

Appendix B: RxPreceptor for Students

- RxPreceptor is the electronic system used to search for preceptors, schedule experiences and complete competency checklists and evaluations
- Every student has his or her own account
 - www.rxpreceptor.com
 - Click Login
 - Use username and password emailed to you
 - You may change password, if desired
 - Remember your password! If you forget, you must email Cindy Fitzpatrick (fitzpatrick@findlay.edu) to have your password reset
- “Scheduling” Tab
 - “Rotation Schedule” allows you to see your scheduled rotation in once you and your preceptor have been linked
 - The “Research Center” allows you to search for preceptors
 - Do not narrow your search by anything other than “Preceptor Category” and “State.” Narrowing by “Specialties,” “Course Code,” is not reliable and you will eliminate a number of viable choices
 - Restricting your search by “Region” may also be helpful to some students
- “Evaluations” Tab
 - Evaluation of Student
 - Your preceptor’s evaluation of you will appear under this tab
 - You will not be able to see your preceptors evaluation of you until you have completed your evaluation of the preceptor and site
 - Evaluation of Preceptor
 - You must complete an evaluation of your preceptor and site for each experience
 - This must be completed by portfolio due date for full credit
- “Additional Modules” Tab
 - “Hours Tracking” is where you log your hours each semester. To log hours, click “Add New Hours” in the top right hand corner
 - Specify they type of hours (automatically defaults to introductory)
 - Select the Preceptor/Site – You will log this under your preceptors NAME (not the site)
 - For Start Date and End Date use the ORANGE CALANDER ICON to select the date (do not manually input the date by typing it)
 - Fill in the total hours you worked
 - Include a short description of your hours (this is particularly helpful when you go to write your reflections)

“Preceptor Nominations” should be used if you had a particularly wonderful preceptor and would like to nominate them for preceptor of the year. Be sure to include comments on why you think they should be preceptor of the year.