

Overview of Grading Requirements

Preceptors are asked to evaluate and provide feedback on student progress in four ways:

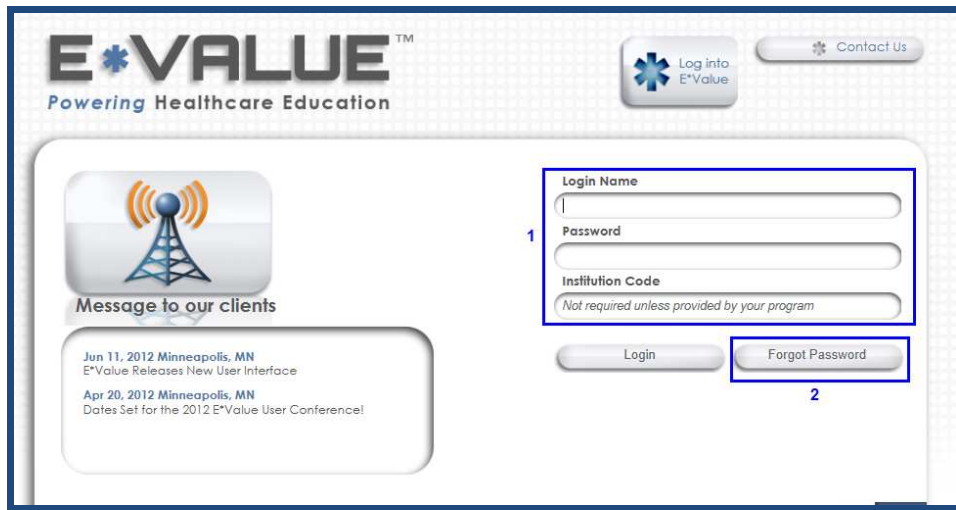
1. **Mid-point and Final Evaluations** – For P4 students, both of these forms are generated automatically within E*Value and can be accessed via a direct link you will receive via email or through the “Evaluations” icon within E*Value. For P1, P2 and P3 students, only the final evaluation is generated, though we recommend preceptors generate and complete a mid-point evaluation using the “On-The-Fly” option in E*Value.
2. **Activity Logs** – All students are required to complete at least one reflection within E*Value each day they are participating in a practice experience. These are available to you for feedback through “Learning Modules” in E*Value.
3. **Interventions** - Students (P4 only) are required to document at least 10 interventions per five week rotation, as long as opportunities exist for patient interaction. These are available for your review and confirmation through the “Px Dx” icon within E*Value.
4. **Rotation Checklist** – Students (P4 only) are required to address a list of 29 topics through preceptor discussion or independent study. Each topic must be covered at least once throughout the entire rotation year. Students will submit this checklist to you electronically at the end of their rotation block. It is available to you for confirmation within E*Value’s “Learning Modules” icon.

Table of Contents

Login, Password Change, Homepage Navigation/Resources	Page 2
Schedules, Site Descriptions and Student Contact Info	Page 3
Evaluations	Page 4
Activity Logs	Page 5
Interventions	Page 7
Rotation Checklist	Page 9
CEI Preceptor Development Opportunities	Page 10

I. Login and Password Change/Home Page Navigation and Resources

You should have received your login information in an email from our office. If not, please contact us at trudi.holst@drake.edu or 515-271-3191 and we will be happy to send it to you.



1. Enter the Login and Password provided and choose “Login.”
2. To retrieve a forgotten password in the future, choose “Forgot Password” to receive an email reminder.

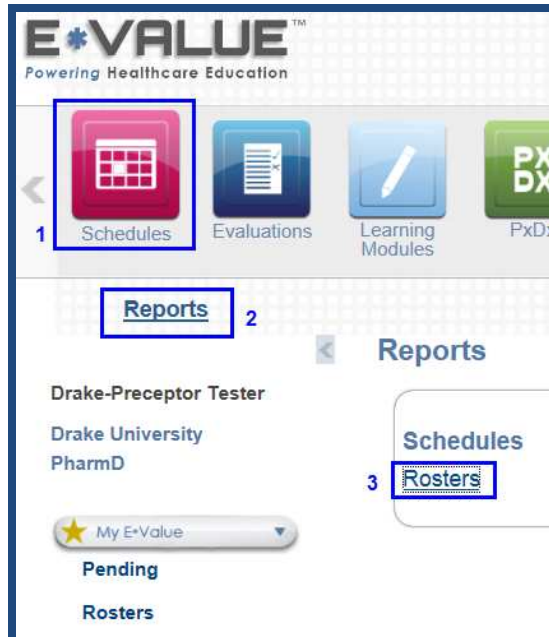
Once logged in, your home page provides access to a number of resources, including a link to the Experiential manual, sample syllabi, course descriptions and more.

3. You should begin by changing your password to something that is intuitive but secure. Choose the “My Profile” icon at the top of the page.
4. Then select “Password Change” from the submenu. Here you will be able to change both your username and password. You can also quickly access evaluations and coursework (such as activity logs and rotation checklists) by using the quick links provided at the bottom of your home page.

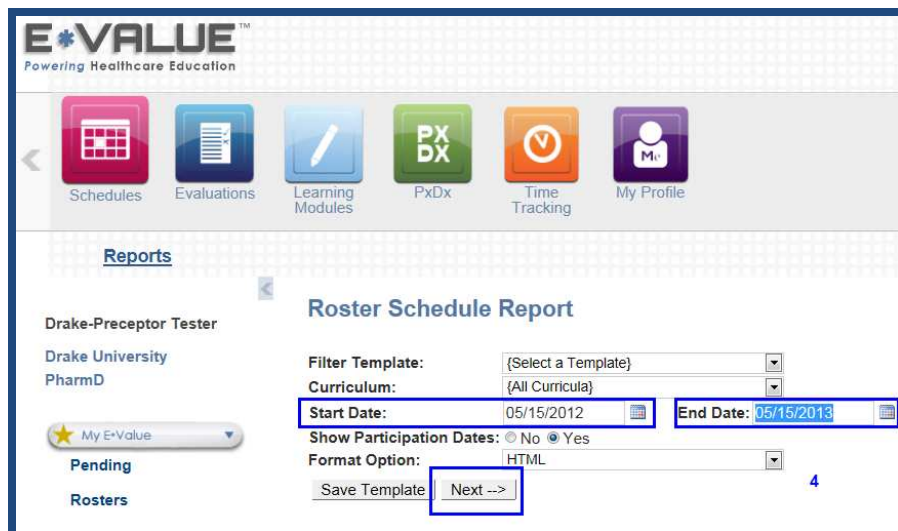
II. Schedules, Site Descriptions and Student Contact Info

The best way to access your student schedule is through the “Schedules” icon.

1. Choose “Schedules”
2. Select “Reports” from the submenu
3. And choose “Rosters”



4. Enter a date range in the filter screen and choose “Next”



A rotation schedule should populate that looks something like the one shown below.

Drake University PharmD								
Roster By Educator Schedule Report								
Time Period: 03/05/2012 to 08/13/2013 Report Date: 08/13/2012								
Tester, Drake-Preceptor								
User	Start Date	User End Date	Time Frame	Course/Rotation	Site	Student	Rank	Dates
01/01/2012	06/01/2012		Test Timeframe	Evaluation Preview	Drake University Administration	Tester, DrakeStudent-P4	P4	01/01 - 06/01
						Tester, Student P3	P3	01/01 - 06/01
03/05/2012	04/06/2012		P4 03/05/2012 - 04/06/2012	Specialty Care Geriatrics	PHARMACY TEST SITE	Tester, Student P3	P3	03/05 - 04/06
04/09/2012	05/11/2012		P4 04/09/2012 - 05/11/2012	Acute Care Internal Medicine	PHARMACY TEST SITE	Tester, Student P3	P3	04/09 - 05/11
07/23/2012	08/24/2012		P4 07/23/2012 - 08/24/2012	Ambulatory Care	PHARMACY TEST SITE	Tester, DrakeStudent-P4	P4	07/23 - 08/24

- To review your current site information and description, click on the site name. If your site information needs updating, please send the information to trudi.holst@drake.edu. It is important that this information remain current so that when students are researching sites for their final year experiences, they have a good grasp on the activities they will have the opportunity to be engaged in at your site. The overview should include a thorough description of the practice, the activities in which students will be engaged, logistics related to parking, housing, etc. and anything else that you feel will help students gain a good understanding of the experience prior to their arrival.
- To access student contact information, click the student's name within the schedule and a small window will appear that contains their email address. Here you will also have access to student immunization information if needed. In addition you will have access to any self-evaluations the students have completed within the past 30 days, as well as an overall performance report covering their past P4 experiences (for P4 students only).

III. Evaluations

For APPE students, both a mid-point and final evaluation will generate automatically at the prescribed time. You will receive an automated email with a direct link when these forms generate.

You may also access evaluations by clicking the hyperlink provided at the bottom of your E*Value home page:

You Have:
• 1 Completed Evaluations
• 0 Suspended Evaluation(s)
• 15 Pending Evaluation(s)
• 3 Coursework to Grade

Or,

1. by choosing the “Evaluations” icon at the top of the page;
2. and then choosing “Pending” from the sub menu (below).

The screenshot shows the E*VALUE interface. At the top, there is a navigation bar with icons for Schedules, Evaluations, Learning Modules, PxDx, Time Tracking, and My Profile. The 'Evaluations' icon is highlighted with a blue box and labeled '1'. Below this, a sub-menu is visible with 'Pending' highlighted by a blue box and labeled '2'. The main content area is titled 'Pending Evaluations' and shows a table of pending evaluations. The table has columns for Edit/Status, Suspend, Evaluation Type(s), Subject, Request Date, View Image, and View Printable Evaluation. Two rows are visible, both for 'DrakeStudent-P4 Tester'. The 'Edit Evaluation' link in the first row is highlighted with a blue box and labeled '3'.

Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
Edit Evaluation	Suspend	Preceptor Assessment of Student - Midpoint	DrakeStudent-P4 Tester	04/28/2011	View Picture	View/Print
Edit Evaluation	Suspend	Preceptor Assessment of Student - Final	DrakeStudent-P4 Tester	05/09/2011	View Picture	View/Print

3. Access the evaluation form by selecting “Edit Evaluation” next to the appropriate form. You may also choose “Suspend” if a form you do not need was accidentally generated for you. To view information or a photo of the student, choose “View Picture.” “View/Print” will allow you to print a copy of the form if you would like to have one for review with the student.

Remember – if you’d like to view the student’s self-evaluation as part of your review process, you may access it within your schedule roster report, described in section II of this document.

Note for P1, P2 and P3s: A mid-point form will not generate automatically. You are encouraged to create one by selecting “On the Fly” in the submenu above and choosing the appropriate form.

IV. Activity Logs

Activity logs can quickly be accessed by clicking on the link provided at the bottom of their home page:

The screenshot shows a section titled 'You Have:' with a list of activity log items. The items are: 1 Completed Evaluations, 0 Suspended Evaluation(s), 15 Pending Evaluation(s), and 3 Coursework to Grade. The '3 Coursework to Grade' item is highlighted with a blue box.

- 1 Completed Evaluations
- 0 Suspended Evaluation(s)
- [15 Pending Evaluation\(s\)](#)
- [3 Coursework to Grade](#)

Or,

1. By choosing the “Learning Modules” icon at the top of the page;
2. And then choosing “Grade” in the submenu

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Powering Healthcare Education

Schedules Evaluations Learning Modules PxDx Time Tracking My Profile

Grade CEI Reports

Grade Coursework

Course/Rotation: {All Courses/Rotations} Site: {All Sites} Student: {All Students} Status: Completed - To Be Graded

Course/Rotation: Ambulatory Care Site: PHARMACY TEST SITE
Period: P4 06/18/2012 - 07/20/2012 Time Frame: 06/18/2012 through 07/20/2012

Grade/Status	Coursework	Assigned Date	Student	Due Date/Time	Completed Date/Time	Graded By	Re-Assign
Click to Grade Coursework	Rotation Checklist	06/29/2012	DrakeStudent-P4 Tester	08/01/2012 by 12:00 AM	06/29/2012 at 05:16 PM		

Course/Rotation: Community Practice Community Practice Site: PHARMACY TEST SITE
Period: P4 11/08/2010 - 12/10/2010 Time Frame: 11/08/2010 through 12/10/2010

Grade/Status	Coursework	Assigned Date	Student	Due Date/Time	Completed Date/Time	Graded By	Re-Assign
Click to Grade Coursework	Student Activity Log	01/24/2011	DrakeStudent-P4 Tester	NA	01/24/2011 at 09:51 AM		

3. To access the students’ entries, choose “Click to Grade Coursework.”
4. If the student’s work is unsatisfactory or requires further conversation, you may push it back to the student with feedback by choosing “Reassign.”

Once inside the form (see below) you will see that the student has identified an activity type, specified the amount of time spent on the activity (as a percentage of their day), provided a description, and assessed their performance. As the preceptor you are asked to review this entry, scroll to the bottom of the page,

5. provide a score for the student’s performance (under “Preceptor Score”),
6. provide constructive feedback where appropriate in the comment box (Preceptor Comments), and
7. select “submit.”

Grade CEI Reports

Student Score: (Question 4 of 7 - Mandatory)

N/A = No opportunities existed or, the student never engaged in this activity; therefore, not able to assess Student engages in activity but is unable to complete the activity even with prompting and intervention; or completes the activity incorrectly Student completes activity with extensive prompting intervention from the preceptor.

0	1	2
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Student Comments: (Question 5 of 7)

abcdefghijklmnopqrstuvwxyz

Preceptor Score: (Question 6 of 7 - Mandatory, Question to be answered by Grader)

N/A = No opportunities existed or, the student never engaged in this activity; therefore, not able to assess	Student engages in activity but is unable to complete the activity even with prompting and intervention; or completes the activity incorrectly	Student completes activity with extensive prompting and intervention from the preceptor.	Student completes activity with moderate prompting and intervention from the preceptor.	Student completes activity with minimal or no prompting and intervention from the preceptor.	Student completes activity at a level beyond expectations for a new graduate.	5
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	

Preceptor Comments: (Question 7 of 7, Question to be answered by Grader)

6

Review your answers in this Coursework. If you are satisfied with the Coursework, click the **SUBMIT** button. **REASSIGN** button to send it back.

Save For Later | **Submit** | 7 | Reassign

V. Interventions (PxDx)

Students must complete and document 10 interventions throughout the course of each rotation block (appx. 2 per week). Each entry will have one or more drug therapy problems associated with it and will contain a complete SOAP note along with pertinent (but de-identified) patient information.

Once completed, students will submit their entries so that you are able to review and confirm them as accurate.

To review interventions that have been completed and submitted to you,

1. Choose the PxDx icon
2. Select "Sign-off" from the sub-menu
3. Enter an appropriate date range, utilize any additional filter fields you desire, and
4. Choose "Next"

You will be directed to a summary report listing all of the interventions and drug therapy problems documented by your student. Review the isolated example below:

Tester, DrakeStudent-P4	12319050	Specialty Care Critical Care - PHARMACY TEST SITE	<input type="radio"/> Confirm	<input type="radio"/> Reject	<input type="radio"/> Hold
Proc: Prescriber Contact - Rec DC Medication		Role: Performed	<input checked="" type="radio"/> Confirmed	<input type="radio"/> Rejected	<input checked="" type="radio"/> Hold
DTPs: 1.1 No medical indication		Role: Performed	<input checked="" type="radio"/> Confirmed	<input type="radio"/> Rejected	<input checked="" type="radio"/> Hold

- Review a summary of the entry by clicking on the Procedure (Proc) or Drug Therapy Problem (DTP). Both are hyperlinked and because they are related to the same case, will result in the same summary report.

Intervention Detail

Time Period: 05/13/2012 to 08/13/2012
Report Date: 08/13/2012

Name:	DrakeStudent-P4 Tester
Student's Role:	Performed
Intervention:	Prescriber Contact - Rec DC Medication
IPE / APE Type:	Specialty Care Critical Care
Site:	PHARMACY TEST SITE
Preceptor:	Drake-Preceptor Tester
Intervention Date:	11/04/2010
Setting:	In-Patient
Status:	Pending
Patient Age:	11 - 18 yrs
Patient Gender:	Male
Notes:	
Patient Encounter Type:	Real
Number Patients:	1.0
Drug List:	ADALAT (NIFEDIPINE)
Other Drug:	
Medications Pertinent to Experience:	
Total # Meds Taken By Patient:	2.0
Expected Outcome:	
TimeWithPatient:	15
My Role:	
Subjective:	Pt is a 18yo white male who presented to ER with chief complaint of shortness of breath. He stated that he had been kneed in the chest a couple of weeks ago and has had some pain while breathing. Pt also complains of pain in groin area. Denies alcohol, tobacco, or illegal substance use.
Objective:	Medications: Omeprazole 20 mg 1 daily, nifedipine 10mg 2 caps QID. PMH: esophageal spasms. Micro results show MSSA bacteremia which is pan-sensitive except for penicillin. Sputum cultures were negative. Pt given pip/tazo, Levaquin, and Vancomycin.
Assessment:	Unnecessary Drug Therapy: Vancomycin, pip/tazo, Levaquin. Pt susceptibilities show that nafcillin will provide better coverage than vanco. Not necessary to treat MSSA with pip/tazo or Levaquin if staph is nearly pan-sensitive.
Plan:	Discontinue Vancomycin, pip/tazo and Levaquin. Goal for safety: Pt should not develop endocarditis or any other infection. Monitoring parameters: white blood count.
Results:	Recommendation Accepted
Related DTPs	Status
1.1 No medical indication	Pending
Other PxDx events recorded during encounter	
None recorded	

- If the entry looks appropriate and accurate, return to the summary screen and choose "Confirmed." If more work needs to be done, you may select "Rejected" to have the entry sent back to the student for additional work.

VI. Rotation Checklist

P4 students are required to address a list of 29 topics through preceptor discussion or independent study. Each topic must be covered at least once throughout the entire rotation year. Students submit this checklist to you electronically at the end of their rotation block. The Rotation Checklist is available to you for confirmation within E*Value's "Learning Modules" icon.

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Schedules Evaluations **Learning Modules** PxDx Time Tracking My Profile

Grade CEI Reports

Grade Coursework

Course/Rotation: {All Courses/Rotations} Site: {All Sites} Student: {All Students} Status: Completed - To Be Graded

Course/Rotation:	Ambulatory Care	Site:	PHARMACY TEST SITE				
Period:	P4 06/18/2012 - 07/20/2012	Time Frame:	06/18/2012 through 07/20/2012				
Grade/Status	Coursework	Assigned Date	Student	Due Date/Time	Completed Date/Time	Graded By	Re-Assign
Click to Grade Coursework	Rotation Checklist	06/29/2012	DrakeStudent-P4 Tester	08/01/2012 by 12:00 AM	06/29/2012 at 05:16 PM		

Since activity logs will also appear in this list, be sure you look for the “Rotation Checklist” description in the Coursework column and click on the associated hyperlink “Click to Grade Coursework.”

The screenshot shows a software interface with a navigation bar at the top containing icons for Schedules, Evaluations, Learning Modules, PxDx, Time Tracking, and My Profile. Below the navigation bar, there are tabs for Grade, CEI, and Reports. A table is displayed with the following data:

	Grade	CEI	Reports
Pharmacy and Therapeutics Committee	06/29/2012	1/2	1/2
Pricing Strategies		1/2	1/2
Professional Service		1/2	1/2
Quality Assurance and Risk Management		1/2	1/2
Reimbursement for Products/Services		1/2	1/2
Retail Distribution Systems		1/2	1/2
Space Management/Utilization		1/2	1/2
Tax Requirements		1/2	1/2
Workload/Staffing Requirements		1/2	1/2


Below the table, there is a section for 'Preceptor Review?' with radio buttons for 'Yes' and 'No', and a '2' next to 'No'. Below that is a 'Preceptor Comments' section with a text area. At the bottom are buttons for 'Save For Later', 'Submit', and 'Reassign'.

The student will have entered a date next to any topic they feel they may have covered with you. In this case the student has indicated they covered P&T Committees. A number one [1] in the first column indicates they covered the topic by discussing it with you. A [1] in the second column indicates they also did some additional research.

If you agree with the student’s submission, choose “Yes” under “Preceptor Review,” enter any comments you may have and choose “Submit.”

VII. CEI Preceptor Development

To log in via your E*Value account:

1. Log in to your **E*Value account** and select the blue “Learning Modules” icon  from the navigation at the top of the page. Choose “CEI” within the submenu that appears and follow the prompts to the CEI Preceptor Education page. View details or register at no charge for any of the activities housed on this page. All are accredited for CPE.
2. Choose “Register” next to the activity you wish to complete.
3. Choose the schools for whom you precept (if prompted) and then click the “Free” button before clicking the “Register” button.
4. At the Transaction Summary screen, click “Finalize Registration.”
5. To access your activity, either go to “My Portfolio” or choose “Click here to go to Activity.”



My Portfolio

If you were provided a five-digit CPE Code, please enter it here:

(If you were not provided a code, you will see the CPE activity listed below. If it does not appear, please contact CEI.)

Activity	CEU	UAN	Status	Completion Date	Go To	Handouts
Drake and University of Iowa - Preceptor Development Core Modules	0.2	0107-0000-10-063-H04-P	Evaluation Ready	In Progress	Exam Evaluation Statement	Available
ADHD Drugs and Serious Cardiovascular Events in Children and Young Adults - Log In To Learn	0.15	0107-0000-12-033-L01-P	Evaluation Ready	In Progress	Evaluation Statement	Available
Preceptor Development Core Modules	0.15	107-000-09-087-H04-P	Registered	In Progress	Exam Evaluation Statement	Available
Compliance Training: OSHA Bloodborne Pathogens Standard - Students P1	0.15	0107-0000-10-039-H03-P	Completed	9/10/2010	Exam Evaluation	Available
KEYNOTE & PANEL DISCUSSION: THE FLOODS OF 2008 (KNOWLEDGE-BASED CPE)	0.15	107-000-09-009-L04-P	Completed	1/24/2009	Evaluation Statement	Not Available

Have questions?

Please contact us at 515.271.3191 or at one of the following email addresses:

Kathy Schott kathy.schott@drake.edu

Trudi Holst trudi.holst@drake.edu

Jeannie Nielsen jeannie.nielsen@drake.edu

Thank you for working with our students!!