

**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”)

### Welcome to E\*Value Beth TeststudentP2

E\*Value is your training management system. You can use E\*Value to complete [Evaluations](#), view your [Schedules](#), [Manage Diagnoses](#), learn about [News & Events](#), and obtain general information.

To begin doing evaluations, click the Pending sub-menu button within the User Menu/Evaluations menu section.

<p><b>Announcements</b></p>	<p><b>General Information</b></p> <p style="margin-left: 20px;">General Information</p> <ul style="list-style-type: none"> <li>• <a href="#">Contact Information</a></li> </ul> <p style="margin-left: 20px;">E-Value</p> <ul style="list-style-type: none"> <li>• <a href="#">Student Training</a></li> <li>• <a href="#">Preceptor Training (New)</a></li> </ul>
<p><b>Links</b></p> <p style="margin-left: 20px;"><b>ULM Pharmacy Links</b></p> <ul style="list-style-type: none"> <li>• <a href="#">ULM College of Pharmacy Home Page</a></li> <li>• <a href="#">ULM COP Office of Experiential Education</a></li> </ul> <p style="margin-left: 20px;"><b>Other Links</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Pharmacist's Letter</a></li> <li>• <a href="#">LA State Board of Pharmacy</a></li> </ul>	<p><b>Practice Experiences</b></p> <p style="margin-left: 20px;"><b>Introductory Pharmacy Practice Experiences (IPPE)</b></p> <ul style="list-style-type: none"> <li>• <a href="#">2011 IPPE To-Do List</a></li> <li>• <a href="#">IPPE Community Manual (New)</a></li> <li>• <a href="#">IPPE Institutional Manual (New)</a></li> </ul>

<p><b>Your Information:</b></p> <p>E*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your E*Value administrator, Connie Smith at <a href="mailto:csmith@ulm.edu">csmith@ulm.edu</a>.</p> <ul style="list-style-type: none"> <li>• <b>Email:</b> <input type="text"/></li> <li>• <b>Rank:</b> P2</li> <li>• <b>Role:</b> Student</li> </ul>	<p><b>You Have:</b></p> <ul style="list-style-type: none"> <li>• 0 Suspended Evaluation(s)</li> <li>• 0 Pending Evaluation(s)</li> </ul>
<p>If this or any other biographic information is incorrect or missing, please use the "Edit" option below to update.</p>	
<p>Your Name is: <input type="text" value="Beth Teststudent@P2"/></p> <p>Your email address is: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Edit"/></p>	

## 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.

**University of Louisiana Monroe - College of Pharmacy**  
Calendar for

[Print My Calendar](#) | [Export To Excel](#) | [Add Event](#) | [Edit/Remove Event](#) | [My Calendar](#) | [Program Calendar](#) | [Set up Google Calendar Sync](#)

August [October](#) Date: 09/16/2011 Refresh

**September 2011**  
\*required

Show Personal Events  
 Show Conferences  
 Show Sites  
 Show Shift Times

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
	<a href="#">APPE Acute Care Oncology</a> LSU Medical Center Shreveport	<a href="#">APPE Acute Care Oncology</a> LSU Medical Center Shreveport	<a href="#">APPE Acute Care Oncology</a> LSU Medical Center Shreveport	<a href="#">APPE Acute Care Oncology</a> LSU Medical Center Shreveport	<a href="#">APPE Acute Care Oncology</a> LSU Medical Center Shreveport	

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

**University of Louisiana Monroe - College of Pharmacy**  
Program Wide Calendar

[Print Program Calendar](#) | [Export To Excel](#) | [Add Event](#) | [Edit/Remove Event](#) | [My Calendar](#) | [Program Calendar](#) | [Set up Google Calendar Sync](#)

April [June](#) Date: 05/16/2011 Refresh

(All Categories) Refresh

**May 2011**  
\*required

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5 <a href="#">APPE Orientation</a> Bienville 170	6	7
8	9	10	11	12	13	14 <a href="#">P4 Comprehensive Pharmacy Review</a> Bienville 170
15 <a href="#">P4 Comprehensive Pharmacy Review</a> Bienville 170	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## 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.

The screenshot shows the 'Evaluations' page in the E\*Value system. On the left is a navigation menu with 'HOME', 'USER MENU', and 'REPORTS'. Under 'USER MENU', 'Evaluations' is expanded to show 'Pending' (highlighted), 'Completed', and 'PxDx'. The main content area displays the following information:

**Course/Rotation:** APPE Acute Care Cardiology **Site:** ULM College of Pharmacy  
**Period:** TEST **Time Frame:** 04/01/2011 through 05/13/2011

Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Student Evaluation of Course	APPE Acute Care Cardiology	05/19/2011	Not available	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Student Evaluation of Site	APPE Acute Care Cardiology	05/19/2011	Not available	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Student Evaluation of Preceptor	Jane TestPreceptor	05/19/2011	Not available	<a href="#">View/Print</a>

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

The screenshot shows the 'Edit Evaluation' page for a 'Student Evaluation of Site'. The navigation menu on the left is similar to the previous screenshot, but 'LOG OUT' is visible at the bottom. The main content area displays the following information:

**Course/Rotation:** APPE Acute Care Cardiology  
**Site:** ULM College of Pharmacy  
**Period:** TEST  
**Time Period:** 04/01/2011 - 05/13/2011  
**Request Date:** 05/19/2011  
**Evaluation Type:** Student Evaluation of Site  
**Evaluator:** Beth TeststudentP4  
**Evaluator Participation Dates:** 04/01/2011 - 05/13/2011

Do you want to use auto-scrolling on this evaluation?  Yes  No

Click this link to mark this evaluation as not applicable: [Suspend](#)

1	2	3	4	N/A
Below Average	Average	Above Average	Superior	Not Applicable
Site does not meet student expectations, would not recommend to other students	Site meets student expectations, would recommend to other students	Site exceeds student expectations, would recommend to other students	Site far exceeds student expectations, would recommend to other students	Student not able to evaluate rotation in this area

(Question 1 of 4 - Mandatory)

	1	2	3	4	N/A
1. Site provided adequate technology for learning (i.e., automation, hardware, software).	<input type="radio"/>				
2. Site was compliant with Louisiana Board of Pharmacy rules and regulations.	<input type="radio"/>				
3. Site had appropriate space for interactions with patients and/or professionals.	<input type="radio"/>				
4. Site provided a mix of patients for a variety of experiences.	<input type="radio"/>				
5. Site was conducive to experiential learning (i.e., not too busy, not too slow).	<input type="radio"/>				

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.

The screenshot shows the E\*Value Evaluation System interface. On the left is a sidebar menu with the following sections:

- HOME**
- USER MENU**
  - + Evaluations
    - Pending
    - Completed
  - + PxDx
  - + Scheduling
  - + Coursework
- REPORTS**
  - + Performance
  - + Evaluations
  - + Miscellaneous
  - + Schedules
  - + PxDx
  - + Sites
- LOG OUT**

The main content area contains the following questions and input fields:

- Question 2: "Please provide additional comments or concerns if needed below. Explain any changes you would make to enhance this practice experience. (Question 2 of 4)" with a text input field.
- Question 3: "What did you like most about the practice experience, why? (Question 3 of 4)" with a text input field.
- Question 4: "What did you dislike the most about the practice experience, why? (Question 4 of 4)" with a text input field.

At the bottom of the main area, there are instructions: "Review your answers in this evaluation. If you are satisfied with the evaluation, click the 'Submit' button. Once submitted, the evaluation will no longer be available for you to make further changes." Below this are two buttons: "Save For Later" and "Submit".

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 Px Dx

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.

**Checklist Tracking**

**Main** Checklist Review

Interaction Date \* 06/09/2011

Course/Rotation \* Course/Rotation Filter: [ ] Filter Course/Rotation

APPE Community

Site \* Site Filter: [ ] Filter Site

Aron's Pharmacy

Supervisor \* Supervisor Filter: [ ] Filter Supervisor

TestPreceptor, Jane

Assignment Description Coumadin counseling

Next -->

Save Record

\* Required Fields

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**.

**Checklist Tracking**

**Main** Checklist Review

Select the Checklist performed and your role in the Checklist\*

{Select a Checklist Group}

- {All Un-Grouped Checklist}
- APPE Community Assignments
- APPE Institutional Assignments
- APPE Other Assignments
- APPE Other Assignments (Min of 2)
- IPPE Community Checklist
- IPPE Institutional Checklist

Filter: ?

- Herbal vme-op
- Interventions OTC/Herbal Products
- Interventions Prescription Medication
- New Drug Presentation
- Order Reconciliation Process
- OTC Formulary Development
- Patient Case Report Presentations
- Patient Counseling-COMM
- Patient Education Project
- Patient History

Select your role in the Checklist\*

Student Add

Primacy	Checklist	Your Role	Remove	Move
1	Patient Counseling-COMM	Student	⊖	↕

Next -->

Save Record

\* Required Fields

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

**Checklist Tracking**

Navigation: HOME, USER MENU, + Evaluations, + PxDx, Add New, Review/Edit, + Scheduling, + Coursework, REPORTS, + Evaluations, + Miscellaneous, + Schedules, + PxDx, + Sites, LOG OUT

Form Fields:

- Interaction Date: 06/09/2011
- Course/Rotation: APPE Community
- Site: Aron's Pharmacy
- Supervisor: TestPreceptor, Jane
- Assignment Description: Coumadin counseling
- Checklist:
 

Primacy	Checklist	Your Role
1	Patient Counseling-COMM	Student

Buttons: Print This Page, Save Record, Save Template Parameters

\* Required Fields

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.

**Checklist Tracking Summary**

Filter Template: (Select a Template)

Start Date: 05/09/2011 End Date: 06/09/2011

Site Filter: (Active Sites) Filter

Site: (All Sites)

Course/Rotation Group: (All Course/Rotation Groups)

Course/Rotation Filter: (All Course/Rotation) Filter

Course/Rotation: (All Course/Rotation)

Checklist Group: (All Checklist)

Checklist: (All Checklist), Adverse Drug Reporting-APPE, Adverse Drug Reporting-INST, Antibiotic Call-back Program, Antibiotic Culture

Student's Role: (All Roles)

Confirmation Status: All Statuses

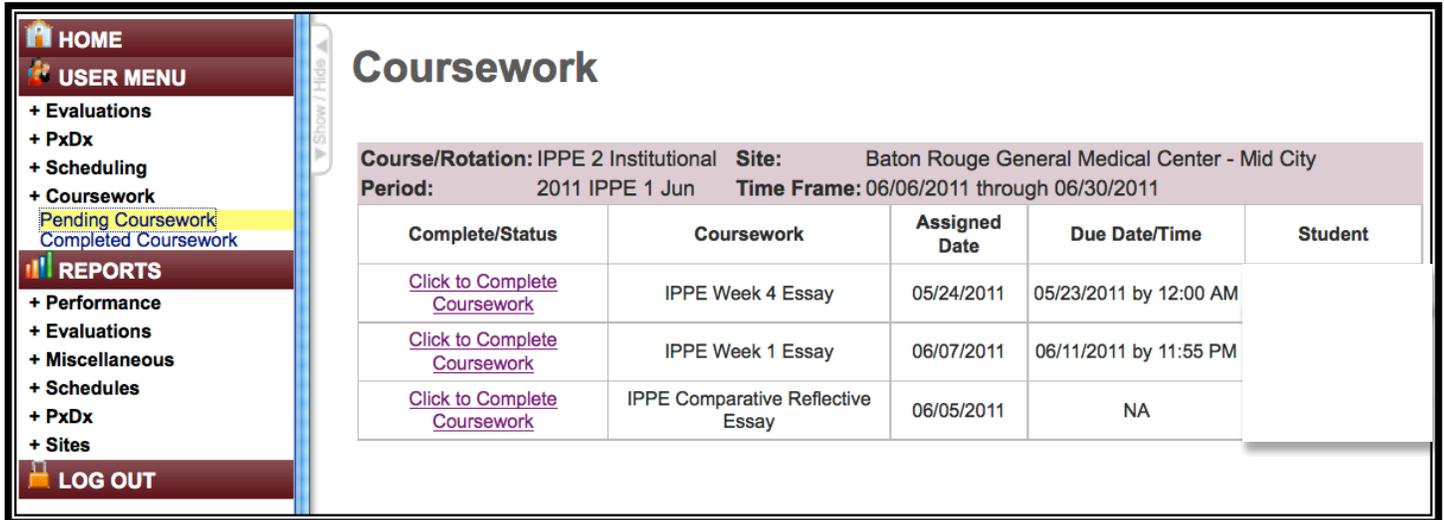
Records per Page: 25

Buttons: Save Template, Next -->

Record ID	Supervisor	Course/Rotation Name/Location	Patient Age/Gender	Setting	Interaction Date/Date Entered	Notes	Action
14858578	TestPreceptor, Jane	APPE Community - Aron's Pharmacy	- N/A		06/09/2011 - 06/09/2011 by Andrews, Laurel	Coumadin counseling	[Edit] [Delete] [Review]
C1: Patient Counseling-COMM				Role: Student	Status: Pending		
14845123	TestPreceptor, Jane	APPE Acute Care Cardiology - Acadian Medical Center Pharmacy	- N/A		06/08/2011 - 06/08/2011 by Smith, Connie		[Edit] [Delete] [Review]
C1: Adverse Drug Reporting-APPE				Role: Student	Status: Pending		
14670212	TestPreceptor, Jane	APPE Acute Care Adult Medicine - Baton Rouge General Medical Center - Mid City	- N/A		05/24/2011 - 05/24/2011 by Smith, Connie	Patient counseling coumadin	[Edit] [Delete] [Review]
C1: Patient Counseling-APPE				Role: Student	Status: Pending		

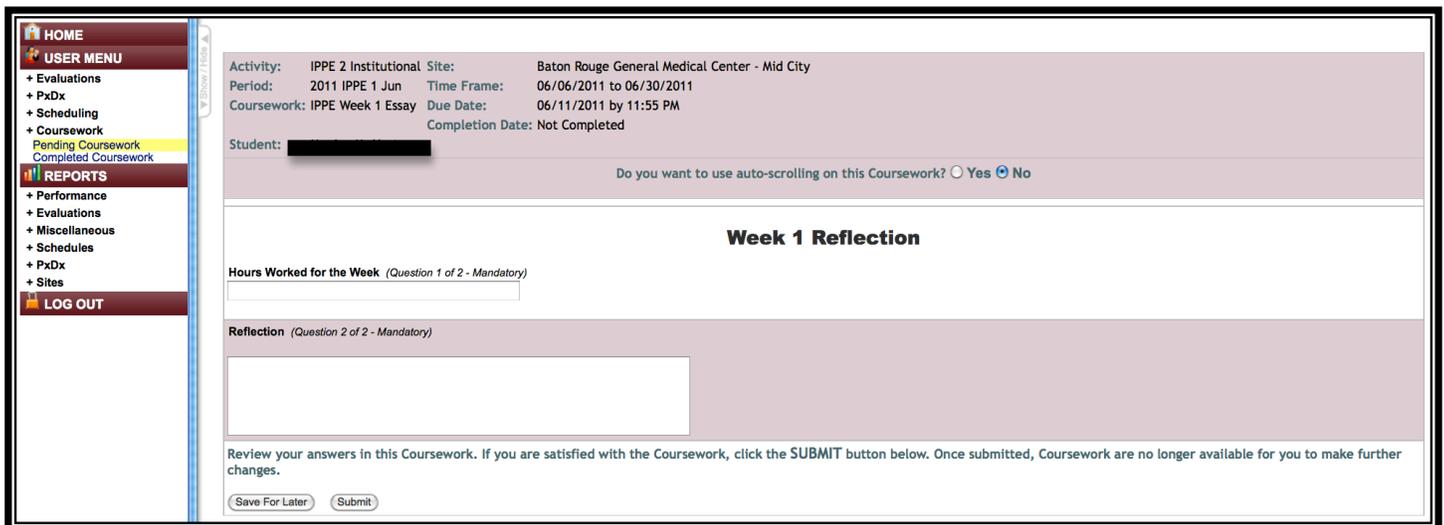
## Entering IPPE Coursework

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



Complete/Status	Coursework	Assigned Date	Due Date/Time	Student
<a href="#">Click to Complete Coursework</a>	IPPE Week 4 Essay	05/24/2011	05/23/2011 by 12:00 AM	
<a href="#">Click to Complete Coursework</a>	IPPE Week 1 Essay	06/07/2011	06/11/2011 by 11:55 PM	
<a href="#">Click to Complete Coursework</a>	IPPE Comparative Reflective Essay	06/05/2011	NA	

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.



Activity: IPPE 2 Institutional Site: Baton Rouge General Medical Center - Mid City  
Period: 2011 IPPE 1 Jun Time Frame: 06/06/2011 to 06/30/2011  
Coursework: IPPE Week 1 Essay Due Date: 06/11/2011 by 11:55 PM  
Completion Date: Not Completed

Student: [REDACTED]

Do you want to use auto-scrolling on this Coursework?  Yes  No

### Week 1 Reflection

Hours Worked for the Week (Question 1 of 2 - Mandatory)

Reflection (Question 2 of 2 - Mandatory)

Review your answers in this Coursework. If you are satisfied with the Coursework, click the SUBMIT button below. Once submitted, Coursework are no longer available for you to make further changes.

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.

**HOME**

**USER MENU**

- + Evaluations
- + PxDx
- + Scheduling
- + Coursework

**REPORTS**

- + Performance
- + Evaluations
- + About Students
- + Miscellaneous
- + Schedules
- + PxDx
- + Sites

**LOG OUT**

## Student Evaluation Summary

**Use this report to review open and completed evaluations about yourself. By selecting the "Passing Evaluations" or "Low Score Evaluations" parameter, you can filter the results to show only those evaluations that had 100% passing scores, or those evaluations that had at least one low score submitted.**

Filter Template:

Start Date:  End Date:

Date Type:

Site Group:

Site Filter:

Site:

Course/Rotation Group:

Course/Rotation Filter:

Course/Rotation:

Evaluation Type:   
 Preceptor Evaluation of IPPE Student - Final  
 Preceptor Evaluation of IPPE Student - Mid  
 Preceptor Evaluation of Student - Administration - Final

Current Rank:

Form Refresh:

Students:

Evaluations:

Weighted Scores:   Evaluation Date Weights  Active Group Weights ?

Format Option:

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.

**HOME**

**USER MENU**

- + Evaluations
- + PxDx
- + Scheduling
- + Coursework

**REPORTS**

- + Performance
- + Evaluations
- + About Students
- + Miscellaneous
- + Schedules
- + PxDx
- + Sites

**LOG OUT**

Print This Page Back

**University of Louisiana Monroe  
College of Pharmacy**

### Student Evaluation Summary

Subject: Beth TeststudentP4  
 Course/Rotation:   
 Time Period: 03/08/2011 to 06/08/2011  
 Time Period Type: Request Date  
 Report Date: 06/08/2011

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
<a href="#">View Evaluation</a>	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					
<a href="#">View Evaluation</a>	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					
<a href="#">View Evaluation</a>	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					
<a href="#">View Evaluation</a>	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					
<a href="#">View Evaluation</a>	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		Jane TestPreceptor		2.90	70.0%	72.5%	
<a href="#">View Evaluation</a>	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%
<b>Group Average:</b>												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
<b>**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.</b>			

- Choose **View Evaluation** to see an individual practice experience evaluation.
- 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**

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

1 Below Expectations	2 Meets Expectations	3 Exceeds Expectations	4 Superior Performance	N/A 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 Below Expectations	2 Meets Expectations	3 Exceeds Expectations	4 Superior Performance	N/A 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 Below Expectations	2 Meets Expectations	3 Exceeds Expectations	4 Superior Performance	N/A 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 Below Expectations	2 Meets Expectations	3 Exceeds Expectations	4 Superior Performance	N/A 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.

The screenshot shows the 'Roster Schedule Report' configuration page. On the left is a navigation menu with 'HOME', 'USER MENU', 'REPORTS', and 'LOG OUT'. The 'REPORTS' section is expanded to show 'Performance', 'Evaluations', 'Miscellaneous', 'Schedules', 'Rosters' (highlighted), 'PxDx', and 'Sites'. The main content area has the following fields:

- Filter Template: (Select a Template)
- Curriculum: {All Curricula}
- Start Date: 06/08/2011
- End Date: 06/08/2012
- Show Participation Dates:  No  Yes
- Format Option: HTML
- Additional options:  Shifts Chronologically  Shifts By User  Participation Dates Only
- Buttons: Save Template, Next -->

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

The screenshot shows the 'Roster By Student Schedule Report' for 'TeststudentP4, Beth - P4'. At the top, there are buttons for 'Print This Page' and 'Email This Report'. The report header includes the University of Louisiana Monroe College of Pharmacy logo and the title 'Roster By Student Schedule Report'. Below the header, the following information is displayed:

- Course/Rotation:
- Time Period: 01/31/2011 to 06/08/2012
- Report Date: 06/08/2011

The main data is presented in a table with the following columns: User Start Date, User End Date, Time Frame, Course/Rotation, Site, Educator(s), and Rank.

User Start Date	User End Date	Time Frame	Course/Rotation	Site	Educator(s)	Rank
04/01/2011	05/13/2011	TEST	APPE Patient Care Long Term Care	(Not Specified)	Jane TestPreceptor	Preceptor
04/01/2011	05/13/2011	TEST	APPE Acute Care Cardiology	ULM College of Pharmacy 1800 Bienville Avenue Monroe, LA	Jane TestPreceptor	Preceptor
04/01/2011	05/13/2011	TEST	APPE Acute Care Emergency Medicine	ULM College of Pharmacy 1800 Bienville Avenue Monroe, LA	Jane TestPreceptor	Preceptor

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.

**HOME**

**USER MENU**

- + Evaluations
- + PxDx
- + Scheduling
- + Coursework

**REPORTS**

- + Evaluations
- + Miscellaneous
- + Schedules
- + PxDx
- + Checklist Summary
- + Sites

**LOG OUT**

### Checklist Summary Report

**Filter Template:** {Select a Template}

**Start Date:** 03/09/2011 **End Date:** 06/09/2011

**Site Group:** {All Site Groups}

**Site Filter:** {Active Sites}

**Site:** {All Sites}

**Course/Rotation Group:** {All Course/Rotation Groups}

**Course/Rotation Filter:** {All Course/Rotation}

**Course/Rotation:** {All Course/Rotation}

**Current Rank:** {All Ranks}

**Form Refresh:**  ?

**Students:** TeststudentP4, Beth

**Checklist Group:** APPE Community Assignments

**Checklist:**

- {All Checklist}
- Antibiotic Call-back Program
- Drug Information Requests-COMM
- Herbal Write-Up
- Interventions OTC/Herbal Products

**Student's Role:**

- {All Roles - Summary View}
- {All Roles - Detailed View}
- Student

**Confirmation Status:** {All Statuses}

**Show Groups:** Show Assignment Checklist only

**Format Option:** HTML

**HOME**

**USER MENU**

- + Evaluations
- + PxDx
- + Scheduling
- + Coursework

**REPORTS**

- + Evaluations
- + Miscellaneous
- + Schedules
- + PxDx
- + Checklist Summary
- + Sites

**LOG OUT**

### University of Louisiana Monroe College of Pharmacy Checklist Summary Report

**Subject:** Beth TeststudentP4  
**Time Period:** 03/09/2011 to 06/09/2011  
**Report Date:** 06/09/2011

**Course/Rotation:**  
**Procedure Group:** APPE Community Assignments  
**Student's Role:** All Roles  
**Status:** All Entered Checklist

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
<a href="#">Patient Counseling-COMM</a>	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.

**HOME**

**USER MENU**

- + Evaluations
- + PxDx
- + Scheduling
- + Coursework

**REPORTS**

- + Evaluations
- + Miscellaneous
- + Schedules
- + PxDx
- + Sites
- Listing

**LOG OUT**

### Site Listing Report

**Filter Template:** {Select a Template} ▾

**Site Group:** College of Pharmacy - Zone Site Baton Rouge ▾

**Site Filter:**  {Active Sites} ▾

**Site:** {All Sites} ▾

**Available Fields:**

Special Site Requirements - ULM

**Selected Fields:**

**Custom Fields:**

Special Site Requirements - ULM

**Available Fields:**

Site Coordinator  
 Department Name  
 Address Information  
 Primary Contact Information  
 Secondary Contact Information

**Standard Fields:**

**Format Option:** HTML ▾

**Status:** Active ▾

**HOME**

**USER MENU**

- + Evaluations
- + PxDx
- + Scheduling
- + Coursework

**REPORTS**

- + Evaluations
- + Miscellaneous
- + Schedules
- + PxDx
- + Sites
- Listing

**LOG OUT**

### University of Louisiana Monroe College of Pharmacy

### Site Listing Report

Enter filter text into column heading(s) and click here:

Site ID ▾	Site Name ▾
65288	<a href="#">Baton Rouge General Medical Center - Bluebonnet</a>
65289	<a href="#">Baton Rouge General Medical Center - Mid City</a>
65303	<a href="#">Cardinal Health- Baton Rouge</a>
65336	<a href="#">CVS Pharmacy #5343</a>
65328	<a href="#">Earl K Long Medical Center</a>
65607	<a href="#">LSU Student Health Center Pharmacy</a>
65389	<a href="#">Medical Plaza Pharmacy</a>
65566	<a href="#">Medicine Shoppe # 1329</a>
65403	<a href="#">National Infusion Services</a>
65468	<a href="#">Ochsner Medical Center Baton Rouge</a>
65414	<a href="#">Our Lady of the Lake Regional Medical Center</a>
65421	<a href="#">Prescription Compounds</a>
65764	<a href="#">Prescription Plus Pharmacy</a>
65443	<a href="#">Rite Aid Pharmacy #7321</a>
65277	<a href="#">Sav-On Pharmacy #2712</a>
65689	<a href="#">Sav-On Pharmacy #2792</a>
65700	<a href="#">Target Pharmacy #2089</a>
65727	<a href="#">Wal-Mart Pharmacy #1206</a>
65687	<a href="#">Walgreens Pharmacy #7083</a>
65545	<a href="#">Woman's Hospital</a>

## **Need Assistance**

If you need further assistance please contact:

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