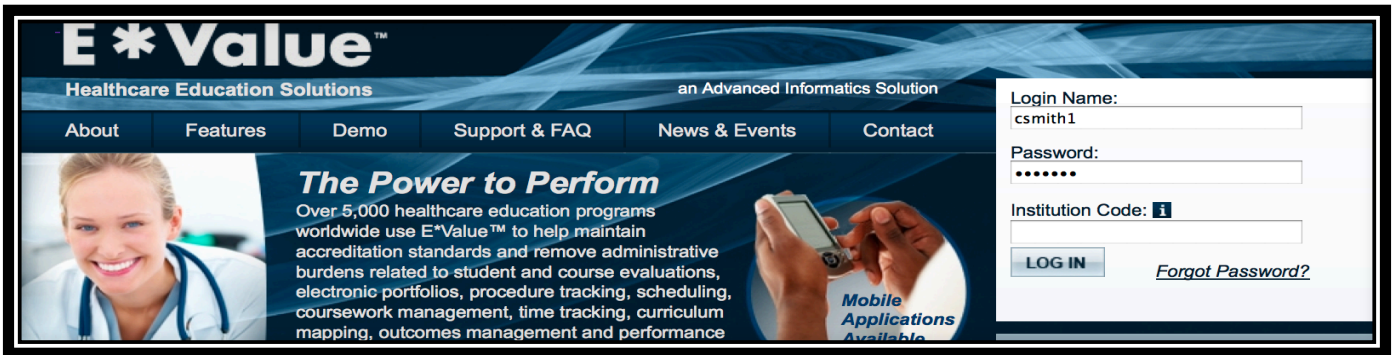
University of Louisiana at Monroe
College of Pharmacy
Office of Experiential Education (OEE)
Student Instructions for E*Value

E*Value is a comprehensive web-based system designed to help manage pharmacy practice experiences. This new system replaced EMS beginning May 23, 2011. Using the E*Value system, students can update personal information, view practice experience assignments, complete, and log assignments, complete preceptor and site assessment forms, and view evaluation reports.

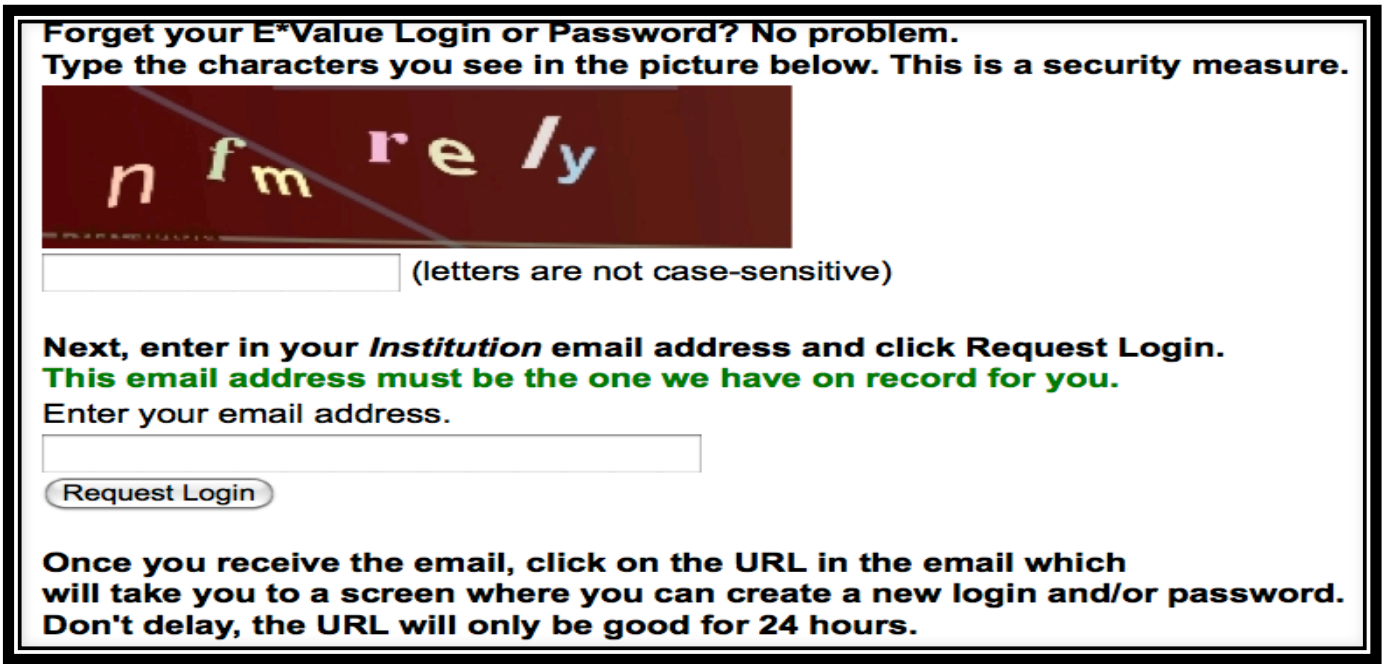
Logging in to E*Value

You will receive your temporary Login Name and Password to access E*Value by email. Once you receive this information:

1. Log in to the website located at **https://www.e-value.net/**.
2. Type in your temporary login name and password, and then click **"LOG IN"**. (Ignore "Institution Code")



3. If you do not have your login or have forgotten your user name or password, click on **"Forgot Password?"** The following screen will appear:



a. Type in the characters that appear in the colored box.
b. Enter your email address that the University has on file for you.
c. Click **"Request Login".**
d. You will receive an email from Client Services that contains a link that includes your login and password. Once you click on the link you will be logged in and directed to the password screen so you can create a new login and/or password. Below is a sample of the email.

Dear E*Value User,

You have requested an automatic login link from E*Value. If you did not make this request change your E*Value password IMMEDIATELY. If you find that you can no longer login, contact your E*Value administrator IMMEDIATELY and have him or her change your password.

The following automatic login link will remain active for one day OR until you change the E*Value account password. Once you are logged into the system, change the password IMMEDIATELY to something you will remember.

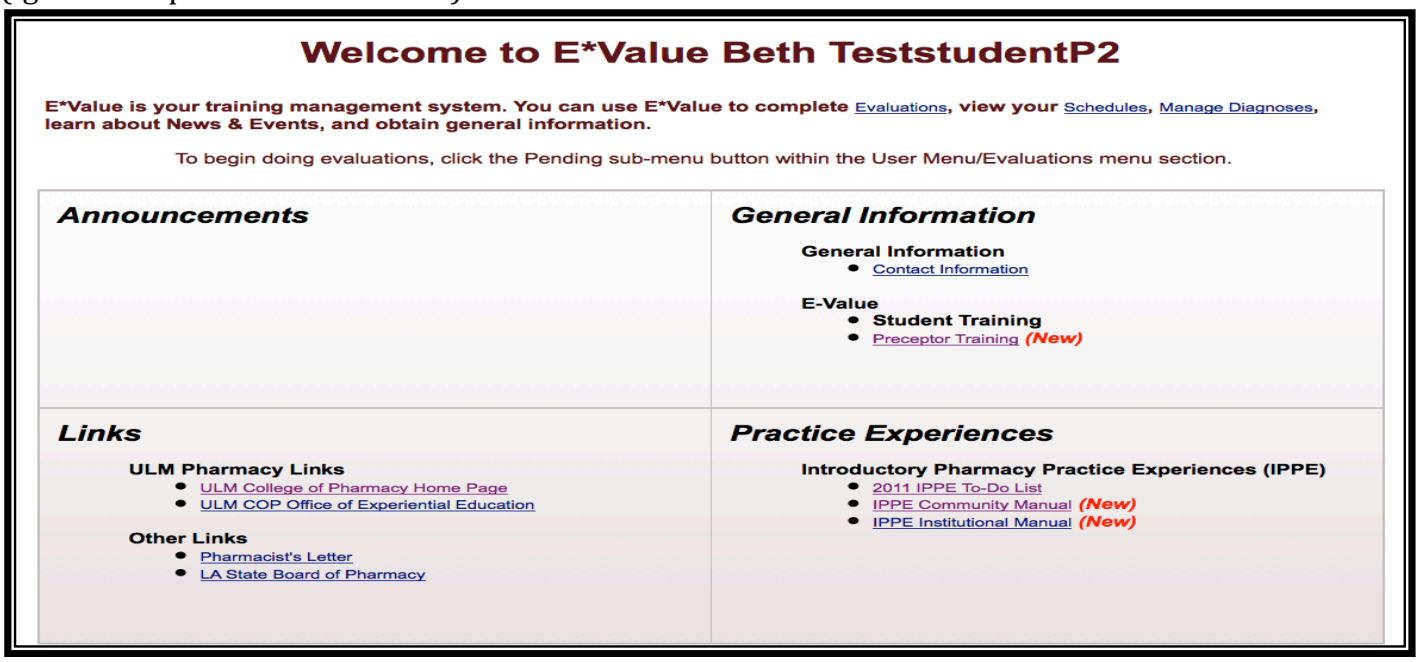
In program College of Pharmacy, University of Louisiana Monroe for account Jane TestPreceptor Pharm.D. click HERE to login.

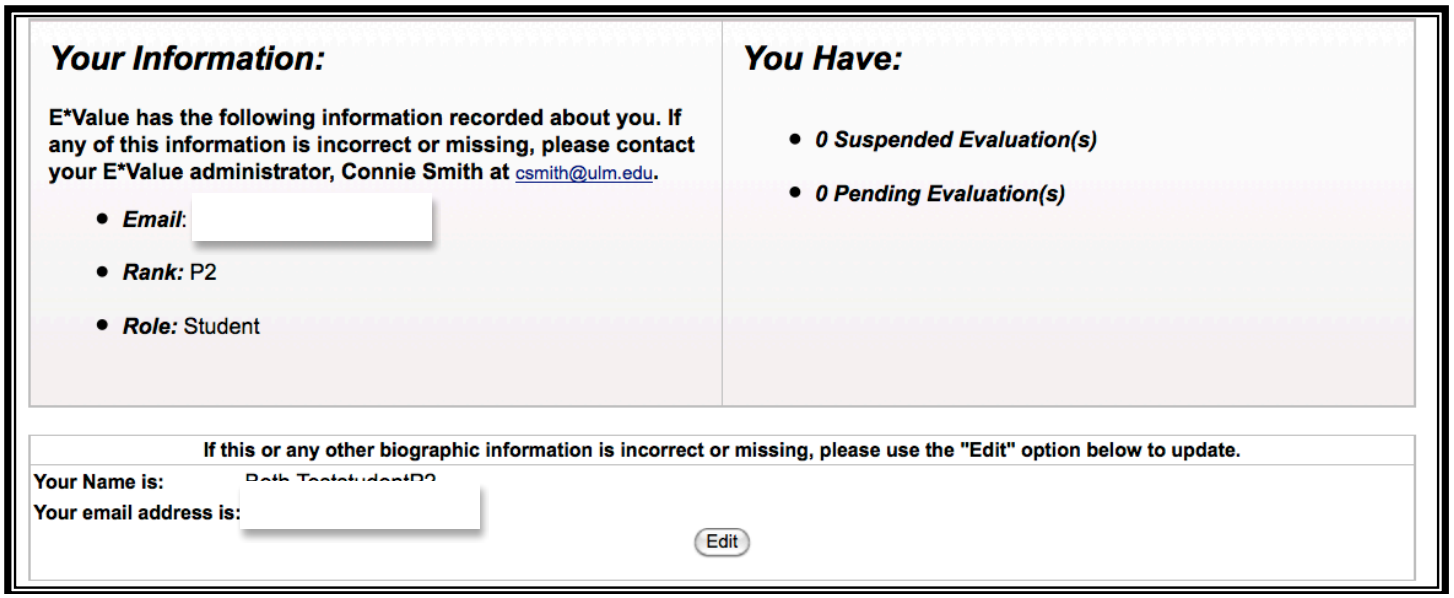
Thank you for using E*Value!

e. The link in the email is active for only 24 hours. If you do not log in and change your password within 24 hours you will need to go back to the login screen and request again.

E*Value Home Screen

When you login to E*Value you will be on the home screen which contains announcements, contact information for the Office of Experiential Education (OEE), practice experience documents, and quick links. At the bottom of the screen, you will see your email, rank (P#) and role (Student) within our program. **Let the OEE know if the email address is not correct because all correspondence will be sent to this address**. To update your biographic information, you can click on **"Edit"** at the bottom of the screen. Here you will also see the number of **"Pending Evaluations"** that you need to complete. (Ignore "Suspended Evaluations")



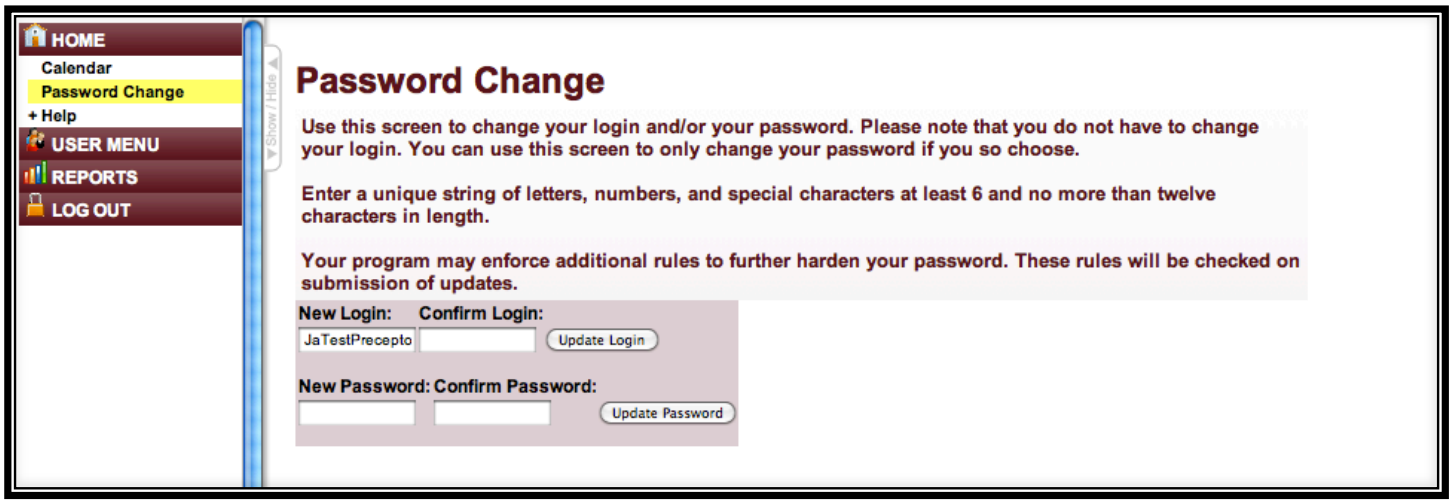


Changing your Login Name/Password

Change your temporary login name and password to something easier for you to remember.

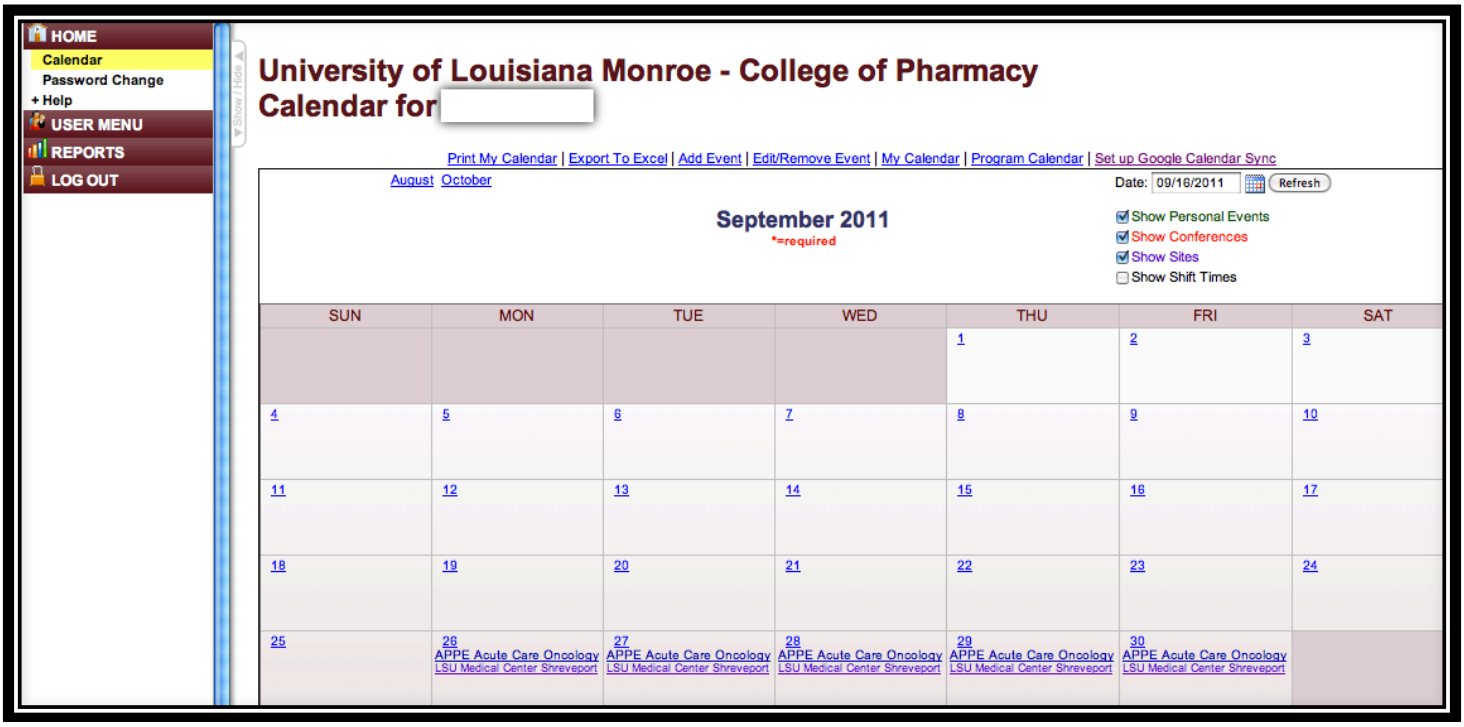
1. Click **"Password Change"** under the **"Home"** section.
2. In order to change your login name, type in your **"New Login"** in the first box and then re-type in the **"Confirm Login**" blank. Click **"Update Login"**.
3. In order to change your password, type in your **"New Password"** in the first box and then re-type in the **"Confirm Password"** blank. Click **"Update Password".**

You must change the Login Name and Password separately, and click **"Update"** after each change. Passwords should be between 6 and 10 digits, must contain both numbers and letters, and are not case sensitive.

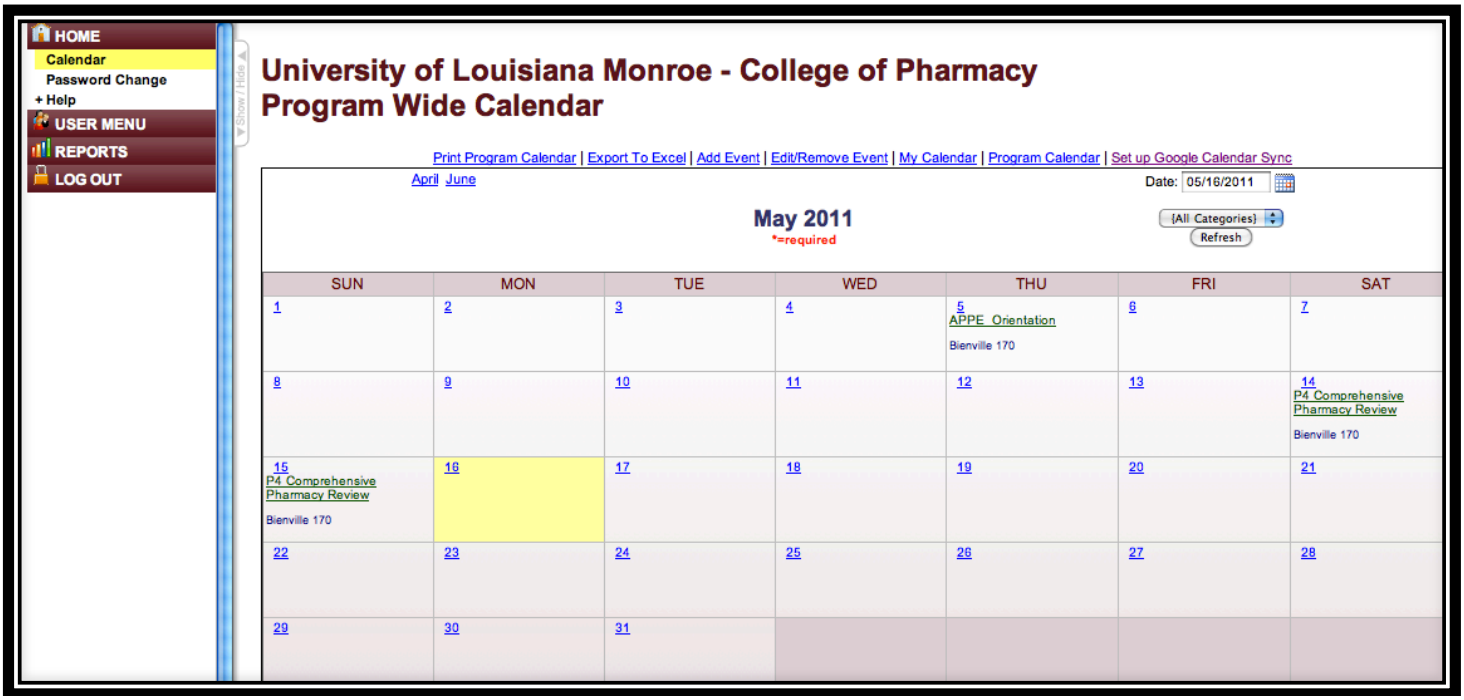


Calendar

Under **Home -> Calendar,** you will have access to a personal calendar as well as a program calendar that can be used to view assigned schedules as well as to organize personal events. Under **"My Calendar"** you can see your assigned course schedules. You can customize the calendar by adding additional events or editing/removing events. The calendar can be printed or exported to Excel.



Under **"Program Calendar"** you will find upcoming events, conferences, and deadlines that pertain to both preceptors and students.



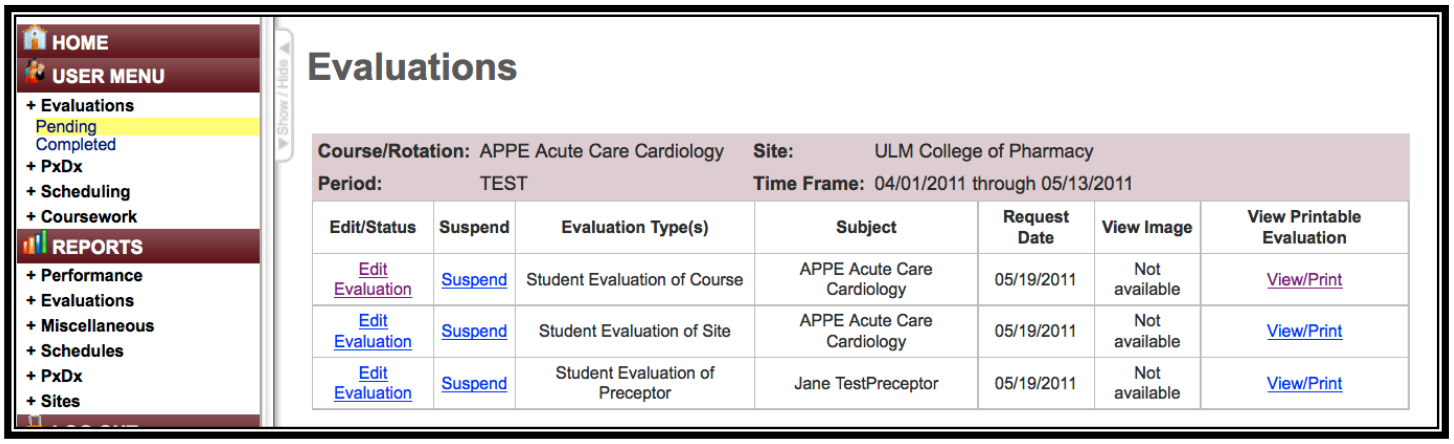
Evaluations

Preceptors use the online E*Value system to evaluate and grade students' competencies and professionalism. In addition, students use E*Value to document their evaluation of the preceptor, site, and course. Using E*Value promotes consistency and reliability of assessments among users.

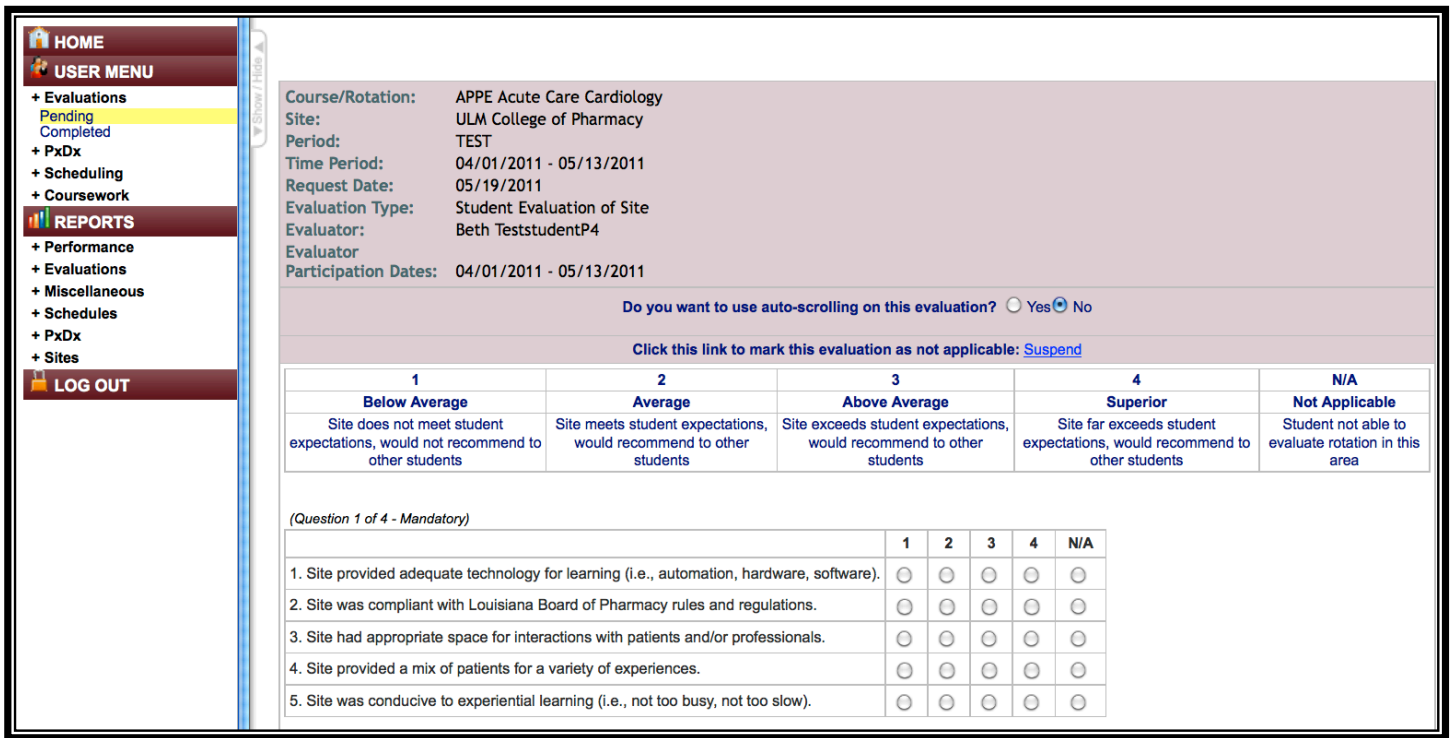
As a student, you will need to complete three evaluations for each experience: one each for your preceptor, site and course.

Steps for completing these evaluations:

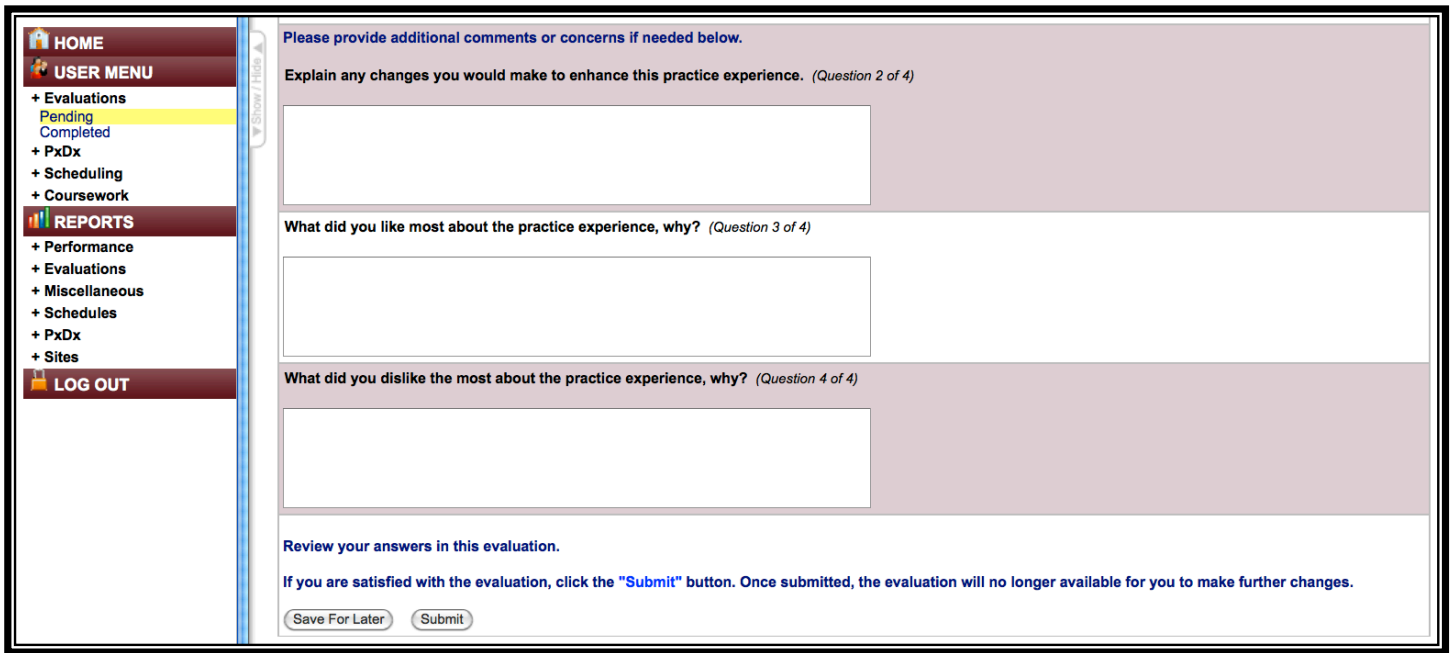
1. Click **User Menu -> Evaluations -> Pending** to see a list of evaluations assigned to you.



2. Click ***Edit Evaluation*** to complete the *Student Evaluation of Site.* Sample evaluation below:



3. At the top of the evaluation, you are given the option of whether or not to auto-scroll through the evaluation. Auto-scrolling will advance you to the next item in the evaluation once you have chosen a response.
4. The evaluation cannot be submitted until all mandatory questions have been answered.
5. Students should rate the site on each of the items in the evaluation using the rubric associated with each item.



6. After evaluation has been edited, you can ***Save For Later*** (if you intend to edit further) or ***Submit*** (if evaluation is complete). Once submitted, evaluations may no longer be edited.
7. You can view completed evaluations by clicking on **User Menu -> Evaluations ->Completed**.
8. Computer generated emails will be sent to you periodically to inform you of evaluations that need to be completed. A sample email is below:

Dear Beth TeststudentP4,

This is an automated reminder notifying you of outstanding evaluation(s) for you to complete for APPE Acute Care Cardiology during TEST.

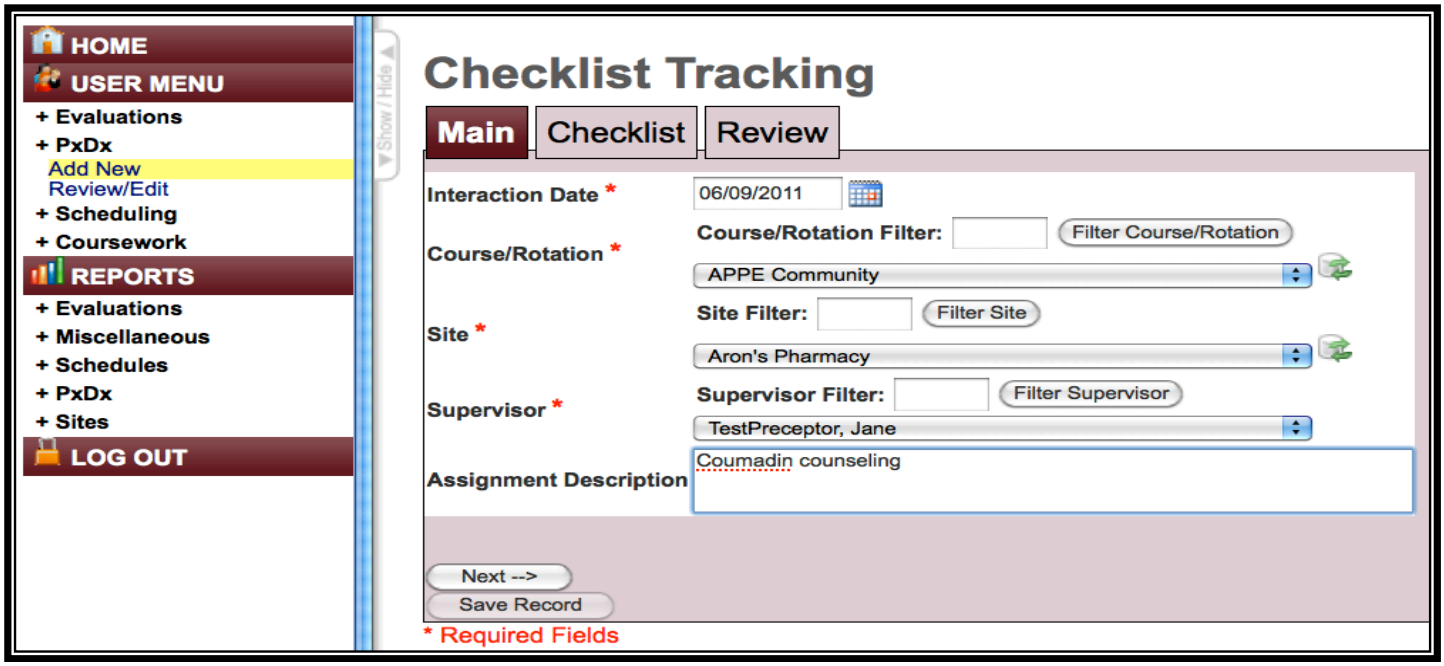
You may complete your evaluations by logging in to the E*Value Evaluation System at the following website. If the URL wraps due to your email client, you will need to copy both parts to your web browser before continuing:

https://www.e-value.net/m.cfm?a=686BCFAF0178111F0F87B93ECCD6590F

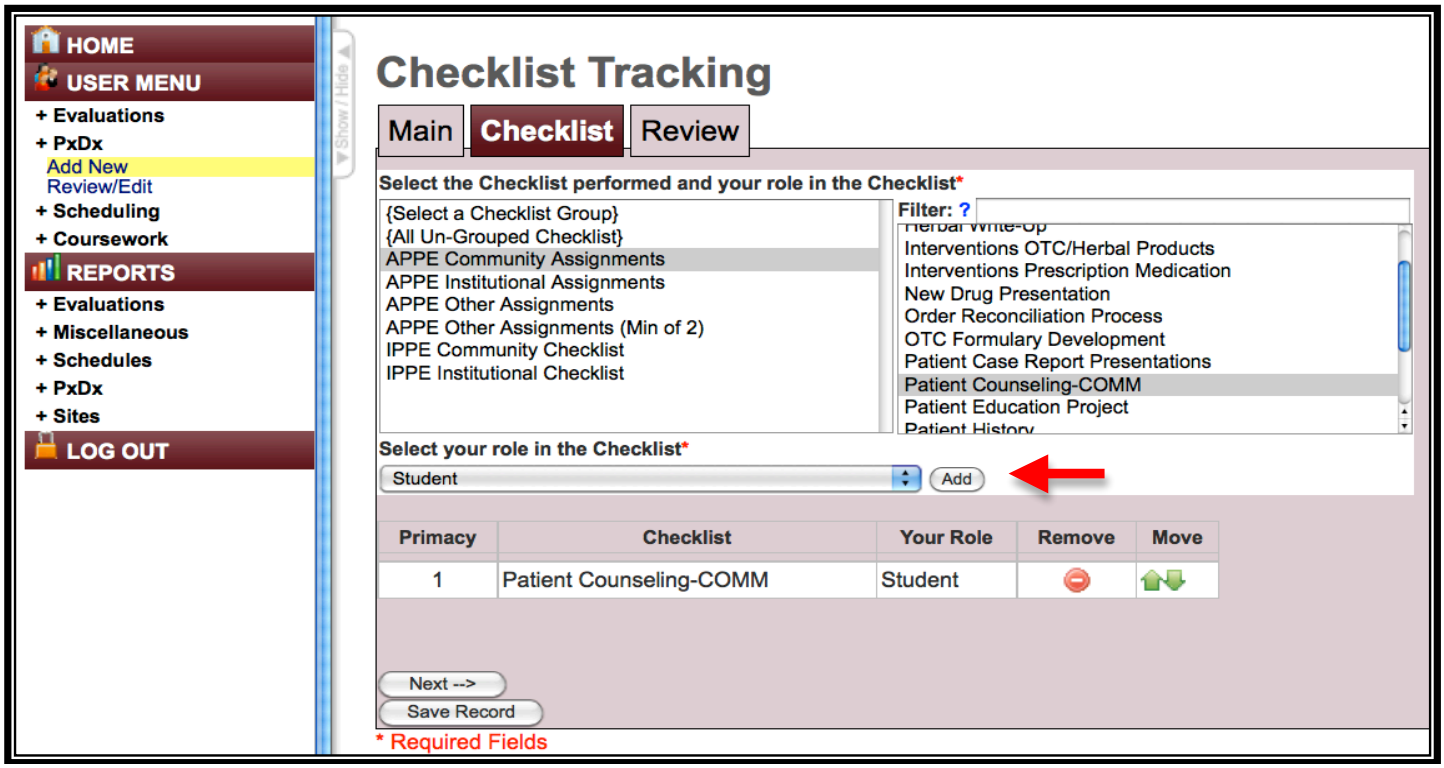
The information you provide through evaluations is considered highly valuable to your program. Your participation is greatly appreciated.

Entering Assignments in PxDx

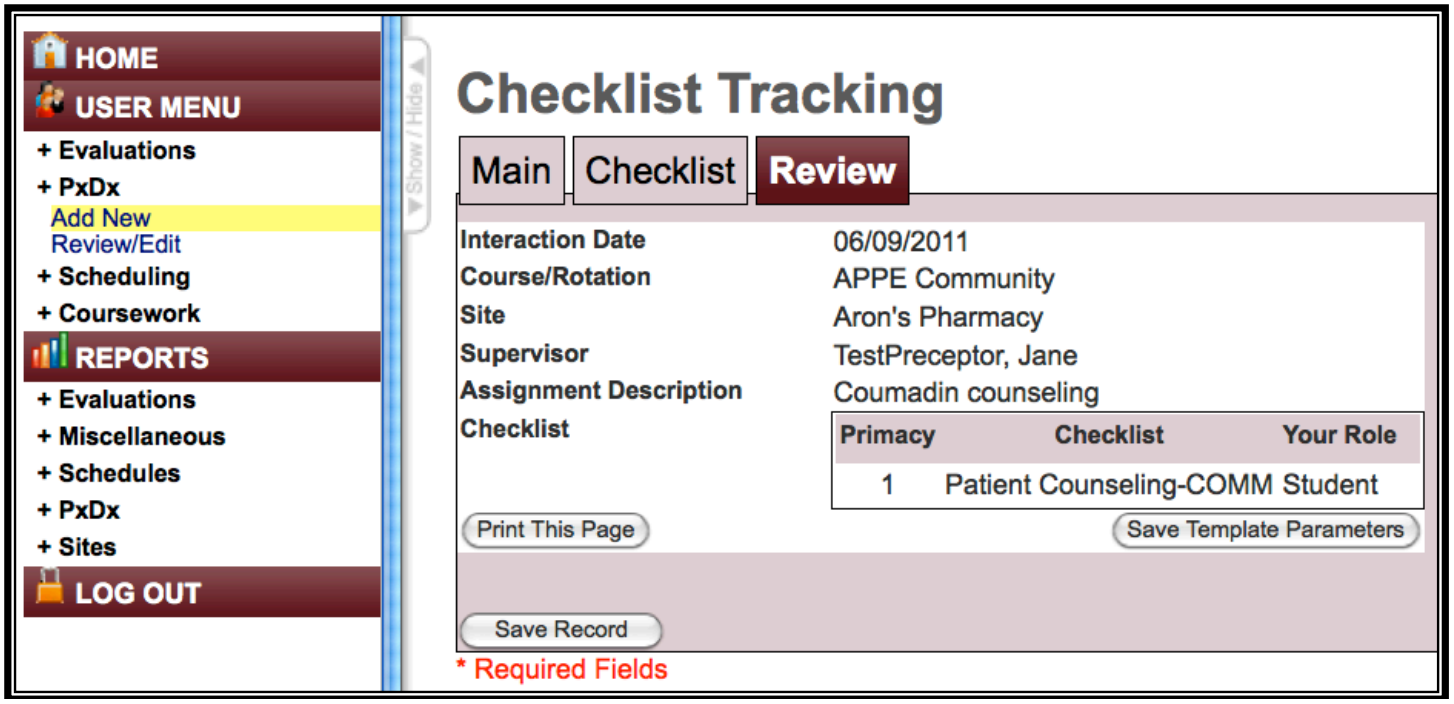
Under **User Menu -> PxDx -> Add New,** you will enter new assignments. You must choose the type of rotation, site, and preceptor for your current experience. You should also enter a description of your assignment.



Once you have done this, click ***Next*** which takes you to the screen where you will choose the checklist under which you want to enter the assignment. When you click on a checklist from the left hand side of the screen, the assignments in that checklist will appear on the right hand side, and you will choose the type of assignment you are entering. Then click ***Add***.

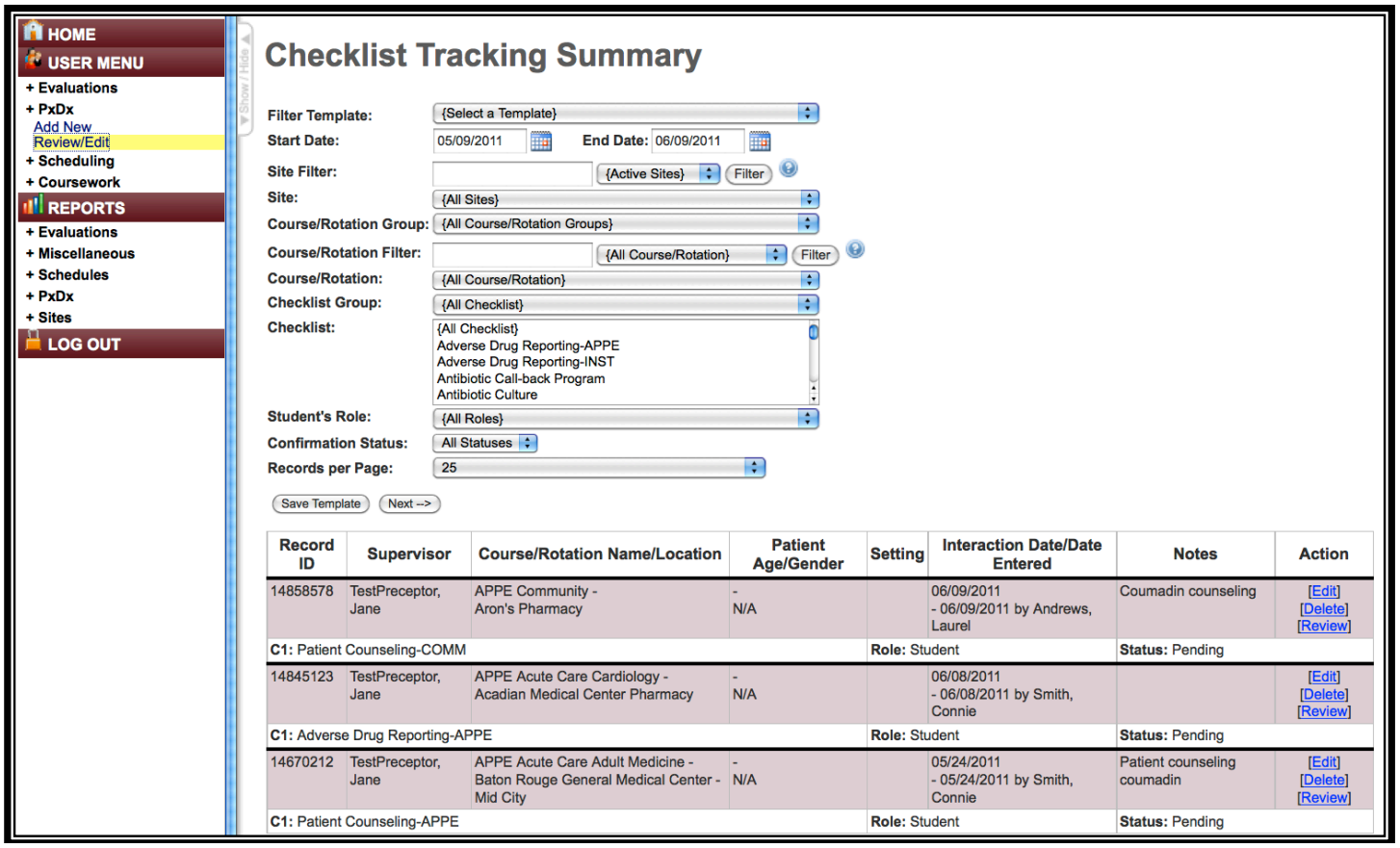


Once you have done this, click ***Next*** to review what you have entered and save the record.



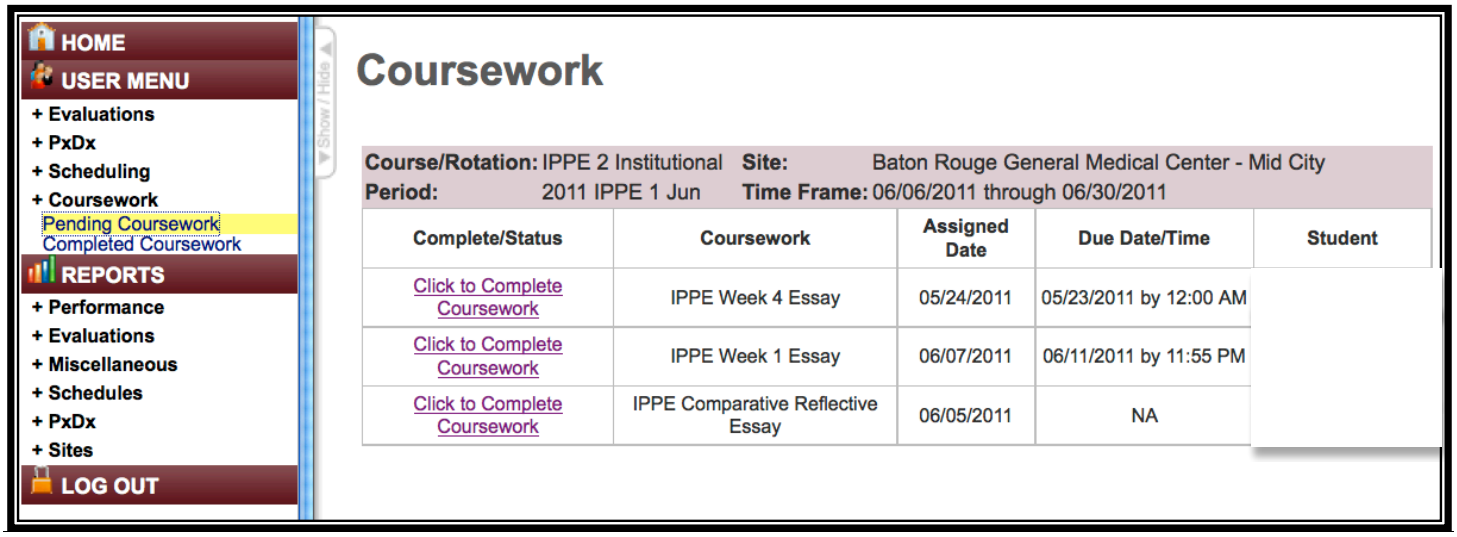
Your preceptor will approve all assignments entered on your checklists.

To review or edit saved entries in PxDx, go to **User Menu -> PxDx -> Review/Edit.** You can then choose to review, edit or delete any assignments you have entered.

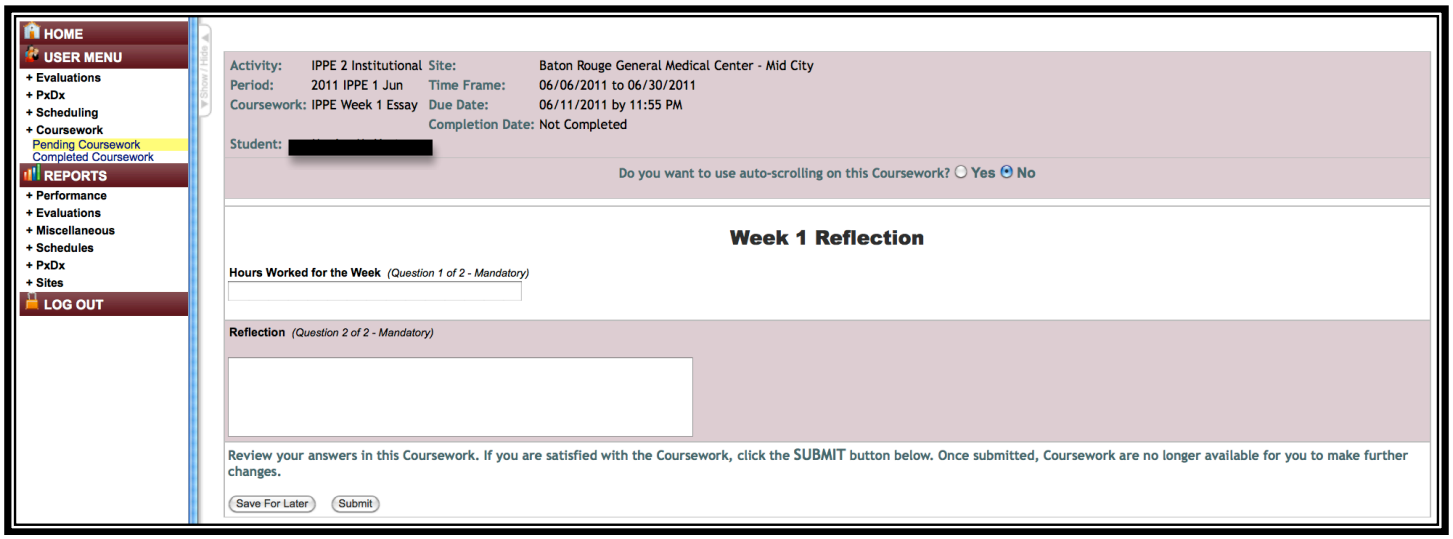


Entering IPPE Coursework

Under **User Menu -> Coursework -> Pending Coursework,** you will complete weekly journals, essays and other assignments.



1. Click on the link to the assignment you want to complete.
2. Once you begin the assignment, you can ***Save For Later*** (if you intend to edit further) or ***Submit*** (if assignment is complete). Once submitted, coursework may no longer be edited.

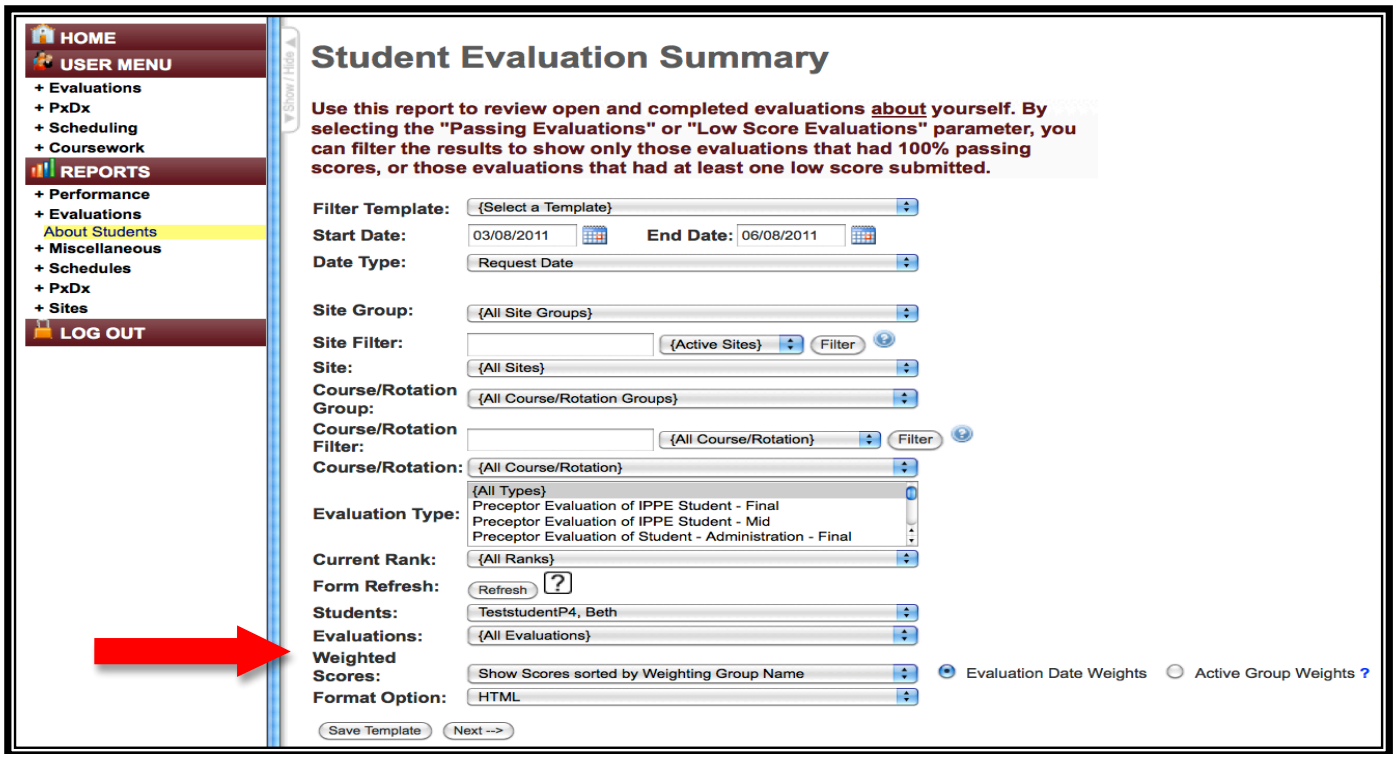


3. To view completed coursework, go to **User Menu -> Coursework -> Completed Coursework.**

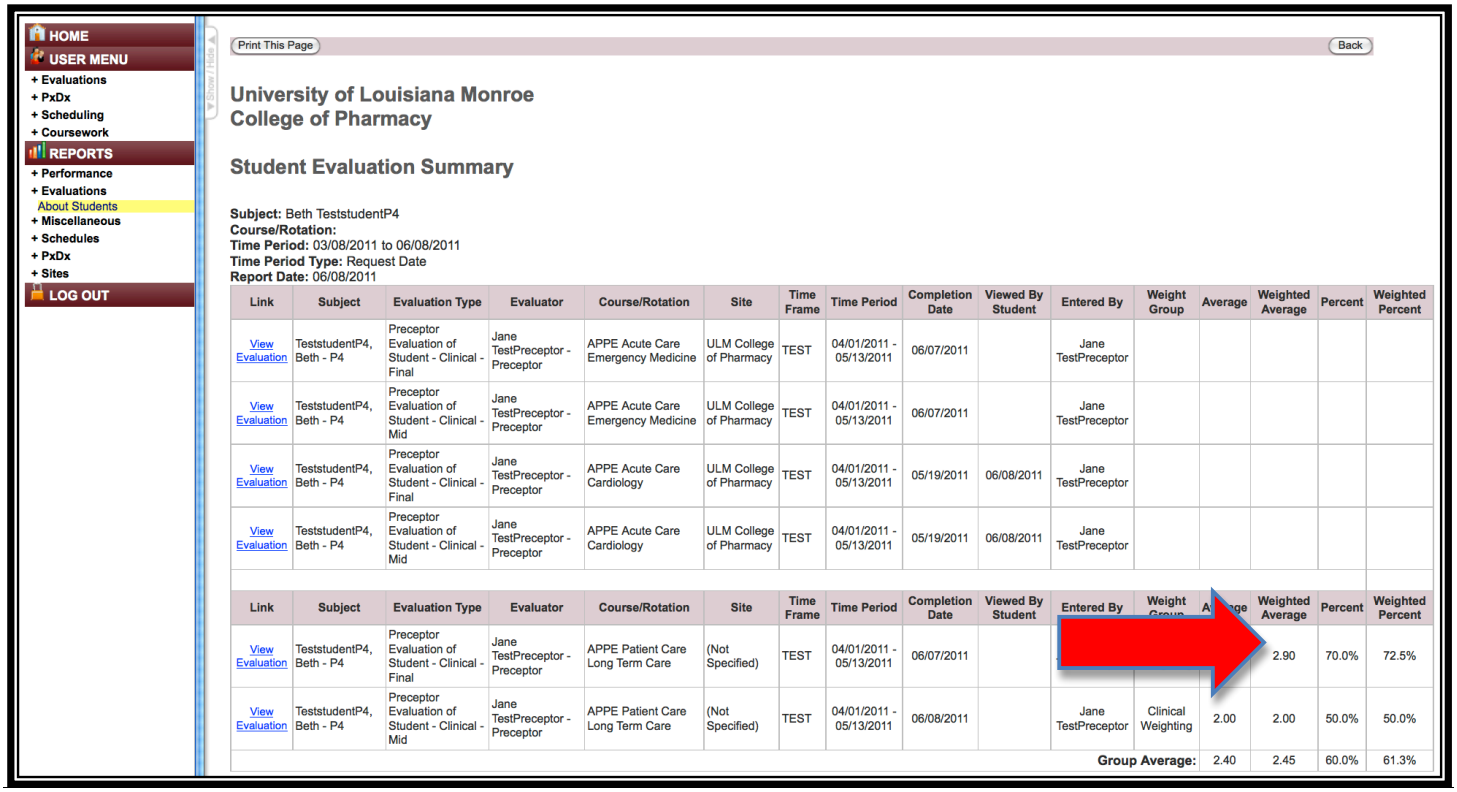
Viewing Student Evaluations Completed by Preceptors

The evaluations your preceptors complete for you are available under **Reports -> Evaluations -> About Students**.

1. Enter a ***start date*** and ***end date*** that spans over the period you would like to view.
2. You can choose the ***Evaluation Type*** to only see specified evaluations**.**
3. If you want the report to include your scores, you must choose ***Show Scores sorted by Weighting Group Name*** from the ***Weighted Scores*** section.
4. Click ***Next*** to generate your report.



5. On this screen, you will see your scores that have been entered by your preceptor. The points associated with your final grade will appear in the ***"Weighted Average"*** column in the ***Final*** evaluation row for each experience. The "Group Average" is not your final grade as this reflects both the mid-point and final evaluations.



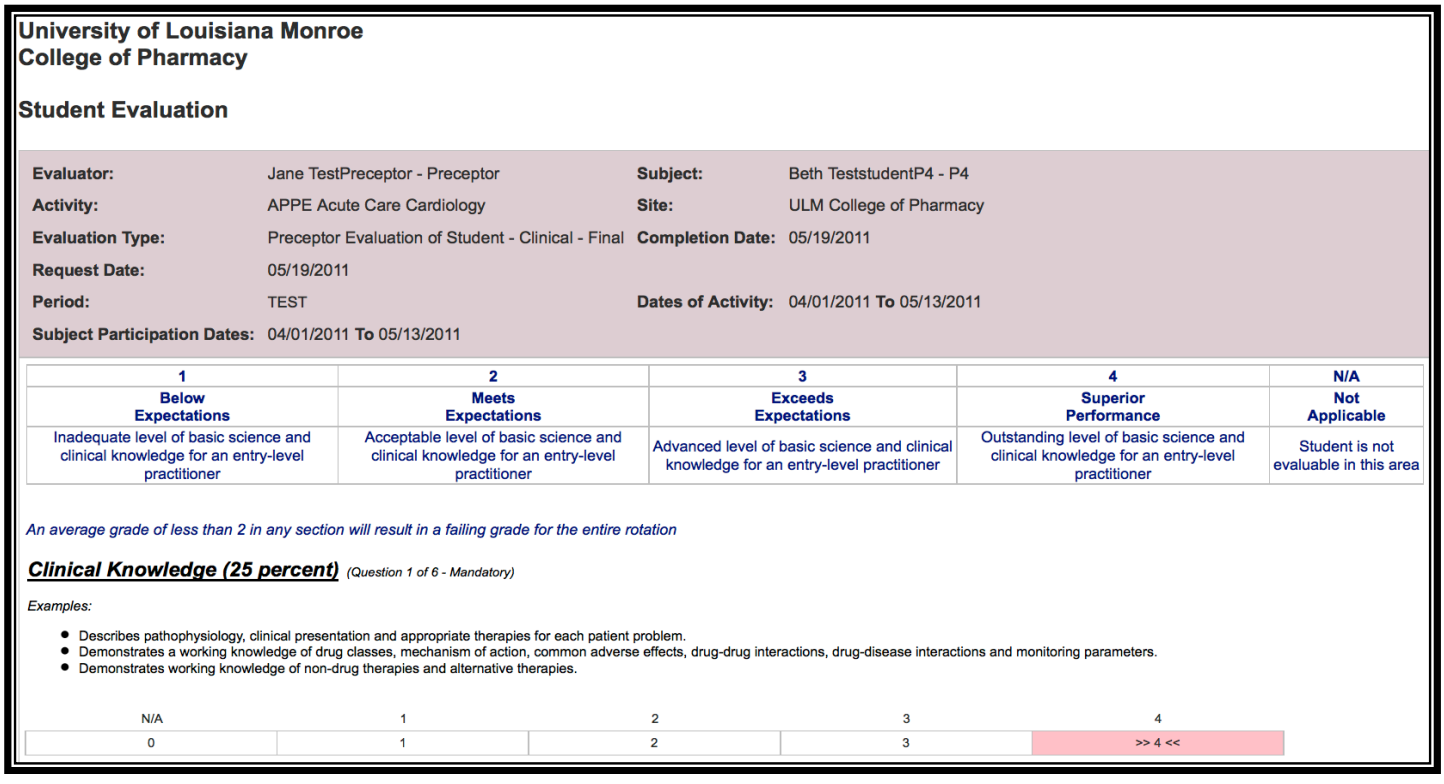
Link	Subject	Evaluation Type	Evaluator	Course/Rotation	Site	Time Frame	Time Period	Completion Date	Viewed By Student	Entered By	Weight Group	Average	Weighted Average	Percent	Weighted Percent
View Evaluation	TeststudentP4, Beth - P4	Preceptor Evaluation of Student - Clinical - Final	Jane TestPreceptor - Preceptor	APPE Acute Care Emergency Medicine	ULM College of Pharmacy	TEST	04/01/2011 - 05/13/2011	06/07/2011		Jane TestPreceptor					
View Evaluation	TeststudentP4, Beth - P4	Preceptor Evaluation of Student - Clinical - Mid	Jane TestPreceptor - Preceptor	APPE Acute Care Emergency Medicine	ULM College of Pharmacy	TEST	04/01/2011 - 05/13/2011	06/07/2011		Jane TestPreceptor					
View Evaluation	TeststudentP4, Beth - P4	Preceptor Evaluation of Student - Clinical - Final	Jane TestPreceptor - Preceptor	APPE Acute Care Cardiology	ULM College of Pharmacy	TEST	04/01/2011 - 05/13/2011	05/19/2011	06/08/2011	Jane TestPreceptor					
View Evaluation	TeststudentP4, Beth - P4	Preceptor Evaluation of Student - Clinical - Mid	Jane TestPreceptor - Preceptor	APPE Acute Care Cardiology	ULM College of Pharmacy	TEST	04/01/2011 - 05/13/2011	05/19/2011	06/08/2011	Jane TestPreceptor					

Link	Subject	Evaluation Type	Evaluator	Course/Rotation	Site	Time Frame	Time Period	Completion Date	Viewed By Student	Entered By	Weight Group	Average	Weighted Average	Percent	Weighted Percent
View Evaluation	TeststudentP4, Beth - P4	Preceptor Evaluation of Student - Clinical - Final	Jane TestPreceptor - Preceptor	APPE Patient Care Long Term Care	(Not Specified)	TEST	04/01/2011 - 05/13/2011	06/07/2011					2.90	70.0%	72.5%
View Evaluation	TeststudentP4, Beth - P4	Preceptor Evaluation of Student - Clinical - Mid	Jane TestPreceptor - Preceptor	APPE Patient Care Long Term Care	(Not Specified)	TEST	04/01/2011 - 05/13/2011	06/08/2011		Jane TestPreceptor	Clinical Weighting	2.00	2.00	50.0%	50.0%
											Group Average:	2.40	2.45	60.0%	61.3%

Grading Scale

POINT AVERAGE	GRADE		
4.0 = 100 3.9 = 99 3.8 = 98 3.7 = 97 3.6 = 96 3.5 = 95 3.4 = 94	A	2.6 = 86 2.5 = 85 2.4 = 84 2.3 = 83 2.2 = 82 2.1 = 81 2.0 = 80	C
3.3 = 93 3.2 = 92 3.1 = 91 3.0 = 90 2.9 = 89 2.8 = 88 2.7 = 87	B	1.9 – 0	F
**If you score a "1" in any area on the final evaluation, you will receive a grade of "F" no matter what the weighted average.			

6. Choose ***View Evaluation*** to see an individual practice experience evaluation.
7. You must complete your evaluation of the site, preceptor and course before you will be able to view your evaluation from the preceptor.



University of Louisiana Monroe
College of Pharmacy

Student Evaluation

Evaluator:	Jane TestPreceptor - Preceptor	**Subject:**	Beth TeststudentP4 - P4
Activity:	APPE Acute Care Cardiology	**Site:**	ULM College of Pharmacy
Evaluation Type:	Preceptor Evaluation of Student - Clinical - Final	**Completion Date:**	05/19/2011
Request Date:	05/19/2011		
Period:	TEST	**Dates of Activity:**	04/01/2011 **To** 05/13/2011
Subject Participation Dates:	04/01/2011 **To** 05/13/2011		

1	2	3	4	N/A
Below Expectations	**Meets Expectations**	**Exceeds Expectations**	**Superior Performance**	**Not Applicable**
Inadequate level of basic science and clinical knowledge for an entry-level practitioner	Acceptable level of basic science and clinical knowledge for an entry-level practitioner	Advanced level of basic science and clinical knowledge for an entry-level practitioner	Outstanding level of basic science and clinical knowledge for an entry-level practitioner	Student is not evaluable in this area

An average grade of less than 2 in any section will result in a failing grade for the entire rotation

Clinical Knowledge (25 percent) *(Question 1 of 6 - Mandatory)*

Examples:

- Describes pathophysiology, clinical presentation and appropriate therapies for each patient problem.
- Demonstrates a working knowledge of drug classes, mechanism of action, common adverse effects, drug-drug interactions, drug-disease interactions and monitoring parameters.
- Demonstrates working knowledge of non-drug therapies and alternative therapies.

N/A	1	2	3	4
0	1	2	3	>> 4 <<

1	2	3	4	N/A
Below Expectations	**Meets Expectations**	**Exceeds Expectations**	**Superior Performance**	**Not Applicable**
Inadequate clinical skills for an entry-level practitioner	Acceptable level of clinical skills for an entry-level practitioner	Advanced level of clinical skills for an entry-level practitioner	Outstanding level of clinical skills for an entry-level practitioner	Student is not evaluable in this area

Clinical Skills (25 percent) *(Question 2 of 6 - Mandatory)*

Examples:

- Demonstrates sound decision making, critical thinking, and problem solving skills.
- Appropriately identifies real and potential drug therapy problems.
- Constructs appropriate patient pharmacotherapeutic plans.
- Appropriately assesses patient status and monitors response to therapy.
- Applies pharmacokinetic principles to make dosing recommendations.
- Collects and analyzes patient data in accordance with current standards of practice.
- Appropriately documents clinical findings and interventions in patient medical record.
- Evaluates drug orders for accuracy and safety.
- Integrates basic science knowledge with specific patient problems.
- Demonstrates ability to triage patients to other health care professionals.

N/A	1	2	3	4
0	>> 1 <<	2	3	4

1	2	3	4	N/A
Below Expectations	**Meets Expectations**	**Exceeds Expectations**	**Superior Performance**	**Not Applicable**
Inadequate performance	Acceptable level of drug information retrieval and application skills	Advanced level of drug information retrieval and application skills	Outstanding level of drug information retrieval and application skills	Student is not evaluable in this area

Information Resources (20 percent) *(Question 3 of 6 - Mandatory)*

Examples:

- Effectively retrieves and uses drug information resources.
- Applies drug literature appropriately in patient care decisions.
- Supplements textbook knowledge with primary literature for use in patient care decisions.

N/A	1	2	3	4
0	1	>> 2 <<	3	4

Professional Communication (20 percent) *(Question 4 of 6 - Mandatory)*

Examples:

- Appropriately communicates orally with other health care professionals.
- Appropriately communicates in writing with other health care professionals.
- Demonstrates appropriate level of communication during projects and case presentations.
- Effectively counsels patients regarding purpose, uses and effects of their medications.

N/A	1	2	3	4
0	1	2	>> 3 <<	4

1	2	3	4	N/A
Below Expectations	**Meets Expectations**	**Exceeds Expectations**	**Superior Performance**	**Not Applicable**
Inadequate performance	Acceptable level of personal and professional growth	Advanced level of personal and professional growth	Outstanding level of personal and professional growth	Student is not evaluable in this area

Personal and Professional Growth (10 percent) *(Question 5 of 6 - Mandatory)*

Examples:

- Actively participates in all clerkship activities.
- Conducts him/herself in a professional manner.
- Completes assignments in a timely manner.
- Is consistently on time for rounds, group discussions and meetings.
- Keeps excused absences to a minimum without unexcused absences.
- Personal appearance is professionally appropriate.

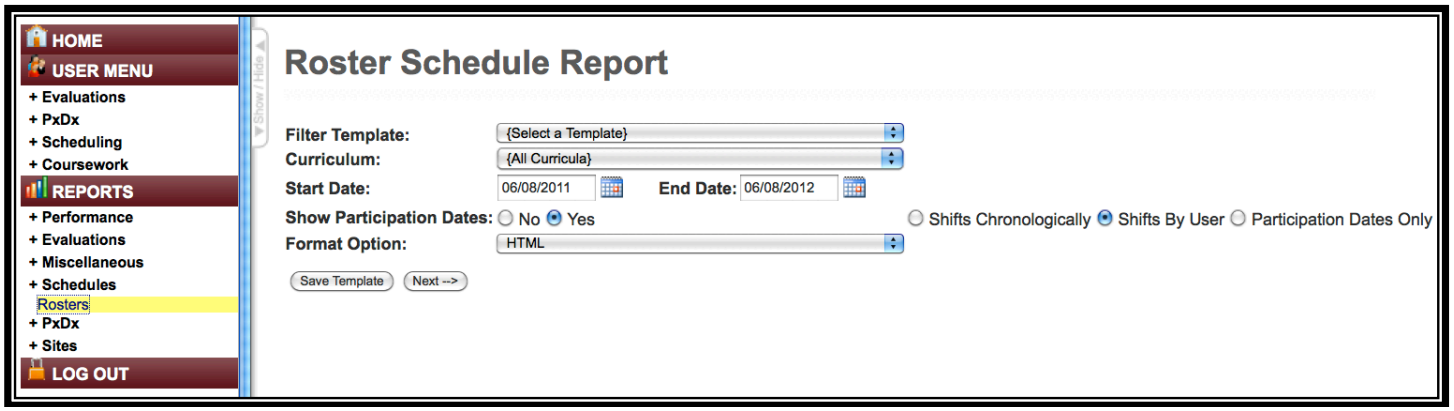
N/A	1	2	3	4
0	1	2	3	>> 4 <<

Preceptor Notes/Comments: *(Question 6 of 6)*

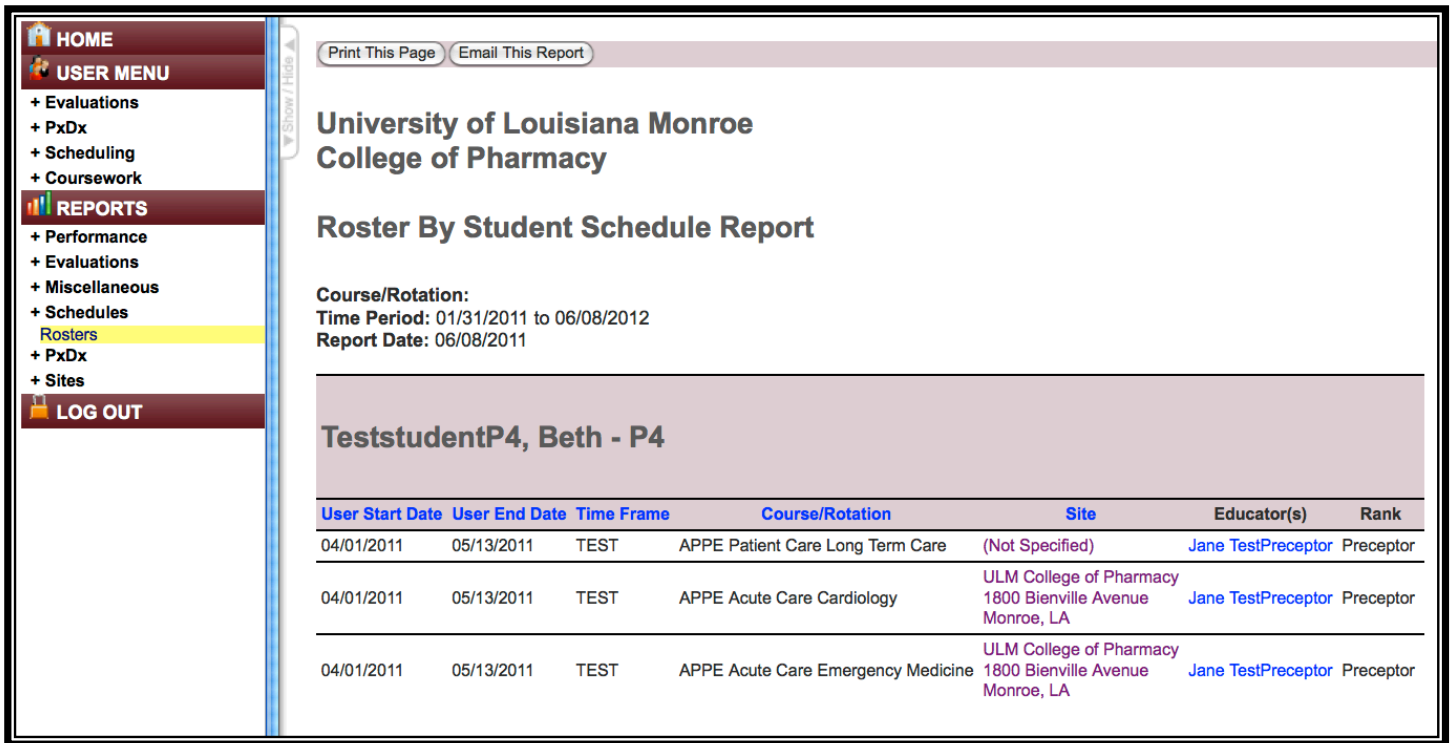
Viewing Student Schedules

Under **Reports -> Schedules -> Rosters**, students are able to view assigned practice experiences.

1. Enter a ***start date*** and ***end date*** that spans over the period you would like to view.
2. For ***Curriculum*** you may leave at the default of **"All Curricula"** to see all assignments or customize to view certain types of experiences.
3. Under ***Format Option*** you may leave at default of HTML or change to MS Excel or PDF.



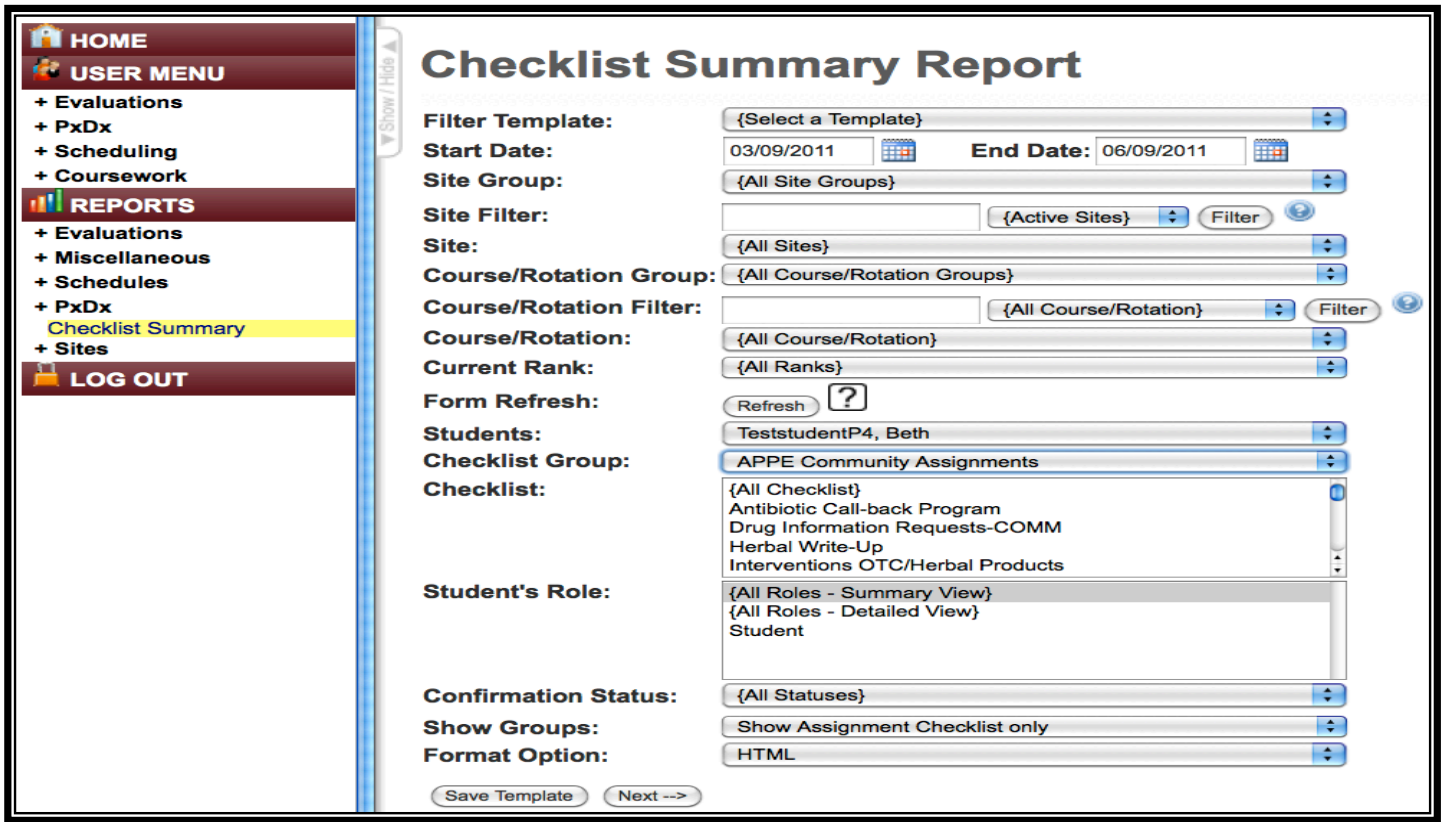
4. Click ***Next*** to generate your report.

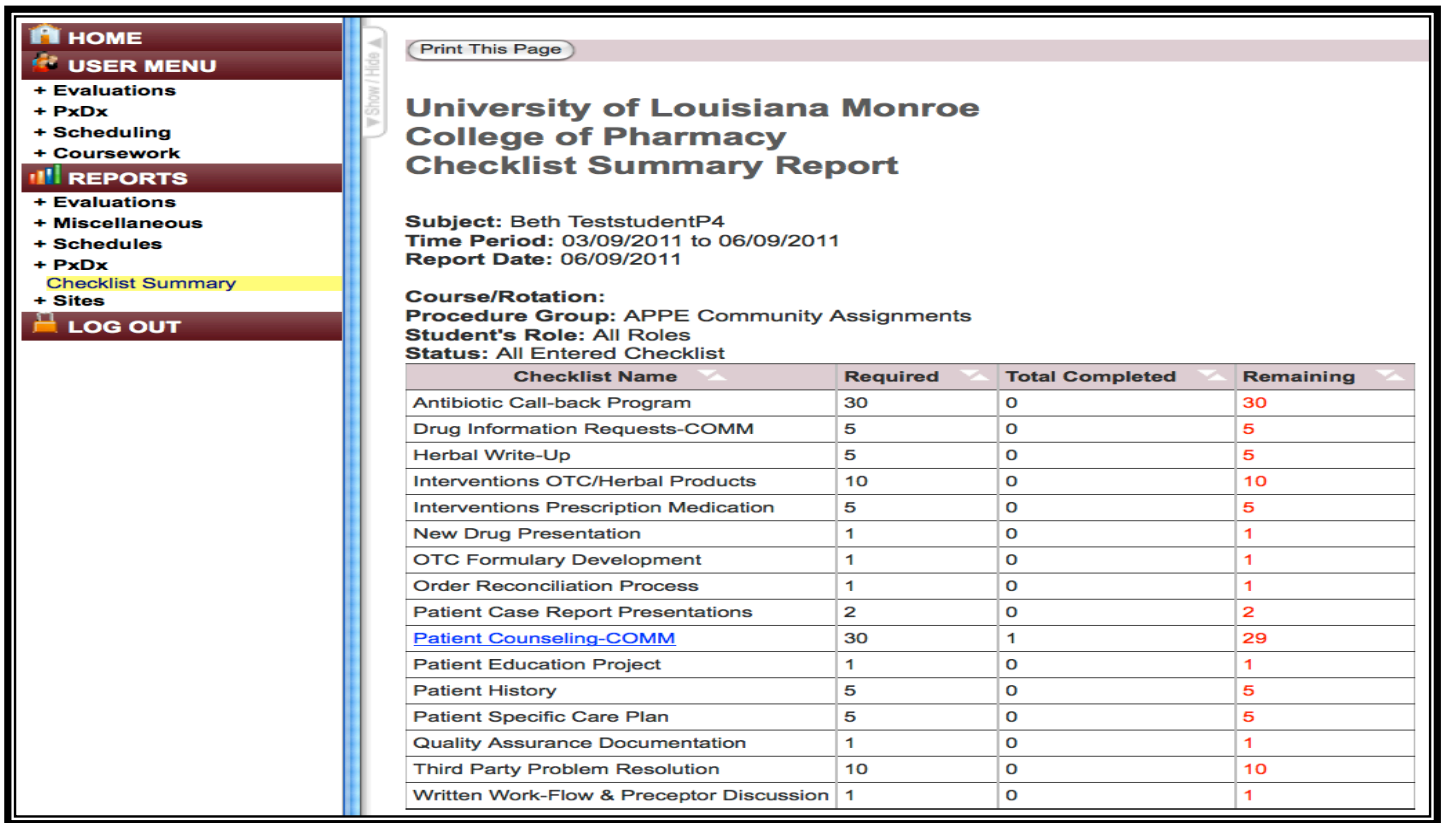


5. Clicking on the educator's name will give you more information about the preceptor.
6. Clicking on the site's name will give you more information about the site.

Viewing Checklist Summary in PxDx

Under **Reports -> PxDx -> Checklist Summary,** students are able to view a summary of their checklists. A specific checklist can be chosen or a summary of all checklists can be viewed.

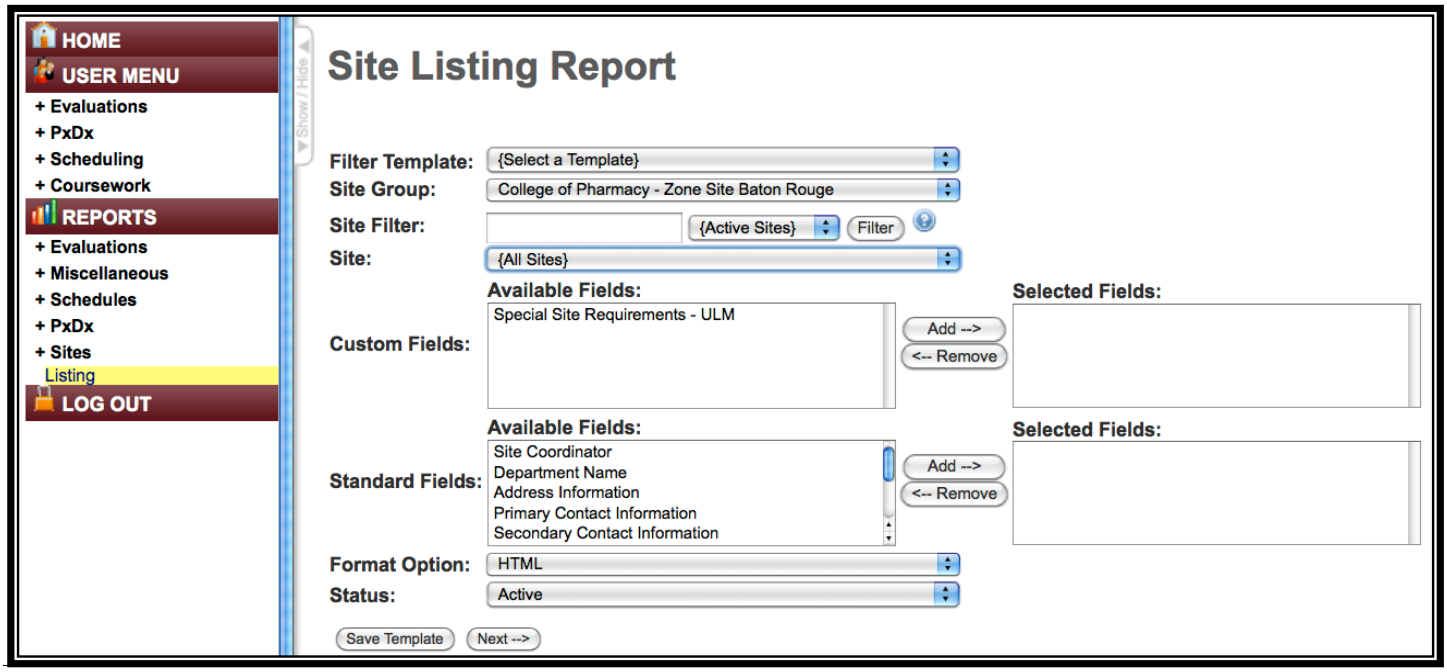


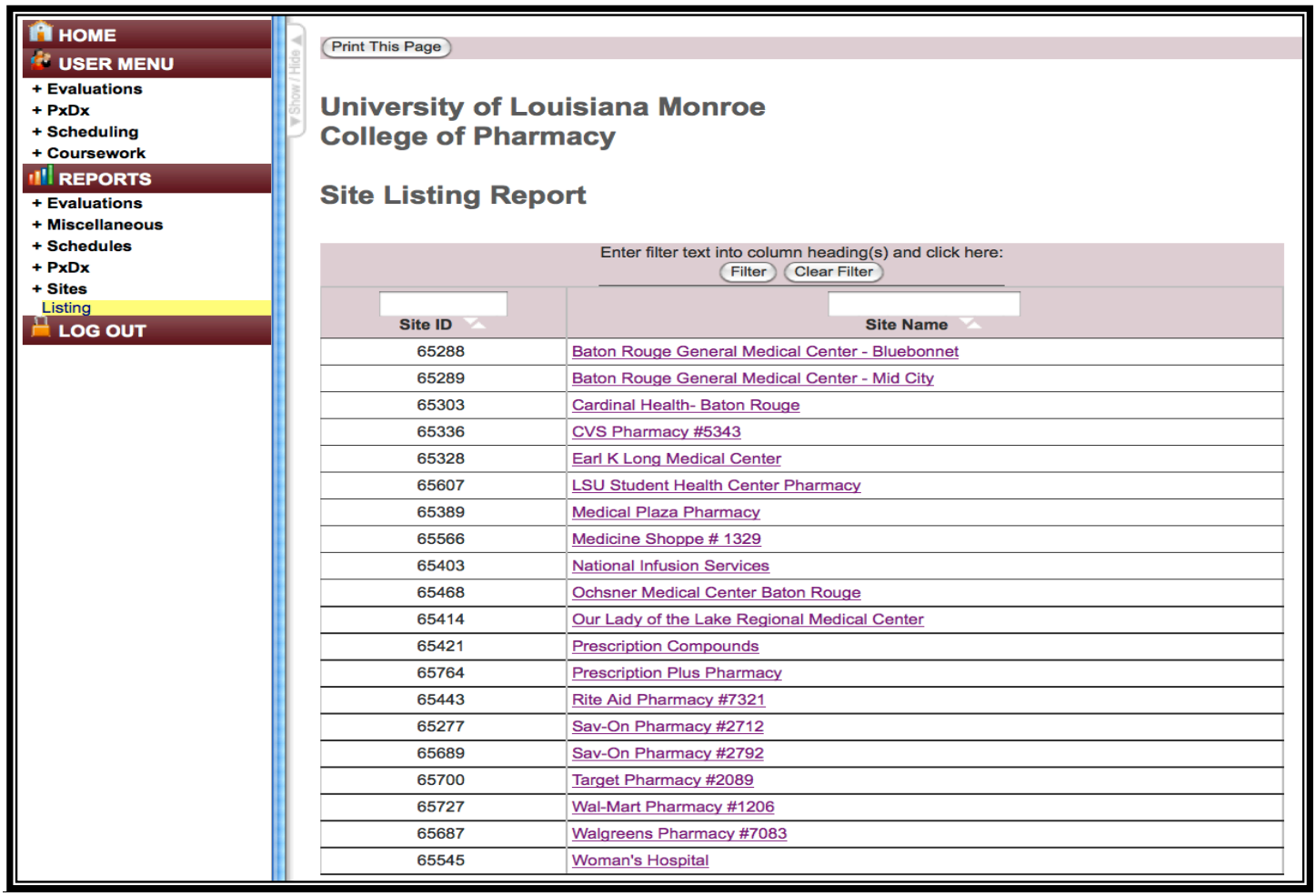


Checklist Name	Required	Total Completed	Remaining
Antibiotic Call-back Program	30	0	30
Drug Information Requests-COMM	5	0	5
Herbal Write-Up	5	0	5
Interventions OTC/Herbal Products	10	0	10
Interventions Prescription Medication	5	0	5
New Drug Presentation	1	0	1
OTC Formulary Development	1	0	1
Order Reconciliation Process	1	0	1
Patient Case Report Presentations	2	0	2
Patient Counseling-COMM	30	1	29
Patient Education Project	1	0	1
Patient History	5	0	5
Patient Specific Care Plan	5	0	5
Quality Assurance Documentation	1	0	1
Third Party Problem Resolution	10	0	10
Written Work-Flow & Preceptor Discussion	1	0	1

Searching Sites

Under **Reports -> Sites -> Listing,** students are able to search for sites individually or by site group.





Need Assistance

If you need further assistance please contact:

Connie Smith, Pharm.D.
Director of Experiential Education
Phone: 318-342-3271
Email: csmith@ulm.edu

-or-

Laurel Andrews, Pharm.D.
Coordinator of Introductory Practice Experience
Phone: 318-342-1721
Email: landrews@ulm.edu