

# PRECEPTOR NEWSLETTER

The Newsletter of Manchester University College of  
Pharmacy, Natural & Health Sciences



## Preceptor Podcast

If you have not yet subscribed to the Pharmacy Preceptor Podcast, you are missing out! And now with opportunities to listen on [Apple](#), [Google](#), and [Spotify](#) you really don't have an excuse! We tackle preceptor concerns and pearls, updates to guidelines, and strategies to better your experience as a preceptor. Give us a try on the way to or from work, our 10-15 minute episodes are great for your commute!

## 2020-2021 APPE Schedules Available for Review

We have just finalized our schedules for next year's APPE class. Take a minute to log onto [CORE](#) and review your matches. The class of 2021 is very excited to meet you, rotations begin June 8th!

## APPE Trails Call for Content

Did you know that our fourth year students receive a monthly publication with tips and tricks for succeeding both during and beyond APPE rotations, called APPE Trails? We would love to have you provide content that would benefit our students as well. Whether it is information about successfully answering a DI question, tips to wow your preceptors on informal or formal presentations, or how to set yourself up to grab a job offer after a rotation, our students cherish your expertise and your feedback. If you have a great idea for an APPE Trails article, please reach out to [Celia Elder](#) and we will be sure to include you in our next issue.

# CORE Corner

After you've accessed [CORE](#), our preceptor software, you may have questions about where to go and what to do next. Here are a few tips and tricks to get you started:

1. The students that are scheduled to complete a rotation with you are found by clicking on the Select Student From Your Schedule box. This will pull up a full list of students who are scheduled to complete a rotation with you. Clicking on a student name will allow you to view the student's contact information, their evaluations, and their student requirements.
2. On the left-hand side of the screen are tabs, which can be used to find more information. If a tab is colored in green, there is either new information to be reviewed, or a new task to complete. Our External Resources tab at the bottom gives you access to our library, drug information center, and our continuing education provider, CEImpact, all free for our preceptors.
3. On your Home page, you have access to the Pharmacy Practice Experience Rotations Manual, as well as any syllabi or workbooks that you might need for IPPE/APPE rotations. These are updated as needed, meaning whatever is on the Home page is most accurate.

The screenshot displays the CORE | ELMS web application interface. The top navigation bar includes the logo, user information (Ryan Ades | Manchester University Pharmacy Program), and links for MY ACCOUNT, MY SCHEDULE, and LOGOUT. The left sidebar contains a list of navigation tabs: Home, Profile Information, Scheduling, Evaluations, My Requirements, Field Encounters, Absences, Incidents, Electronic Forms, Surveys, Site Visit/Activity Log, Message Center (highlighted in green), Document Library, Reporting, Help Center, and External Resources (highlighted in green). The main content area features a dropdown menu labeled 'Select Student From Your Schedule' (highlighted with a red box) and a list of resources categorized into folders: Experiential Education Manuals, APPE Syllabi, IPPE I Community Documents, IPPE II Institutional Documents, and Misc. Each resource entry includes a 'VIEW' button and a brief description.

Folder	Resource	Action
Experiential Education Manuals	2019/20 Pharmacy Practice Experience Rotations Manual	VIEW
	Read manual and then complete Pharmacy Practice Experience Rotations Manual Verification of Understanding 2019 in Electronic Forms.	
APPE Syllabi	2019/20 PHRM 610 APPE Community Syllabus	VIEW
	2019/20 PHRM 620 APPE Institutional Syllabus	VIEW
	2019/20 PHRM 630 APPE Ambulatory Care Syllabus	VIEW
	2019/20 PHRM 640 APPE Acute Care Syllabus	VIEW
	2019/20 PHRM 670 APPE Elective Syllabus	VIEW
IPPE I Community Documents	IPPE I Community Syllabus Spring 2020	VIEW
	IPPE I Community Workbook Spring 2020	VIEW
IPPE II Institutional Documents	IPPE II Institutional Spring 2020 Syllabus	VIEW
	IPPE II Institutional Workbook Spring 2020	VIEW
Misc	2019-2020 APPE Rotation Calendar	VIEW
	FAQs for Preceptors	VIEW

# Preceptor Showcase 2020

SEPTEMBER

PRECEPTOR  
SHOWCASE!

SAVE THE DATE

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Lunch 11:30-12:30  
CE Presentation 12:30-2:30  
Set-up 2:30-3:00  
Show time! 3:00-4:30

Contact the Office of Experiential Education with questions or comments! [COPEE@manchester.edu](mailto:COPEE@manchester.edu)

## Spotlight

[Karen Failor](#) began at Manchester University 12 years ago, serving 7 years as webmaster at the North Manchester campus and then transferring to the Fort Wayne campus in 2015, serving first as campus receptionist and then as OEE operations specialist.

Karen's day to day duties include IPPE and APPE scheduling, all student immunizations and other rotation requirements and processing graduation and licensing requirements. When not in the office, she enjoys craft shows, fall festivals, bicycling, an occasional Mexican resort and most devices made by Apple. The great love of her life is her first grandchild, age 1.

