

RXpreceptor Instructions for Preceptors

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Logging In

RXpreceptor recommends using *Google Chrome* or *Mozilla Firefox* browsers for optimal performance

- I. Go to https://www.academicsuiterx.com/experiential_login.php to log in. Alternatively, just type rxpreceptor.com in the URL space, which is the shorter address to the official login address. You may benefit later from bookmarking this web address now.
- II. *If you already have an RXpreceptor account with another school or if you are currently a Preceptor and a Pharmacy student you are able to link your 2 separate RXpreceptor accounts:*
 - a. Log into one account with your existing username and password
 - b. Click 'Linked Accounts' at the bottom of the left menu, then 'Add New Account', and follow the prompts to link your multiple accounts.
 - i. Enter your username and password for your other account when prompted
 - c. To switch between your multiple accounts, click 'Switch School Accounts' in the top right corner and then select the account to which you want to login.
- III. Once logged in, you will be on your 'Home' screen.
- IV. It is a good idea to keep your password written down in a safe location, however if you do forget your password, click here: [Forgot your RXpreceptor password?](#)

Account Information

Click 'Account Information' in the upper left quadrant of the screen to review your contact information.

- I. Update any incorrect or missing information
- II. To modify your practice site information, contact the Office of Experiential Education (OEE) at oe.e.phm@utoronto.ca or (416) 978-8761.
- III. Use the 'Secondary Address' fields for your home information. This field is optional and for use by the OEE only.
- IV. PIN Numbers are assigned by RXpreceptor, for internal operations only, and cannot be changed.
- V. Edit your username and password to suit your preferences. Leave the password field blank unless you are changing your password.
- VI. **Click 'Update Information' at the bottom of the screen to save your changes.**

Any changes to your account information are forwarded to OEE for finalizing in RXpreceptor. If no changes are needed, return to your home screen by clicking 'Home' in the upper left corner of the screen.

Account Photo

Click 'Account Photo' in the upper left area of your 'Home' screen to upload your photo. We request that you upload your photograph so your students can know more about you, just as you are able to view their photograph.

Profile Information

In the left menu, click 'Profile Information'

- I. Click 'Description' to view the preceptor/rotation description on file for you (if any). Your Preceptor Description in RXpreceptor is very important to students so they can have an immediate brief overview of your practice and what a rotation with you will be like.
 - a. Please review the 'Preceptor Description' that is currently posted in your RXpreceptor profile, make any changes needed by typing directly in the text box, and click 'Enter Details' at the bottom of the page to save changes.
 - b. If no description appears in your profile, please provide one. You may wish to follow this suggested template:

(Your name) has been at this practice site since ____ (year). Primary responsibilities are: _____ (list top 3-5). EPE students can expect to be engaged in these activities: _____ (list 3-5). APPE students can expect to be engaged in these activities: _____ (list 3-5). (Add more information as you see fit)

As an alternative, you can email the OEE at oee.phm@utoronto.ca this information and we'll upload it to your RXpreceptor profile for you.

- II. 'Specialities' identifies the rotation types(s) that are associated with your profile. To modify specialities, contact the OEE at oee.phm@utoronto.ca or (416) 978-8761.
- III. Click 'Documents' to upload your own documents.
 - a. Note the two radio button choices of granting viewing access to **either** preceptor/school administrators only **or** to students/preceptors/school administrators.
 - b. For example, you may wish to upload your pre-rotation reading list or student expectations and learning agreement for your students to view.
- IV. Click 'Profile' to view all preceptor/site information about you (description, specialities, documents, etc.), including Student Requirements necessary for rotations with you at your site.
 - a. Certain student requirements, such as the APPE resume, will be available for you to view.
 - b. Your practice site's requirements are then listed in alphabetical order. Note: If your site has a new requirement, or if you notice an error, **please** contact oee.phm@utoronto.ca or phone (416) 978-8761.

Select a Student to View Snapshot

Click 'Home' in the upper left corner of the screen.

- I. Below the U of T logo you will find a drop down menu for 'Select a Student to View Snapshot'
- II. Click the name of an assigned student (with rotation dates listed) to view his or her contact information, scheduled evaluations, and student requirements (pre-requisites for rotation).

- a. The email address is hyperlinked, so you can click the email address to send a message to the student.
- b. Once uploaded, documentation of select Student Requirements (e.g. resume) is viewable to the preceptor by clicking 'Open' under the heading 'Attachment' next to the requirement. (PDFs open directly; Word documents may download instead of opening directly.)

Scheduling/Availability

In the left menu, click 'Scheduling/Availability'

- I. Click 'Rotation Schedule' to view all scheduled student assignment(s) with photo(s), phone numbers, rotation dates, and types. Click a student's name to send him or her an email address.
- II. **APPE Preceptors Only:** Click 'Submit Availability' to directly upload your availability for future rotation dates. *The OEE will notify you when the online submission of availability is open.*
 - a. Rotation Date: For each rotation date you are available, select the appropriate rotation block. (e.g. APPE Block 1 2015-2016)
 - b. Rotation Type: This information is pre-programmed into RXpreceptor, based on your previous offerings or information obtained from your preceptor application materials. If you wish to make changes to the type(s) of rotations you offer, please contact the OEE at (416) 978-8761 or oeo.phm@utoronto.ca.
 - c. Speciality: 'Speciality' identifies the rotation type(s) that are associated with your profile. To modify specialities, please contact the OEE.
 - d. # of Students: Provide the number of students you are willing to take in this rotation block.
 - e. Additional Notes: Use this field to let us know of any special requirements or to provide additional information, such as, "I can take one student in any rotation block except Block 2" or "I will be on vacation one week during this rotation block, but my colleague John Doe will precept the student in my absence," etc.
 - f. Click 'Submit Availability.' You will see a green banner indicating that your availability has been sent for review and approval by the OEE, and you will see the availability you submitted at the bottom of the screen.
 - g. Repeat the above steps for each rotation block you wish to provide availability.
 - h. To make changes to the availability you submitted, click the aligned 'Edit' button.
 - i. After the OEE has reviewed and approved your availability submission, you will receive an email from 'RXpreceptor – University of Toronto' to alert you that your availability submission has been finalized. You may then view your availability on your home screen.
 - j. If you have any questions or concerns, please contact the OEE.

My Requirements

APPE Preceptors Only: Click 'My Requirements' on the left-hand menu.

- I. As you complete the Preceptor Development Program (PDP) Modules, update your Requirements
 - a. Click 'Edit' next to the module you have completed
 - b. Select the date and 'Complete' for the Status
 - c. Click 'Enter Requirement'

Field Encounters (Coursework)

Rotation coursework is referred to as 'Field Encounters' within RXpreceptor. To review and confirm pending student coursework, click 'Field Encounters' on the left-hand menu.

- I. Click to review the student's attachment
- II. Click 'Confirm' to approve the coursework or 'Deny – Send Back to Student' to deny and alert the student
- III. Add any comments or attach a document if relevant
- IV. Click 'Confirm/Deny' to submit

Evaluations

You will receive an email notification of an evaluation that is soon due or past due, and embedded in the email message is a URL that will take you directly to the evaluation in RXpreceptor. However, there are advantages to logging in to RXpreceptor in order to view, for example, the student's self-evaluation and/or review your past completed evaluations. In the left-hand menu click 'Evaluations.'

- I. Click 'Evaluation of Student' to see a list of incomplete evaluations and a button for access to 'Completed Evaluations.'
 - a. Find the student to evaluate, and click the blue hyperlinked 'APPE Evaluation' or 'EPE Evaluation' for the appropriate time period, to access the online evaluation form.
 - b. The evaluation form's general overview and rating descriptors indicate the expectations for the evaluation. Based on the descriptors, select a rating that most closely aligns with your student's performance, for each item, by clicking the appropriate radio button on the right side of the screen.
 - c. You are encouraged to add written comments that support the assessment with examples, provide feedback, and/or suggest actions to improve the student's performance.
 - d. Click 'Save Changes' at the end of the evaluation to save an evaluation that is still 'draft'. Neither the Faculty nor the student will be able to see this version.
 - e. When you have finished the evaluation, click the appropriate 'Submit Midpoint Score' or 'Submit Final Score' button. Your evaluation list will now show an 'M' when the midpoint evaluation has been submitted and an 'F' when the final evaluation has been

submitted. The Faculty will now be able to access and view this 'submit' version. The student will also see the midpoint version; to see the final version, the student will need to have submitted their 'student evaluation of the preceptor' form. (Note that preceptors will NOT be able to view student evaluations of the preceptor until after the academic year ends, and these will be anonymized.)

- f. Once submitted, an evaluation cannot be changed unless reopened by the OEE.
- II. Click 'Student Self-Evaluations' to view the self-evaluations completed by your assigned students.
 - a. The blue hyperlinked self-evaluations have been submitted and are viewable to you.
 - b. An 'M' represents the submitted midpoint evaluation. An 'F' represents the submitted final evaluation. (In this context, the 'F' denotes 'Final', not 'Fail'!)
 - c. If there is a blank beside the student's information, the self-evaluation has not yet been submitted.
- III. At the end of the academic year, you will be able to click 'Evaluation of Preceptor' to view your students' evaluations of you.
 - a. These reports will be anonymous and aggregate feedback.
 - b. The OEE will notify you when your evaluations report is available.

Student Absences

You can track student absences using the 'Student Absences' module, on the left-hand menu.

- I. To review and confirm a submitted absence, look under 'Pending Absences'
- II. To add an undocumented absence, click 'Add New' – these entries will appear under your and the student's 'Confirmed Absences' tab

Document Library

Click 'Document Library' on the left menu to view and download many resources to assist you.

- I. If you have a suggestion for an additional resource, please email oee.phm@utoronto.ca or phone (416) 978-8761.

Job Board

Click 'Job Board' on the left menu to post a job to the student job board or to view previous postings.

- I. Click 'Add New Job' on the top right of the screen.
- II. Complete the form by entering the Employer, Job Title, and Job Description. Include information regarding how to apply for the job in the Job Description box. Formatting tools are available above this text box, to format the posting to your liking. The city, province, and expiration date of the posting are all optional fields.
- III. Click 'Add New Job' to complete your job posting

- IV. You will see the job status immediately as 'Pending' until it has been approved by an OEE administrator.
- V. To edit a previous job posting, click the aligned 'Edit' button to return to the job posting form. Once you have completed your edits, click 'Modify Job' to submit them.

Message Centre

Click 'Message Centre' to view any messages, including attachments that have been sent to you by the OEE.

Questions?

For all RXpreceptor questions, please contact the OEE at oeephm@utoronto.ca or 416-978-8761.