



RxPreceptor™ is an online software program that The University of Findlay College of Pharmacy is utilizing to help manage the experiential process. Our goal is to convert to a paperless process in the very near future for many reasons. If you have not already received an email from RxPreceptor™ informing you of your login and password, please let us know and we can send this to you, through the email you provide us. We hope that you will adopt this new system. Paper evaluations are no longer available thus we encourage you to login into RxPreceptor™ and utilize the program. It is a very pain-free process and will help everyone stay organized and moving forward. This is not a complete manual but is intended to help you become familiar with the basic functions of RxPreceptor™. Please note the instructions below.

Using the Internet:

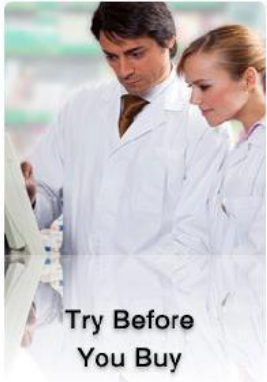
1. www.rxpreceptor.com

academicSuiteHX

Experiential Management Assessment ePortfolio Presentation ePortfolio Demos & Trials

Features & Benefits Advisory Board Upgrades eBrochure Contact & Support Login Account Login

Experiential Management



Try Before You Buy

Free Trial Setup

Innovation

Rxpreceptor represents the next generation of experiential management software for Colleges of Pharmacy. As the latest component in RXinsider's AcademicSuiteRx, RXpreceptor allows for detailed student-preceptor-site management, rotation scheduling management, student-preceptor evaluation management, requirements tracking, and is customizable and scalable with over a dozen additional experiential management modules to choose from.

Control, Flexibility & Simplicity

RXpreceptor will not only provide your experiential department with a full suite of management tools, but will empower your team to run/export detailed reports in real-time, customize evaluations, customize modules, and provide your preceptors, students and staff with a simple and intuitive tool.

Freedom

You now have an alternative to home-grown programs, needlessly complex systems, generic scheduling software, and time-consuming paper scheduling (offline management). Gone are the days of costly job orders, unnecessary delays, antiquated platforms, reporting limitations, insecure applications, generic tools, and unresponsive customer service.

Welcome to RXpreceptor!

What Schools Are Saying!

"I am a preceptor for 4 Colleges of Pharmacy and utilize 3 different experiential software programs. I find RXpreceptor to be the most intuitive and easiest to use."

Amy Bixler, RPh
Virginia Beach, VA

"As an early adopter of RXpreceptor, RXoutcome and RXportfolios I have had the pleasure of working with RXinsider for years. The engineers and client support team have always been very responsive to our needs and suggestions, helping these programs become the sophisticated pharmacy specific software tools they are today!"

David D. Trang, Pharm.D., M.B.A.
Assistant Professor

Experiential Management

Login to Your RXpreceptor Account

Username:

Password:

[Sign in](#)

Forgot your Password?

Please contact your school administrator directly for assistance. Your privacy is important to us, which is why your school administrator must verify you before resetting your login credentials.

2. Log in & password: (watch email or contact Cindy Fitzpatrick at 419-434-5462)
 - a. XXXXXXXX
 - b. XXXXXXXX

3. Click on **“Scheduling”**
 - Review your student’s schedule(s)
 - Click on the student’s name to email them if there is something you want or need to tell before the rotation.
 - Click on **RxPortfolio** (**RxPORTFOLIOS**), far right (if the student has linked his/her account) and review their portfolio.
 - Once login to **RxPortfolio** scroll down on the left side & look for the tab
 - **“Resume & File Archive”**
 - Click on **“Resume & File Archive”** and click on the Resume/ C.V., word document that the student has created. Please note it is very important for students to have their resume/C.V.s reviewed. This process should be helpful to you and the student; knowing what their strengths, weakness and past experiences have been. This gives you, the educator, a starting point to focus on their experiential education.
 - If you have no student and need to schedule introductory availability for an Introductory Pharmacy Practice Experience (IPPE), see step 5. Also please email or call Cindy Fitzpatrick (419-434-5462 or fitzpatrick@findlay.edu) to inform us that you have availability.



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4. Evaluation Submissions for Advance Practice Preceptors (APPE) P6-students :
 - a. Click on the far left tabs **“Evaluations”** then click on the sub heading tab **“Evaluation of Student”**; there are 3 evaluations: a mid point (done about week 2 or 3), final evaluation, and final grade assignment. The grading scale is A=honor, B= pass, or F= fail. If the student fails the rotation then he/she must repeat the month, either with current preceptor or a different preceptor.

- b. The final evaluation and grade assignment must be done at the **end** of each month. We encourage at minimum a mid-point evaluation as well.
- c. Note example below: Simply clicking on the underlined description will permit you to bring up the evaluations & final grade submission.

Student Name	Rotation Block	Rotation Type	Evaluation
Student Name	04-01-10 - 04-30-10	Community Pharmacy/Ambulatory Medicine 2	<ul style="list-style-type: none"> ✓ Advance Practice -Pharm.D. Student Rotation Midpoint Evaluation Form ✓ Advance Practice Experience- Final Rotation Grade (701-710) ✓ Advance Practice-Pharm.D. Student Rotation Evaluation Form (701-710)

5. Preceptor Scheduling for Early/Introductory Pharmacy Practice Experience (IPPE) P3-P5 students

- a. To schedule an Introductory Availability please note the following:
 - i. Click on “**Schedule Submission**”, left column
 - ii. Select Rotation Block drop down select *FLEXIBLE DATES*
 - iii. Please fill in the number of students you are willing to take during the semester.
 - iv. Please send Cindy Fitzpatrick or Tonya Dauterman a brief email letting us know that you are available as well. (dauterman@findlay.edu or fitzpatrick@findlay.edu)
 - v. If you are precepting both fall and spring you will need to repeat this process.
 - vi. Click “Enter Schedule” and repeat the process if necessary for the following semester.
 - vii. Once a student has ranked you as their preference the administration at the College of Pharmacy will connect you with the student and you will be matched accordingly.

Select the Rotation Block & Block Type

Slots Available

Select Rotation Block ▼

Early Practice Experience 1 & 2 (P4 year) ▼

Enter Schedule



6. Evaluations for Early/Introductory Pharmacy Practice Experience (IPPE).

Every student deserves feedback to improve their skills. We hope that you will find time to provide valuable feedback to the students. The student must have their competency list signed off during the fall semester and they must minimally have at least **50%** of the items checked off. During the spring semester the students must demonstrate competency in the remaining items checked.

Click on the far left tabs **“Evaluations”** then click on the sub heading tab **“Evaluation of Student”**. The evaluation is a two step process. Each student will ask you to help them become competent in various sections of their competency list. Please note there are often several items under each section, all areas must be done under a sections with competence before checking off. At the end of the rotation the *IPPE Preceptor Evaluation of Student* final evaluation is to be completed and verification of the 50 hours. Please be sure to scroll to the bottom of the evaluation and save by clicking on **“submit as a final grade”**.

Student Name	Rotation Block	Rotation Type	Evaluation
XXX XXX (2012)	01-01-10 - 04-19-10	Early Practice Experience 1 & 2 (P4 year)	✓ P4 Experiential Competency Checklist (Fall Semester) ✓ IPPE Preceptor Evaluation of Student

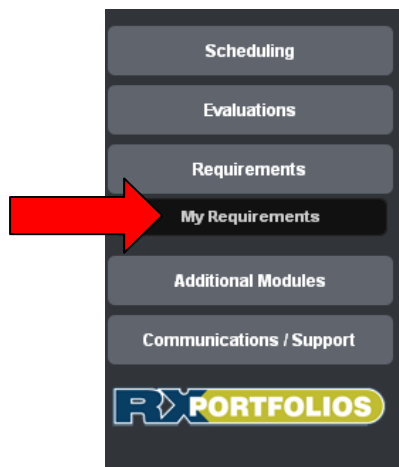
7. IPPE/APPE Documenting Hours


Preceptors are expected to confirm student hours for Early/Introductory Pharmacy Practice Experiences (IPPE) P3-P5 and APPE experiences. On the left hand side click on **“Additional Modules”**




As an IPPE preceptor the experiential program needs you to confirm that the student has spent fifty (50) hours with you at your practice site. The student will log their hours in RxPreceptor™. As a preceptor it is expected that you will log into RxPreceptor system and confirm hours. Under the sub tab **“Student IPPE/APPE hours”** you can verify the date and time that your student has spent with you. IPPE student have been instructed to log hours on a daily basis. APPE students can log weekly, monthly or however the preceptor prefers. The University of Findlay experiential faculty will review the student’s submission after the preceptor has confirmed.

8. Preceptor Training

We encourage and offer several means of preceptor training through the College of Pharmacy Experiential Program. Most preceptors utilize the free version of *Pharmacist Letter* to obtain preceptor training. For more information please contact Darci Mead at *Pharmacist Letter* at dmead@pletter.com.



Once you have completed any preceptor training module please document this under the **“Requirements”** tab and subheading tab **“My requirements”**. Here you can click on modify icon  and simply note the type of preceptor training you have completed. This is on the honor system and we do not require you to send us a copy of your CE. Please make a note of the type of preceptor CE your received and when you did this in the comment box. (Please leave the expiration date field blank)

Preceptor Requirements	Mandatory	Completed	Attached Doc	Expiration	Modify
Preceptor Training Program				--	

If you have any questions please feel free to contact us.

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