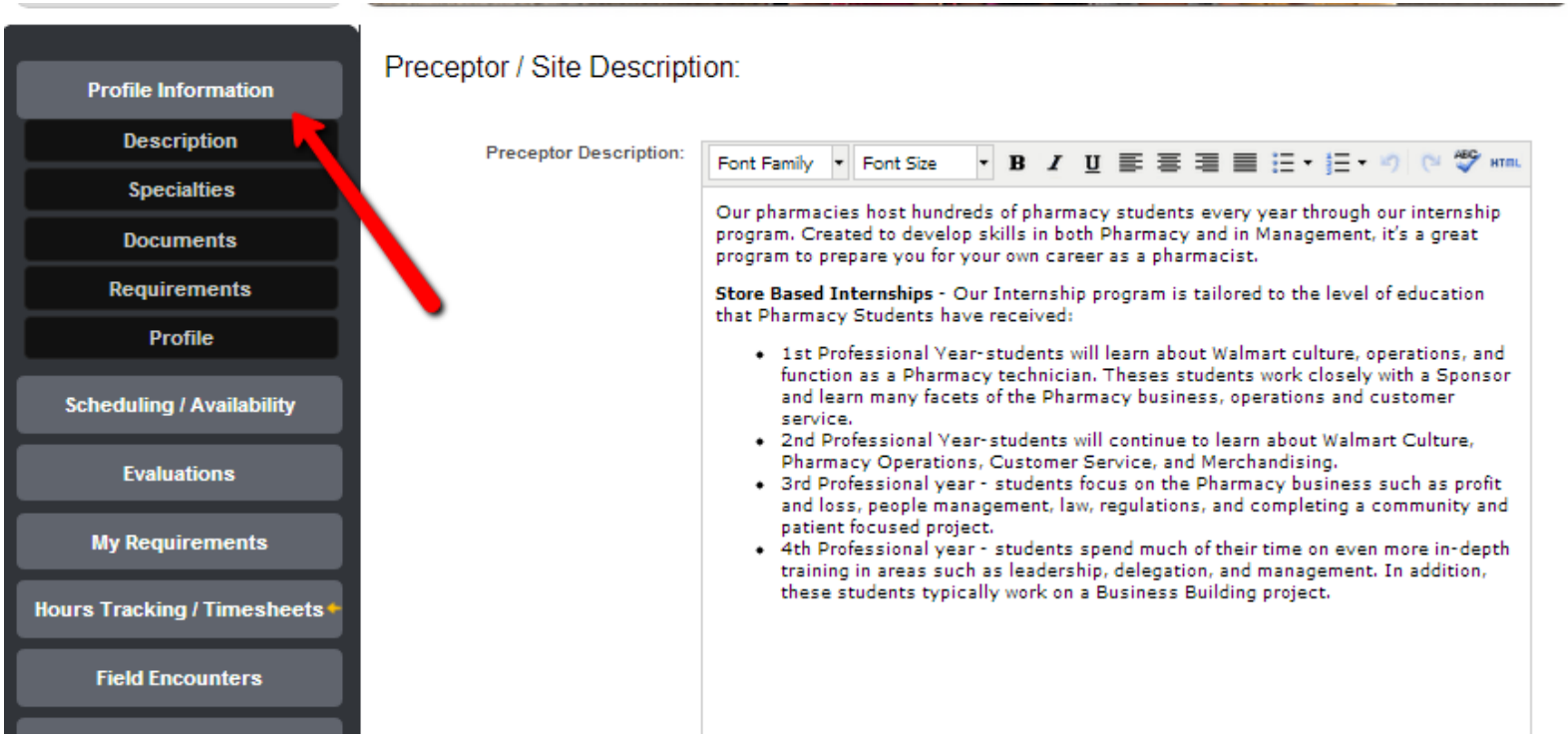
Support Library

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



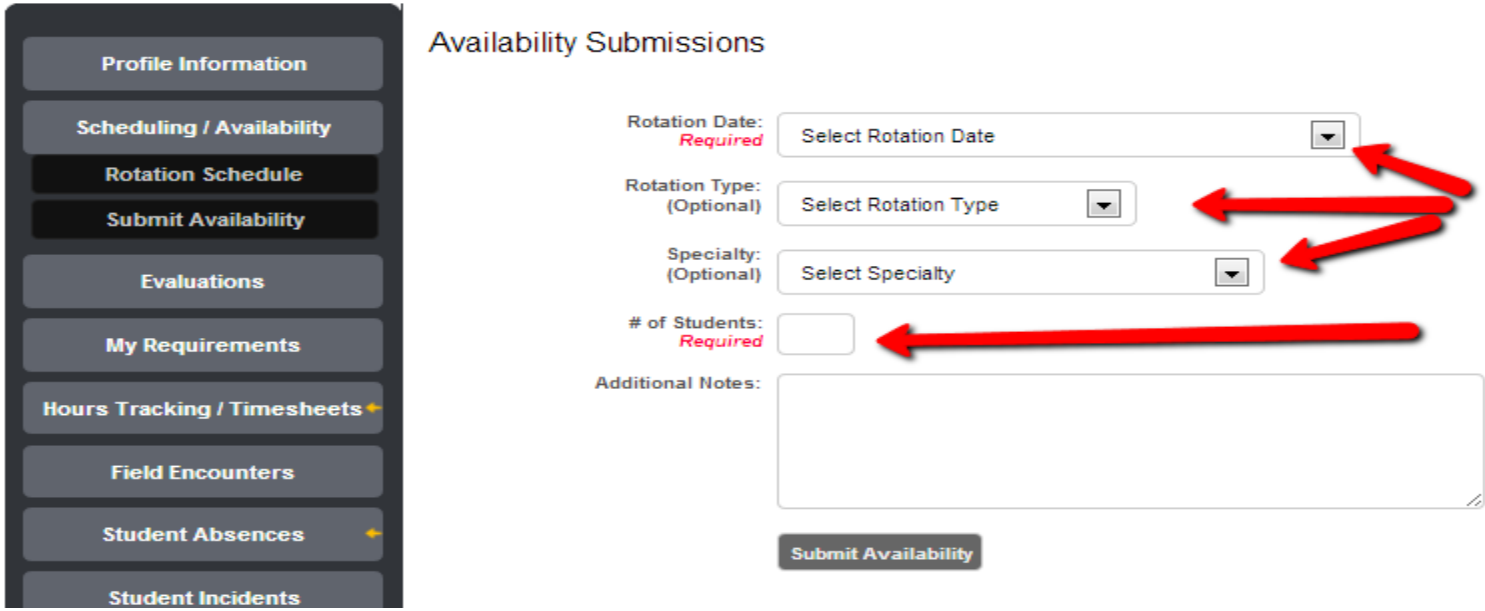
Adding your Preceptor Details

- 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”



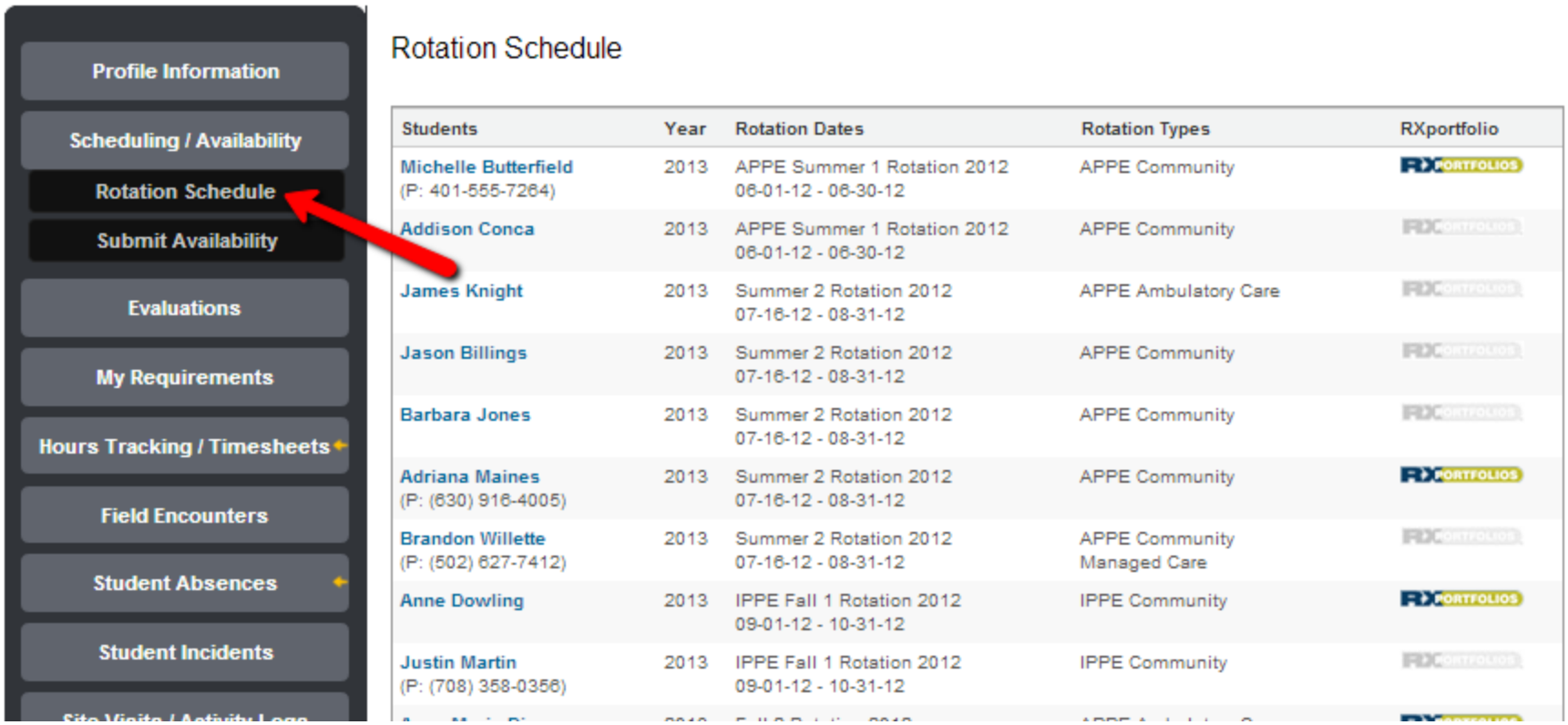
Submitting Your Availability

- 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



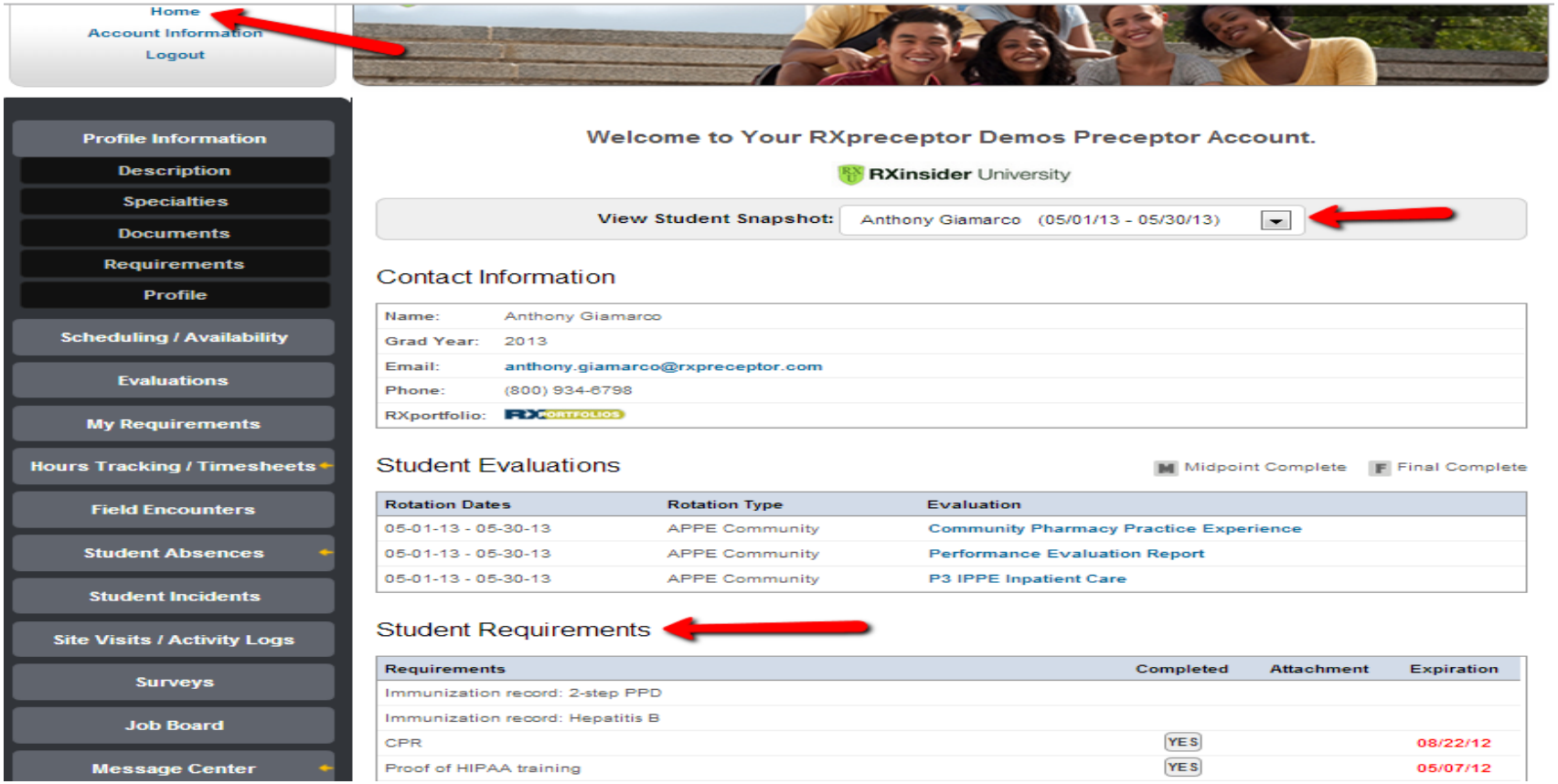
Viewing Your Scheduled Students

- 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



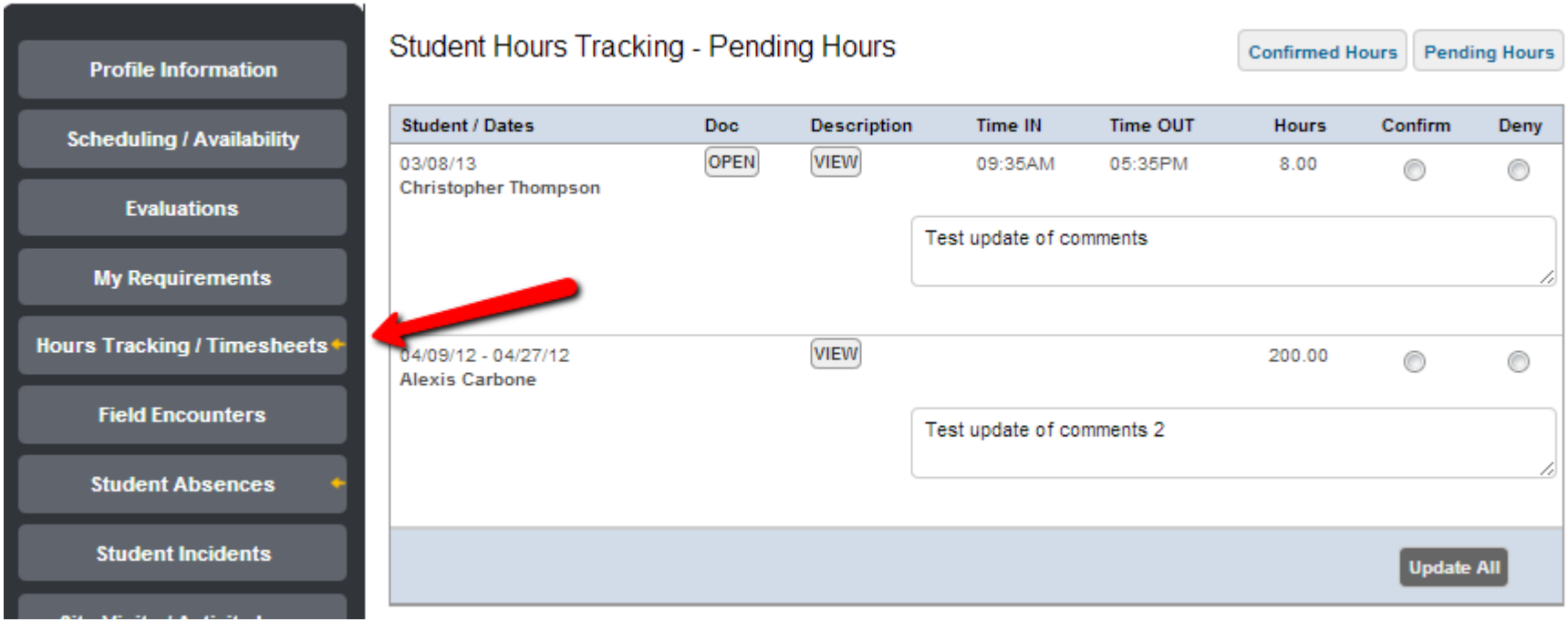
Viewing Your Student's Requirements

- 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



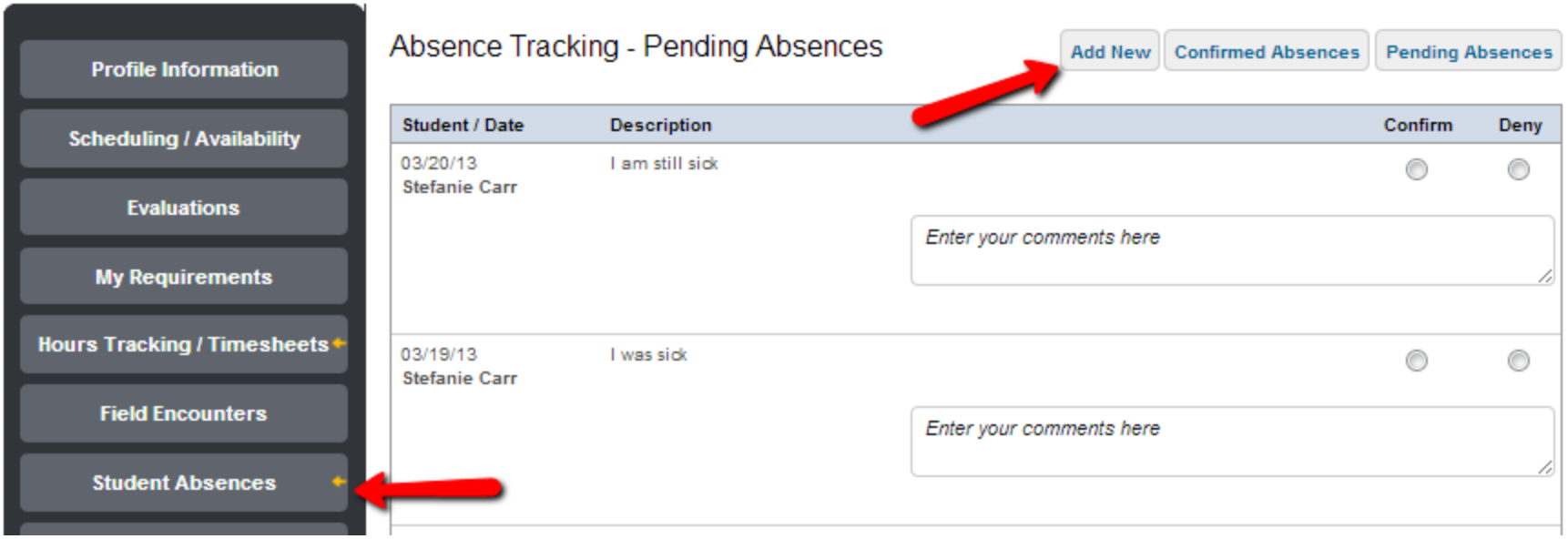
Approving Your Student's Hours

- 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



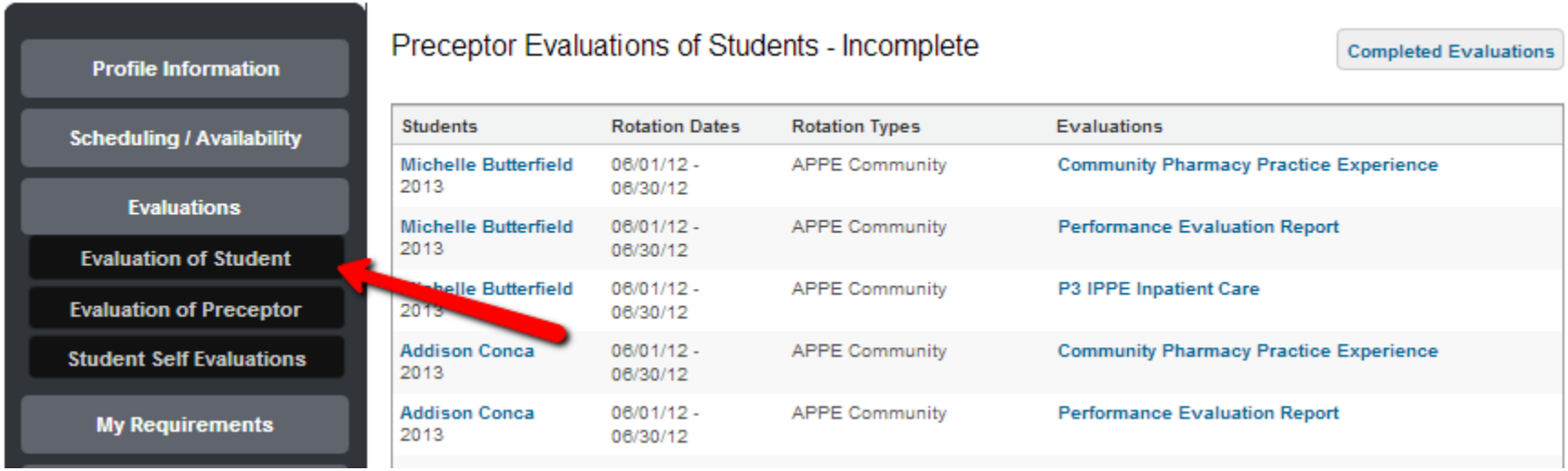
Student Absentee Log

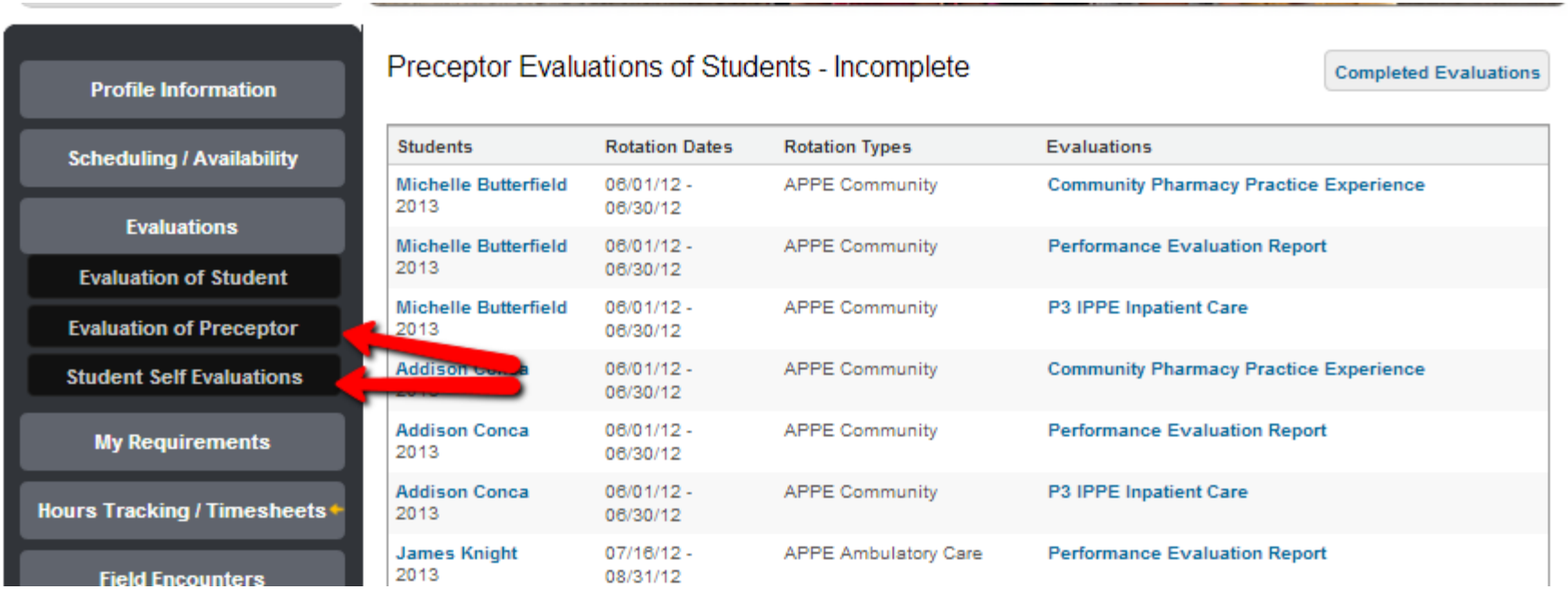
- If students submit absentees through RXpreceptor you may approve or deny them according to your school's protocol
- You may also send an absentee alert to your school if your student was out and did not report it



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



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