

# Entering APPE Availability in CORE ELMS (RXpreceptor)

2017-18 Rotation Year

# 2017/18 APPE Calendar

## Manchester Rotation Notes:

- Start and End Dates are coordinated with Purdue and Butler rotations
- Rotations start in June for Manchester
- Manchester offers a December rotation.

Start Date	End Date
June 5	June 30
July 3	July 28
July 31	August 25
August 28	September 22
September 25	October 20
October 23	November 17
November 20	December 15
January 1	January 26
January 29	February 23
February 26	March 23
March 26	April 20

# CORE ELMS (RXpreceptor) Login

<https://www.corehighered.com/login-elms.php>

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# Select SUBMIT AVAILABILITY



**Availability Submissions**

2017/18 APPE

If you need to submit availability for multiple rotation types for a rotation date, submit your rotation dates and student availability for the first rotation type, then click dupe next to the rotation dates that you need to add the additional availability to.

Rotation Date	Rotation Type (optional)	Course (optional)	Students	Status
June 5 - June 30, 2017 06/05/17 - 06/30/17	Select Your Rotation	N/A	0	New
July 3 - July 28, 2017 07/03/17 - 07/28/17	Select Your Rotation	N/A	0	New
July 31 - August 25, 2017 07/31/17 - 08/25/17	Select Your Rotation	N/A	0	New
August 28 - September 22, 2017 08/28/17 - 09/22/17	Select Your Rotation	N/A	0	New
September 25 - October 20, 2017 09/25/17 - 10/20/17	Select Your Rotation	N/A	0	New
October 23 - November 17, 2017 10/23/17 - 11/17/17	Select Your Rotation	N/A	0	New
November 20 - December 15, 2017 11/20/17 - 12/15/17	Select Your Rotation	N/A	0	New
January 1 - January 26, 2018 01/01/18 - 01/26/18	Select Your Rotation	N/A	0	New
January 29 - February 23, 2018 01/29/18 - 02/23/18	Select Your Rotation	N/A	0	New
February 26 - March 23, 2018 02/26/18 - 03/23/18	Select Your Rotation	N/A	0	New
March 26 - April 20, 2018 03/26/18 - 04/20/18	Select Your Rotation	N/A	0	New

**What is the maximum number of students you can accept for this group.**  
(Leave blank to account for all submitted availability)

- Home
- Profile Information
- Scheduling / Availability**
- Rotation Schedule
- Submit Availability
- Evaluations
- Assessment Library
- My Requirements
- Hours Tracking / Timesheets
- Field Encounters
- Student Absences
- Student Incidents
- Electronic Forms
- Surveys
- Job Board
- Message Center
- Document Library

Select your ROTATION TYPE and COURSE (rotation focus) from drop-down menus. Enter number of students you can precept for each rotation.

### Availability Submissions

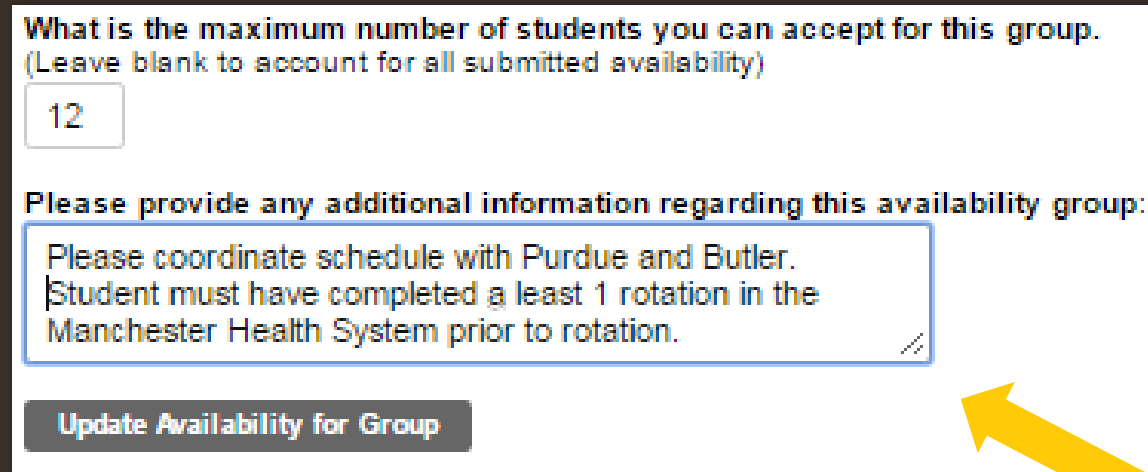
2017/18 APPE

If you need to submit availability for multiple rotation types for a rotation date, submit your rotation dates and student availability for the first rotation type, then click dupe next to the rotation dates that you need to add the additional availability to.

Rotation Date	Rotation Type (optional)	Course (optional)	Students	Status
June 5 - June 30, 2017 06/05/17 - 06/30/17	APPE Ambulatory	Anticoagulation	2	New
July 3 - July 28, 2017 07/03/17 - 07/28/17	APPE Ambulatory	Anticoagulation	2	New
July 31 - August 25, 2017 07/31/17 - 08/25/17	APPE Ambulatory	Anticoagulation	2	New
August 28 - September 22, 2017 08/28/17 - 09/22/17	APPE Ambulatory	Anticoagulation	2	New
September 25 - October 20, 2017 09/25/17 - 10/20/17	APPE Ambulatory	Anticoagulation	2	New
October 23 - November 17, 2017 10/23/17 - 11/17/17	APPE Ambulatory	Anticoagulation	2	New
November 20 - December 15, 2017 11/20/17 - 12/15/17	APPE Ambulatory	Anticoagulation	2	New
January 1 - January 26, 2018 01/01/18 - 01/26/18	Select Your Rotation	NA	0	New
January 29 - February 23, 2018 01/29/18 - 02/23/18	APPE Ambulatory	Anticoagulation	2	New
February 26 - March 23, 2018 02/26/18 - 03/23/18	APPE Ambulatory	Anticoagulation	2	New
March 26 - April 20, 2018 03/26/18 - 04/20/18	APPE Ambulatory	Anticoagulation	2	New

If your ROTATION TYPE or COURSE is not listed, please email Michelle at [mjcordova-kibiger@manchester.edu](mailto:mjcordova-kibiger@manchester.edu) so she can adjust your account settings.

Enter the **MAXIMUM** number of students that you are willing to precept for the entire rotation year.



What is the maximum number of students you can accept for this group.  
(Leave blank to account for all submitted availability)

Please provide any additional information regarding this availability group:

Please coordinate schedule with Purdue and Butler.  
Student must have completed a least 1 rotation in the  
Manchester Health System prior to rotation.

[Update Availability for Group](#)

The screenshot shows a web form with a text input field containing the number '12'. Below it is a text area with the text 'Please coordinate schedule with Purdue and Butler. Student must have completed a least 1 rotation in the Manchester Health System prior to rotation.' and a button labeled 'Update Availability for Group'. Two yellow arrows point to the input field and the text area.

Add any scheduling notes, rotation prerequisites, or requests for rotation schedules to be coordinated with Purdue and Butler.

# If you offer more than one type of rotation, just follow instructions page.

## Availability Submissions

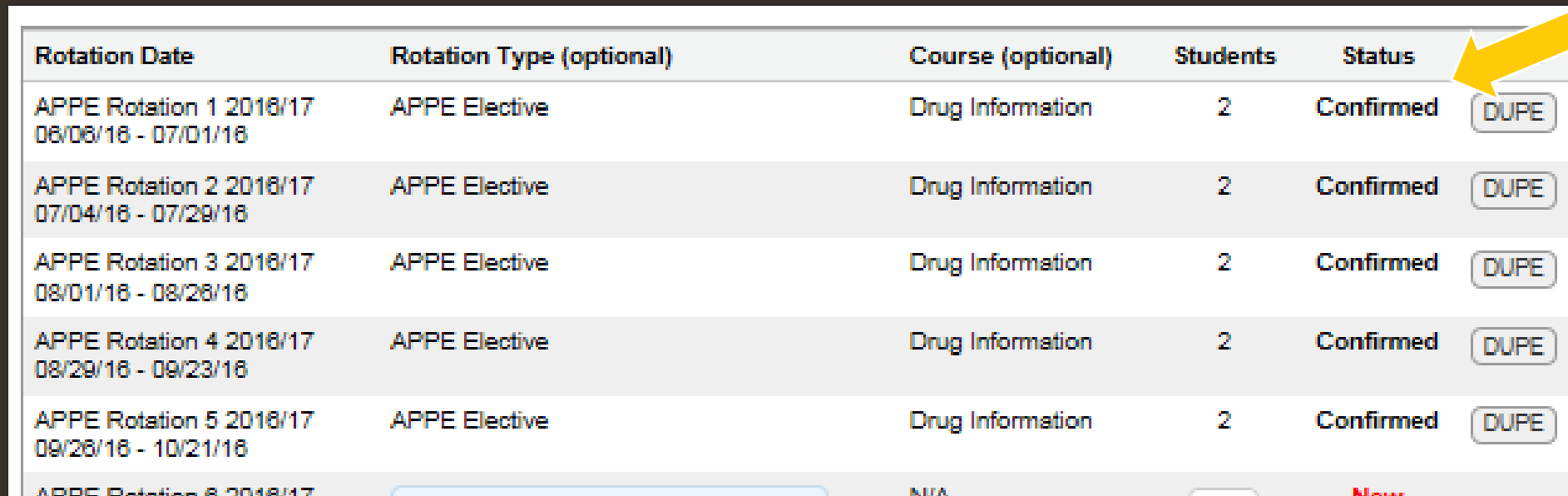
2016/17 APPE

If you need to submit availability for multiple rotation types for a rotation date, submit your rotation dates and student availability for the first rotation type, then click dupe next to the rotation dates that you need to add the additional availability to.

Rotation Date	Rotation Type (optional)	Course (optional)	Students	Status
APPE Rotation 1 2016/17 06/06/16 - 07/01/16	APPE Elective	Drug Information	2	New



Status will change to  
**CONFIRMED** after office review.



Rotation Date	Rotation Type (optional)	Course (optional)	Students	Status
APPE Rotation 1 2016/17 06/06/16 - 07/01/16	APPE Elective	Drug Information	2	Confirmed
APPE Rotation 2 2016/17 07/04/16 - 07/29/16	APPE Elective	Drug Information	2	Confirmed
APPE Rotation 3 2016/17 08/01/16 - 08/26/16	APPE Elective	Drug Information	2	Confirmed
APPE Rotation 4 2016/17 08/29/16 - 09/23/16	APPE Elective	Drug Information	2	Confirmed
APPE Rotation 5 2016/17 09/26/16 - 10/21/16	APPE Elective	Drug Information	2	Confirmed
APPE Rotation 6 2016/17		N/A		None

If you need to change your availability AFTER it has been confirmed, please email Michelle at [mjcordova-kibiger@manchester.edu](mailto:mjcordova-kibiger@manchester.edu)



Please let me know if I can assist you with  
your rotation scheduling.

Michelle Kibiger

Operations Specialist for Experiential Education

Pharmacy Program

260-470-2746

[mjcordova-kibiger@manchester.edu](mailto:mjcordova-kibiger@manchester.edu)