

# Student Introduction to RXpreceptor



[www.rxpreceptor.com](http://www.rxpreceptor.com)

# Account Registration

- Expect an account activation email with your initial username and password from [support@rxinsider.com](mailto: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
- [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*

Michael Aarens  
RXpreceptor Demos

Home  
**Account Information**  
Logout

RXinsider University

RXPRECEPTOR  
Experiential Learning Management System

Scheduling

Hours Tracking / Timesheet

Requirements

Welcome to Your RXpreceptor Demos Student Account.

RXinsider University

# The Messaging Center

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

- Scheduling
- Hours Tracking / Timesheet
- Requirements
- Field Encounters
- Absences
- Incidents
- Evaluations
- Surveys
- Job Board
- Message Center**

## Message Center | Recent

[Messages Archive](#)

Subject	Attachment(s)	Received	Read	Open
Please fill out the attached form		05-14-13	NEW	<a href="#">VIEW</a>
Please take this survey		05-14-13	NEW	<a href="#">VIEW</a>
Parking pass documents attached	<a href="#">OPEN 1</a> <a href="#">OPEN 2</a>	02-21-13	NEW	<a href="#">VIEW</a>
Please fill out the attached form	<a href="#">OPEN 1</a>	02-21-13	02-21-13	<a href="#">VIEW</a>
Test Survey Sending		01-25-13	02-21-13	<a href="#">VIEW</a>
Update Immunizations		10-18-12	NEW	<a href="#">VIEW</a>
Test		06-20-12	08-08-12	<a href="#">VIEW</a>
Pharmacy Jobs		06-20-12	NEW	<a href="#">VIEW</a>
Graduate Survey for RXpreceptor Demos		06-07-12	NEW	<a href="#">VIEW</a>
test stu		05-31-12	NEW	<a href="#">VIEW</a>
Get your requirements up to date please		05-15-12	NEW	<a href="#">VIEW</a>
Lottery Selection Case Will Open Next Week		05-15-12	NEW	<a href="#">VIEW</a>
Test sending jobs		05-08-12	02-21-13	<a href="#">VIEW</a>
Evaluations Due Tomorrow	<a href="#">OPEN 1</a>	05-07-12	06-28-12	<a href="#">VIEW</a>
TEST MSG SYS		01-04-12	04-19-12	<a href="#">VIEW</a>
testing 3	<a href="#">OPEN 1</a>	12-22-11	04-19-12	<a href="#">VIEW</a>

# Document Library

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

Document Library

View	Title
<input type="button" value="OPEN FILE"/>	Past IPPE Evaluations from E*Value System
<input type="button" value="OPEN FILE"/>	Past Schedule

Miscellaneous

View	Title
<input type="button" value="OPEN FILE"/>	Parking Pass Permit Application Download the application and return to security.

APPE

View	Title
<input type="button" value="OPEN FILE"/>	SOAP Notes Template
<input type="button" value="OPEN FILE"/>	Student Handbook

Evaluations

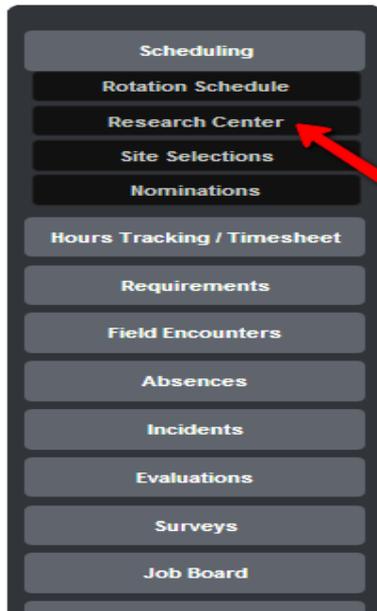
View	Title
<input type="button" value="OPEN FILE"/>	Student Test Doc

IPPE

View	Title
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# Researching Preceptors/Sites

- Under “Scheduling” click “Research Center”
  - You may search by name, Specialty, Rotation Type, Rotation Date, Region, State, or for General Electives
  - Once you have set your filters for the search using one or more of the fields click “Run Search”



## Site Supervisor / Site Research Center

Please use the following search tool to locate prospective Site Supervisor Sites for your upcoming rotations. Please take the time to research the facilities and various specialties offered by each location.

Search by Name / Site:

Site Supervisor / Site Specialties:

<input type="checkbox"/> Addiction Services	<input type="checkbox"/> ICU care
<input type="checkbox"/> Cancer Care	<input type="checkbox"/> OB/GYN
<input type="checkbox"/> Community Health	<input type="checkbox"/> Pediatric
<input type="checkbox"/> Emergency Medicine	
<input type="checkbox"/> General Medicine	

Rotation Type:

Rotation Dates:

Region:

State:

Show Elective Sites:  If a Site Supervisor / Site is a required rotation, student requests for that required rotation will be scheduled first, then remaining availability can be scheduled for electives.

## Researching Preceptors Cont.

- All of the Preceptors/Sites that match your search criteria will be listed in your search results
- You can view their name, region, specialties and location but for more details click “View Details” next to the Preceptor/Site you are interested in
- From their details you will be able to view their site description, any related documents, their location on a map, their site requirements and their availability

Scheduling

Rotation Schedule

Research Center

Site Selections

Nominations

Hours Tracking / Timesheet

Requirements

### Research Center Results

[Run New Search](#)
[View Map](#)

Name	Region	Specialties	City	State	Details
Angell Street Dental Associates			Providence	RI	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px;">VIEW</a>
Alyssa Marie Conradorian Angell Street Dental Associates		Addiction Services Community Health OB/GYN	Providence	RI	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px;">VIEW</a>
Mary Left CVS Pharmacy 324			East Greenwich	RI	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px;">VIEW</a>



# Making Preceptor/Site Selections

- Once you have researched and have found a Preceptor/Site you would like to select, view their availability from their “Details Page”
- Click “Select” for the date(s) you would like to select this preceptor/site for. If this is a required course that is also offered as an elective choose “Elective” if you would like to take this rotation as an elective.

Site Supervisor / Site Information  
\* Click the header bar to expand and collapse all details.

[Back to Search Results](#)   [Expand All Profiles](#)

**Individual Preceptor**  
**Alyssa Marie Conradorian**  
**Angell Street Dental Associates**

**Contact Information**  
 425 Angell Street  
 Providence, RI 04586  
 Created: Aug 13, 2012  
 Email: [aconrad@preceptor.com](mailto:aconrad@preceptor.com)  
 Phone: 4014558745

**Student Requirements**

- Background Check
- Chicken Pox
- CPR
- Flu Shot
- Hep B

**Site Specialties**  
 OB/GYN, Community Health, Addiction Services

Available Rotations	Start	End	Type	Available	Requested
<a href="#">Select All</a>					
Fall 2012 (6 week rotation)	09/03/12	10/15/12	PMA Externship 1	1	0
Spring 2013 (3 weeks)	03/09/13	03/30/13	PMA Externship 1	3	1

Please Note: Not all schools make all information seen above viewable to students

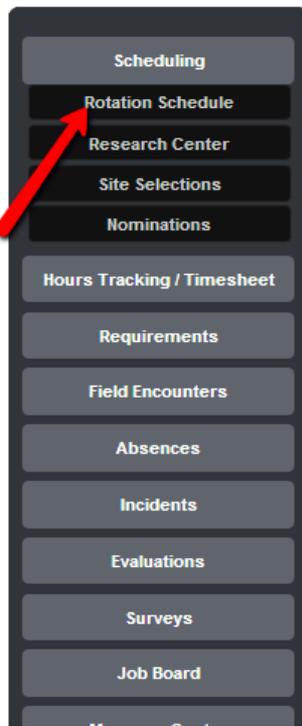
## Making Preceptor/Site Selections Cont.

- Once you make your Preceptor/Site selections they will fall in order that you made them. You may reorder your preferences by clicking "Update" and editing the preference number next to the Preceptor/Site

 IPPE Community (Max of 10 picks)	Rotation Date	Preference	Delete
<a href="#">Maria Antunes</a> <i>Woman and Infants</i>	IPPE Spring 1 Rotation 2013 (03/01/13 - 04/30/13)	1	<input type="button" value="DELETE"/>
<a href="#">Maria Antunes</a> <i>Woman and Infants</i>	Summer 2 Rotation 2012 (07/16/12 - 08/31/12)	2	<input type="button" value="DELETE"/>
<a href="#">Jack Johnson</a> <i>Rite Aid</i>	IPPE Spring 1 Rotation 2013 (03/01/13 - 04/30/13)	3	<input type="button" value="DELETE"/>
<a href="#">Jennifer Bowes</a> <i>Rite Aid 274</i>	Spring 1 Rotation 2013 (04/01/13 - 04/30/13)	4	<input type="button" value="DELETE"/>
			 <input type="button" value="UPDATE"/>

# Viewing Your Schedule

- Once your school has finalized and opened your schedule for viewing you may see it in your Rotation Schedule
- You will also be able to view a map of all of your preceptors locations if their address was made available in the system



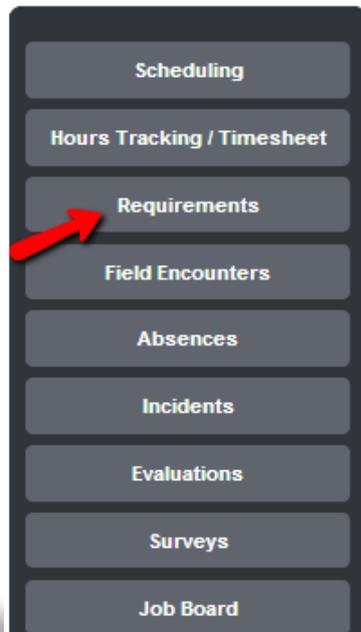
## Rotation Schedule

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



# Updating Your Requirements

- Update/Modify any of the *Student Requirements* you have completed and have been given access to edit
  - Click on “Requirements”
  - Click “Edit” next to the requirement you have completed
  - Add the expiration date, notes and attached document if applicable



## Student Requirements

Immunizations						
Requirements	Mandatory	Completed	Doc	Expiration	Edit	
Immunization record: 2-step PPD	No	YES		01-30-15		
Immunization record: Hepatitis B	Yes	YES		05-31-13		
Immunization record: MMR	Yes	YES		01-17-14		
Immunization record: PPD	Yes	YES		08-03-14		
Immunization record: Varicella titer	No	YES	OPEN	05-04-15		
Immunization record: Td or Tdap	No	YES		03-03-14	EDIT	
Site Specific Requirements						
Requirements	Mandatory	Completed	Doc	Expiration	Edit	
Background check paperwork for Hopkins and Cleveland Clinic	No	YES	OPEN	09-02-13	EDIT	
Intern state licensure - CT	No	YES	OPEN	05-04-16	EDIT	
Intern state licensure - MA	No	YES		05-09-13	EDIT	

# Evaluations

- Once your preceptor has completed your evaluation and your school has opened it up for you to view you will be able to view it under “Evaluation of Student”
- You will complete your Evaluations of your Preceptors/Site under “Evaluation of Preceptors”
- If your school requires you to complete a self evaluation it will be accessed through “Student Self Evaluation”
- Please Note: You may save all evaluations in draft mode to finish at a later time by clicking “Save Changes” once you click “Submit Final Grade” you will no longer be able to edit the evaluation

Scheduling

Hours Tracking / Timesheet

Requirements

Field Encounters

Absences

Incidents

Evaluations

**Evaluation of Student**

Evaluation of Site Supervisor

Self Evaluations

Evaluations of Michelle Aarons

Rotation Dates	Rotation Type	Site Supervisor / Site	Evaluation
Summer 2012 (2 week rotation) 08-19-12 - 09-03-12	PMA - OTHER	Jennifer Young Open MRI of New England	<a href="#">Medical Assistant Evaluation</a> <span style="background-color: #ccc; padding: 2px;">M</span> <span style="background-color: #ccc; padding: 2px;">F</span>
Fall 2012 (6 week rotation) 09-03-12 - 10-15-12	PMA Externship 1	Alyssa Marie Conraddorian Angell Street Dental Associates	<a href="#">Medical Assistant Evaluation</a> <span style="background-color: #ccc; padding: 2px;">F</span>
Fall 2012 (6 week rotation) 09-03-12 - 10-15-12	PMA Community	Christopher Jacobs Pediatricians LTD.	

## Evaluations Continued

- If you receive an average grade of less than 2 in any section it will result in a failing grade for the entire rotation.
- You can easily identify those sections that you failed by the red box that appears at the end of the section with your average score for that section.
- If you receive a red box any where on your evaluation, you have failed the rotation.

## Submitting Your Hours

- Click “Hours Tracking / Timesheet” then “Record New Hours”
- If the fields apply please select the following
  - Preceptor/Site where the hours were completed
  - Rotation Type
  - Start Date & End Date (these may be the same if your school requires you to submit daily logs)
  - Time In and Time Out if required
  - Total Hours for the date range
  - Hours Description
  - You may attach a file if you are required to submit an assignment with your hours
- Press Submit
- Your hours will be editable until your Preceptor approves or denies them
  - If Denied you will receive a message to make changes and resubmit

# Submitting Your Hours Continued

Add Hours

Hours Tracking

## Site / Date / Time Information

Preceptor / Site: *Required*

Start Date: *Required*

End Date: *Required*

Time IN:

Time OUT:

Total Hours: *Required*

## Hours Description

Comments:

## File Attachment / Document URL

Attach New File:  No file chosen

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

# Field Encounters Log

- Your school will set up a list of Field Encounters/Assignments for you to report on while out on your Experiential Rotations
- To add a log click “Add Log” next to the condition or assignment you are trying to complete

Field Encounters

[View All Entries](#)

Miscellaneous				
Field Encounter / Competency	# of Entries	Last Entry	Entries	Add New
Mandatory General Patient Care- CPR Mandatory	1	04-04-13	<a href="#">VIEW</a>	<a href="#">ADD</a>
Mandatory General Patient Care- Vital Signs	3	02-20-13	<a href="#">VIEW</a>	<a href="#">ADD</a>



- Then complete all fields required by your school and submit

# Field Encounters Log

- Then complete all fields required by your school and submit

Add Encounter Log Field Encounters Tracking

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Field Encounter: Mandatory General Patient Care- CPR  
 Description: Mandatory

**Rotation Information**

Preceptor / Site: *Required*

Rotation Type: *Required*

**Additional Information**

:

Date: *Required*

Comments:

**File Attachment / Document URL**

Attach New File:  No file chosen

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

# Submitting an Absence

- Through RXpreceptor you are able to submit an absence to your Preceptor which will be sent to both your Preceptor and School Experiential Education Department
- Simply Click on “Absences” “Record New Absence” fill out all required fields and submit your absence to your preceptor
- **NOTE: This does not replace contacting your preceptor directly**

**Absence Tracking**

Confirmed Absences | Record New Absence

Date	Preceptor / Site	Description	Status	View	Edit	Delete
03/01/13	Jason Argante CVS (709)	I am feeling under the weather today and will not be in. I can bring a doctors note.	Pending	<a href="#">VIEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
02/01/13	Jason Argante CVS (709)	Sick	Pending	<a href="#">VIEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
01/03/13	Jason Argante CVS (709)	I am very sick today and will not make it in.	Denied	<a href="#">VIEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
08/15/12	Ruth Korch Walmart (3957)	I have an appointment tomorrow	Pending	<a href="#">VIEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
04/19/12	Jim Gallagher CVS	I am sick	Pending	<a href="#">VIEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
03/08/12	Jack Johnson Rite Aid	Sick today	Pending	<a href="#">VIEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
03/04/11	Frederick Chase	I will be out on Friday for personal reasons.	Denied	<a href="#">VIEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>

# Submitting a Preceptor of the Year Nomination

- Click on “Scheduling” and select Nominations. Then Select the Preceptor from the drop down menu, add comments and click Nominate Preceptor

## Preceptor Nominations

You may only submit (5) Preceptor of the Year Nominations

Site	Preceptor	Date Submitted	Delete
RXinsider	Greg Cianfarani	04-19-12	<input type="button" value="DELETE"/>
Woman and Infants	David Christenson	04-24-12	<input type="button" value="DELETE"/>
CVS 2323	James Rego	06-28-12	<input type="button" value="DELETE"/>
Kent County Memorial Hospital	Gary Kindle	02-21-13	<input type="button" value="DELETE"/>

**Submit New Preceptor / Site Nomination**

Preceptor / Site: Required

Comments: