



# Using CORE in Your APPE Rotations

2017/18 Rotation Year

CORE

ELMS



# CORE Login

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

## CORE ELMS Whitelist

To insure delivery of email from CORE, please provide this whitelist document to your network administrator and/or spam filtering service.

All email originating from the CORE ELMS software is delivered from the email address:

[no-reply@corehighered.com](mailto:no-reply@corehighered.com)

- **All email is delivered from the following IP's**

54.240.35.32

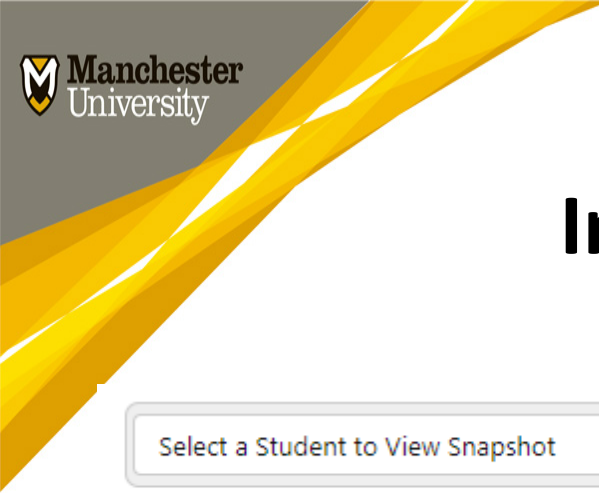
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- **Have Questions?** Call CORE IT/Support department at 844.681.2673 or email [support@corehighered.com](mailto:support@corehighered.com) M-F 9am-5pm EST.

If you have any questions or difficulty with CORE  
including username/password reset requests, please contact us at

Office of Experiential Education  
260-470-2715 or [COPEE@manchester.edu](mailto:COPEE@manchester.edu)



# Important Documents

Select a Student to View Snapshot ▼

### Important Documents

Experiential Education Manuals

View	Title
<a href="#">Open File</a>	2017/18 APPE Rotation Calendar
<a href="#">Open File</a>	2017/18 Pharmacy Practice Experience Rotations Manual
<a href="#">Open File</a>	2018/19 APPE Rotation Calendar

APPE Documents

View	Title
<a href="#">Open File</a>	2017/18 APPE Acute Care Syllabus
<a href="#">Open File</a>	2017/18 APPE Ambulatory Care Syllabus

You can find all frequently used documents on your Home Page in IMPORTANT DOCUMENTS. Items include:

- APPE Calendars
- Student Rotations Manual
- APPE Syllabi
- Assignments and Grading Rubrics



# STUDENT SNAPSHOT

Michelle Kibiger (12/04/17 - 05/03/18) ▼





### Contact Information

Name:	Michelle Kibiger	
Grad Year:	2015	
Email:	mjcordova-kibiger@manchester.edu	
Phone:	260-470-2746	

### Custom Fields

Name Pronunciation:	Mi-shell Kib-i-grr
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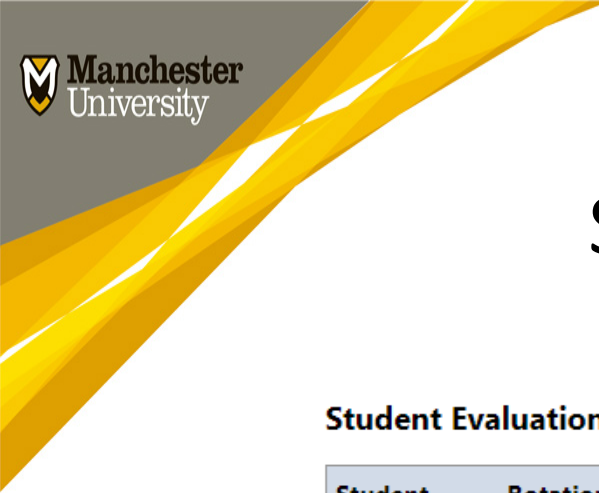
### Student Evaluations

 Midpoint Complete  Final Complete

Student	Rotation Dates	Rotation Type	Evaluation
Michelle Kibiger 2015	08/28/17 - 09/22/17	PHRM 670 APPE Elective (NPC)	2017/18 APPE Elective: Non-patient Final Evaluation of Student
Michelle Kibiger 2015	08/28/17 - 09/22/17	PHRM 670 APPE Elective (NPC)	APPE Elective Mid-Point Evaluation of Student (R2016)

Select a student from the SELECT A STUDENT TO VIEW drop-down menu on the HOME page to see

- Contact information
- Name pronunciation
- Student evaluations
- Student requirement documentation (see next slides)



# STUDENT SNAPSHOT

**Student Evaluations** M Midpoint Complete F Final Complete

Student	Rotation Dates	Rotation Type	Evaluation
Michelle Kibiger 2015	08/28/17 - 09/22/17	PHRM 670 APPE Elective (NPC)	2017/18 APPE Elective: Non-patient Final Evaluation of Student
Michelle Kibiger 2015	08/28/17 - 09/22/17	PHRM 670 APPE Elective (NPC)	APPE Elective Mid-Point Evaluation of Student (R2016)



Student evaluations:

- Click on the title of an evaluation to open it for completion.
- When the evaluation has been completed, it will be marked with an **F** at the end of the evaluation to indicate that it has been finalized.
- Email alerts:
  - Mid-point reminder: Directly from Office of Experiential Education
  - Final evaluations: CORE will send out an email alert with a direct link to the final evaluation.



# STUDENT SNAPSHOT

## Student Requirements

Requirements	Completed	Completed On	Attachment	Expiration
1) Intern License	Yes		File	09/30/18
2) 2017 Background Check and Drug Test Complete and Cleared by MU	Yes	04-24-17		
3) 2017 Health Insurance Confirmation	Yes	10-26-17	FORM	
4) Basic Life Support Certification	Yes	10-02-17	File	10/01/19
5) Immunizer Certification	Yes		File	
6) Blood Borne Pathogens Annual Training	Yes		File	
7) HIPAA Annual Training	Yes		File	
1. Physical (annual)	Yes		File	
2. Official Record of Immunizations	Yes		File	
3. Flu Shot 2017 Season	Yes	10-18-16	File	
4. TB test	Yes		File	05/05/18



# Rotation Schedule

Home

Profile Information

Scheduling / Availability

Rotation Schedule

Submit Availability

Student Applications

Evaluations

Assessment Library

My Requirements

Rotation Schedule

Filter by Rotation Date Group

Students	Year	Rotation Dates	Rotation Types	RXportfolio
<div>Michelle Kibiger (P: 260-470-2746)</div> <div></div>	2015	(R5) August 28 - September 22, 2017 08-28-17 - 09-22-17	PHRM 670 APPE Elective (NPC)	
<div>Michelle Kibiger (P: 260-470-2746)</div> <div></div>	2015	2017/18 IPPEI Community December / THURSDAY 12-04-17 - 05-03-18	IPPEI Community	

Printer Friendly

View your rotation schedule in ROTATION SCHEDULE in the SCHEDULING /AVAILABILITY tab.

**\*\*If you encounter a circumstance that prevents you from precepting a previously scheduled rotation, please contact the office at 260-470-2715 or [COPEE@manchester.edu](mailto:COPEE@manchester.edu).**

# EVALUATIONS

Home
Profile Information
Scheduling / Availability
**Evaluations**
Evaluation of Student
Evaluation of Preceptor
Student Self Evaluations

**Student Evaluations - Incomplete**

Completed Evaluations

Students	Rotation Dates	Rotation Types	Report	Past Evals	Evaluations
Michelle Kibiger 2015	08/28/17 - 09/22/17	PHRM 670 APPE Elective (NPC)	<a href="#">Report</a>	<a href="#">View</a>	2017/18 APPE Elective: Non-patient Final Evaluation of Student
Michelle Kibiger 2015	08/28/17 - 09/22/17	PHRM 670 APPE Elective (NPC)			APPE Elective Mid-Point Evaluation of Student (R2016)
Michelle Kibiger 2015	12/04/17 - 05/03/18	IPPE I Community	<a href="#">Report</a>	<a href="#">View</a>	Spring 2017 IPPE I Community: Preceptor Evaluation of Student

You can access student evaluations from the EVALUATIONS tab.

- To complete an evaluation of student, click on the blue title of the evaluation.
- Once an evaluation has been completed, it will be removed from your STUDENT EVALUATIONS – INCOMPLETE list to the COMPLETED EVALUATIONS folder.
- For FINAL evaluations, you will receive an email alert from CORE with a direct link to the evaluation to be completed.




# EVALUATIONS

Home

Profile Information

Scheduling / Availability

Evaluations



Evaluation of Student

Evaluation of Preceptor

Student Self Evaluations

Student Evaluations - Incomplete

Completed Evaluations

Students	Rotation Dates	Rotation Types	Report	Past Evals	Evaluations
Michelle Kibiger 2015	08/28/17 - 09/22/17	PHRM 670 APPE Elective (NPC)	 Report	 View	2017/18 APPE Elective: Non-patient Final Evaluation of Student
Michelle Kibiger 2015	08/28/17 - 09/22/17	PHRM 670 APPE Elective (NPC)			APPE Elective Mid-Point Evaluation of Student (R2016)
Michelle Kibiger 2015	12/04/17 - 05/03/18	IPPE I Community	Report	View	Spring 2017 IPPE I Community: Preceptor Evaluation of Student

You can access previously completed student evaluations from the EVALUATIONS tab.

- Select the REPORT tab to see previous evaluations of the student if they have already completed a rotation of the same type as your rotation.
- Select VIEW in PAST EVALS to see all completed evaluations of student for previous rotations. This also allows you to see the previous rotation experience of the student.



# EVALUATIONS

Home

Profile Information

Scheduling / Availability

Evaluations

Evaluation of Student

Evaluation of Preceptor

Student Self Evaluations

### Student Evaluations of Preceptor

Student	Rotation Dates	Evaluations
Anonymous		2017/18 APPE Evaluation of Site/Preceptor F ✓

View the EVALUATION OF SITE/PRECEPTOR completed by your students in the EVALUATIONS tab.

- To view the completed evaluation, click on the blue title of the evaluation.
- Once you have viewed an evaluation, a v will be added after the evaluation title



# EVALUATIONS

- Home
- Profile Information
- Scheduling / Availability
- Evaluations

- Evaluation of Student
- Evaluation of Preceptor
- Student Self Evaluations

## Student Self Evaluations

Students	Rotation Dates	Rotation Types	Evaluations
Michelle Kibiger 2015	08/28/17 - 09/22/17	PHRM 670 APPE Elective (NPC)	2017/18 APPE Elective: Non-patient Final Self-Evaluation <a href="#">F</a>
Michelle Kibiger 2015	12/04/17 - 05/03/18	IPPE I Community	

View the STUDENT SELF EVALUATIONS completed by your students in the EVALUATIONS tab.

- To view the completed evaluation, click on the blue title of the evaluation.
- Students are to complete their self-evaluations by the second and fourth Wednesday of the rotation.

# Field Encounters

- Home
- Profile Information
- Scheduling / Availability
- Evaluations
- Assessment Library
- My Requirements
- Hours Tracking / Timesheets
- Field Encounters
- Student Absences
- Student Incidents
- Electronic Forms
- Surveys
- Message Center
- Document Library
- Reporting
- Continuing Education
- Help Center
- External Resources

## Field Encounters Tracking - Pending

Pending Logs Confirmed Logs View Report

Michelle Kibiger  
Select a Rotation Type  
Filter

Date Added:	10/26/17
Rotation Type:	IPPE I Community
Student:	Michelle Kibiger
Encounter:	ACUTE CARE Patient Care Plan Grading Rubric (REQUIRED)
Description:	Rubric is located in DOCUMENT LIBRARY. Upload grading rubric completed by preceptor. Preceptor can see this document.
Student Comments:	
Attachment:	<a href="#">View Student Document</a>
Preceptor Confirmation	
Confirm:	<input type="radio"/> Confirm <input type="radio"/> Deny - Send back to student
Required	
Your Comments:	<div></div>
Custom Fields	
Grading Scale:	<div></div>
Required	
File Attachment / Document URL	
Attach New File:	<a href="#">Choose File</a> No file chosen
Upload file requirements:	Max file size allowed: 20MB Extensions allowed: doc, docx, txt, pdf, rtf, gif, jpg, jpeg, png, ppt, pptx, xlsx, xls, mp3, mpeg
OR Add Document URL:	<div></div>
(Entering a URL will override an uploaded file)	
<a href="#">Confirm / Deny</a>	

Students will submit the graded rubric/signed verification for rotation assignments in FIELD ENCOUNTERS.

- View the submitted document.
- CONFIRM or DENY the submission.
- Assign a final grade to assignment.

# Field Encounters

## New Field Encounter - Pending Confirmation

Manchester University Pharmacy Program

### EriK Experiment

Michelle Kibiger has just entered a field encounter that needs to be confirmed.

**Field Encounter:** ACUTE CARE Patient Care Plan Grading Rubric (REQUIRED)

**Date:** 10-26-2017

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Click the following link to **CONFIRM / DENY** the field encounter entry:

[https://rxpreceptor.com/confirm\\_fe.php?MTQ3MzYzNg%3D%3D](https://rxpreceptor.com/confirm_fe.php?MTQ3MzYzNg%3D%3D)

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**Description:**

You will also receive an email alert containing a direct link to the FIELD ENCOUNTER from CORE when a FIELD ENCOUNTER has been submitted by the student.

# Field Encounters

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- External Resources

## Field Encounters Tracking - Pending

Michelle Kibiger  
Select a Rotation Type  
**Filter**

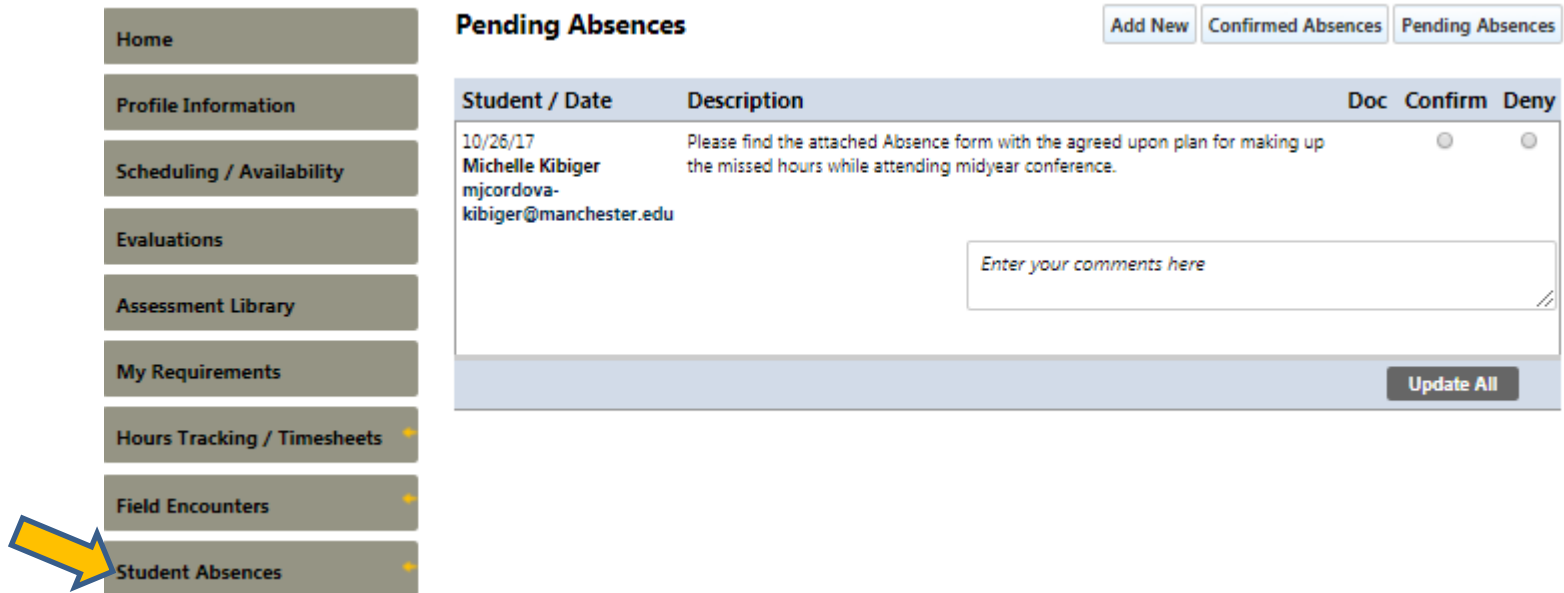
Pending Logs Confirmed Logs View Report

Date Added: 10/26/17  
Rotation Type: IPPE I Community  
Student: Michelle Kibiger  
Encounter: ACUTE CARE Patient Care Plan Grading Rubric (REQUIRED)  
Description: Rubric is located in DOCUMENT LIBRARY. Upload grading rubric completed by preceptor. Preceptor can see this document.  
Student Comments:  
Attachment: [View Student Document](#)  
**Preceptor Confirmation**  
Confirm: ☒ Confirm ☐ Deny - Send back to student  
**Required**  
Your Comments:  
Custom Fields:  
Grading Scale:   
**Required**  
File Attachment / Document URL:  
Attach New File:  No file chosen  
Upload file requirements: Max file size allowed: 20MB  
Extensions allowed: doc, docx, txt, pdf, xls, ppt, pptx, xlsx, mp3, mpeg  
OR Add Document URL:  
(Entering a URL will override an uploaded file)

Select CONFIRMED LOGS to see a history of all of the FIELD ENCOUNTERS that you have confirmed/denied

Select VIEW REPORT to see a listing of confirmed/denied FIELD ENCOUNTERS.

# Student Absences



The screenshot displays the 'Student Absences' web application. On the left is a sidebar with navigation tabs: Home, Profile Information, Scheduling / Availability, Evaluations, Assessment Library, My Requirements, Hours Tracking / Timesheets, Field Encounters, and Student Absences (highlighted with a yellow arrow). The main content area is titled 'Pending Absences' and includes three buttons: 'Add New', 'Confirmed Absences', and 'Pending Absences'. Below these is a table with columns: Student / Date, Description, Doc, Confirm, and Deny. A single row is visible for student Michelle Kibiger on 10/26/17, with a description about making up missed hours. Below the table is a text input field labeled 'Enter your comments here' and an 'Update All' button.

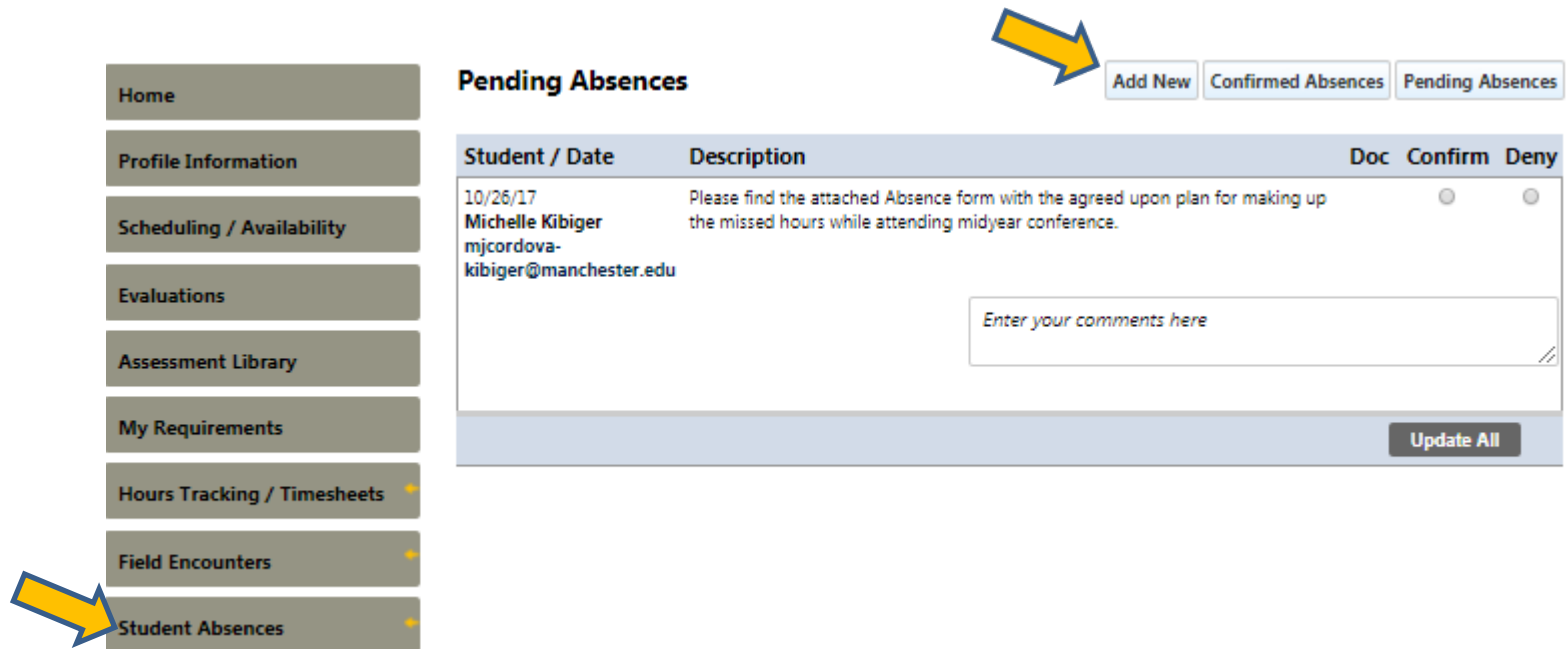
Student / Date	Description	Doc	Confirm	Deny
10/26/17 Michelle Kibiger mjcordova-kibiger@manchester.edu	Please find the attached Absence form with the agreed upon plan for making up the missed hours while attending midyear conference.		<input type="radio"/>	<input type="radio"/>

Enter your comments here

Update All

If a student is absent from a rotation for more than 4 days, they must create a plan for making up the missed hours with the approval of their preceptor. Students must upload this document signed by their preceptor into the STUDENT ABSENCES tab. Our office receives an email alert that the document has been submitted.

# Student Absences



**Pending Absences**

[Add New](#) [Confirmed Absences](#) [Pending Absences](#)

Student / Date	Description	Doc	Confirm	Deny
10/26/17 Michelle Kibiger mjcordova- kibiger@manchester.edu	Please find the attached Absence form with the agreed upon plan for making up the missed hours while attending midyear conference.		<input type="radio"/>	<input type="radio"/>

Enter your comments here

[Update All](#)

If a student does not report to the rotation as scheduled, you may submit an absence report. This submission alerts our office to the situation and will receive immediate follow-up.

# Student Incidents

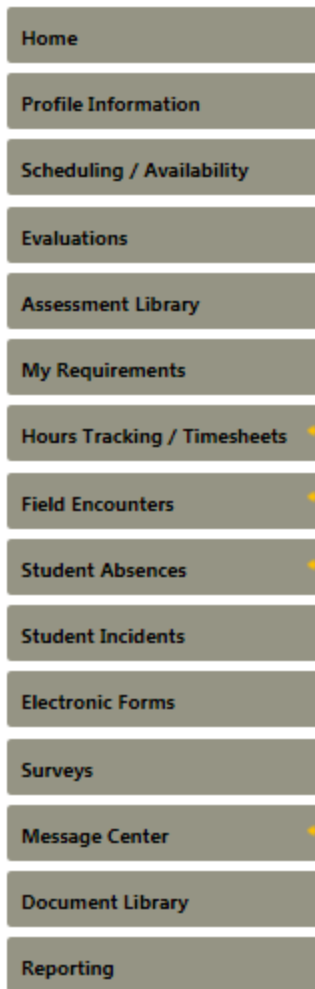
**Incident Tracking**

Record New Incident

Date	Student	Description	Doc	Updated	View	Edit
10/26/17	Michelle Kibiger	Student received a needle stick. Student has been seen by health services and is receiving appropriate treatment.		10/26/17	<a href="#">View</a>	<a href="#">Edit</a>
10/26/17	Michelle Kibiger	Student is exhibiting unprofessional behavior with patients and colleagues. I have had one-on-one discussions with student on 2 separate occasions. Student has been notified that another incident will result in failure of the rotation.		10/26/17	<a href="#">View</a>	<a href="#">Edit</a>

Any incidents that occur during rotation that you would like documented can be entered in STUDENT INCIDENTS tab. The office receives immediate email alerts of these submissions which allows for immediate follow-up.

# REPORTING



## Reporting Suite

Evaluation Reports	Report Date Range	
Student Evaluation of Preceptor   Summary Report	APPE Rotation 1 2015-16 (05-11-15 - 06-05-15) APPE Rotation 2 2015-16 (06-08-15 - 07-03-15) APPE Rotation 3 2015-16 (07-06-15 - 07-31-15) APPE Rotation 4 2015-16 (08-03-15 - 08-28-15) APPE Rotation 5 2015-16 (08-31-15 - 09-25-15) APPE Rotation 6 2015-16 (09-28-15 - 10-23-15) APPE Rotation 7 2105-16 (10-26-15 - 11-20-15) APPE Rotation 8 2015-16 (11-23-15 - 12-18-15) APPE Rotation 9 2015-16 (01-04-16 - 01-29-16) APPE Rotation 10 2015-16 (02-01-16 - 02-26-16) APPE Rotation 11 2015-16 (02-29-16 - 03-25-16) APPE Rotation 12 2015-16 (03-28-16 - 04-22-16) APPE Rotation 1 2016/17 (06-06-16 - 07-01-16) APPE Rotation 2 2016/17 (07-04-16 - 07-29-16) APPE Rotation 3 2016/17 (08-01-16 - 08-26-16) APPE Rotation 4 2016/17 (08-29-16 - 09-23-16) APPE Rotation 5 2016/17 (09-26-16 - 10-21-16) APPE Rotation 6 2016/17 (10-24-16 - 11-18-16) APPE Rotation 7 2016/17 (11-21-16 - 12-16-16) APPE Rotation 8 2016/17 (01-02-17 - 01-27-17) APPE Rotation 9 2016/17 (01-30-17 - 02-24-17) APPE Rotation 10 2016/17 (02-27-17 - 03-24-17) APPE Rotation 11 2016/17 (03-27-17 - 04-21-17) APPE Rotation 12 2016/17 (04-24-17 - 05-12-17) APPE Rotation 12* 2016/17 (04-24-17 - 05-26-17)	Run

A summary of all of the evaluations of site/preceptor that students have completed at the end of your rotation is available in REPORTING. Data from the current rotation year will be added at the conclusion of the rotation year.

# REPORTING

## Rotation Opportunities

An explanation must be provided in the COMMENT box for every N/A answer given.

Be constructive and professional in all responses.

### SCORE LEGEND

3.00	Yes
2.00	No
1.00	N/A

During this rotation, I had the opportunity to consistently and independently apply principles of civil, state and federal laws and regulations to the practice of pharmacy.

2.00 2.73

#### Question Comments:

This is a non-patient rotation.

I had some opportunity for this, however, seeing as this is not a patient care rotation, they were minimal.

During this rotation, I had the opportunity to communicate effectively with patients, healthcare providers, care givers and colleagues and act in a manner that conveys empathy, honesty and integrity.

3.00 2.87

#### Question Comments:

At St. Martin's clinic, I was given the opportunity to counsel patients on new medications they would be taking. I also interacted with pharmacists and pharmacy students during site visits.

While this was a non-patient rotation, I still had the opportunity to communicate with pharmacists at site visits, dentists at the dental conference, faculty on campus, and APPE colleagues.

St. Martin clinic allowed a great opportunity to communicate with patients to retrieve valuable information.

I was given the opportunities to effectively communicate with students and staff during this academia rotation. I also had the opportunity to communicate effectively with patients at St. Martin's Clinic.

This report indicates the average score that you received for each question as well as the average score of all Manchester preceptors in this rotation type. All question comments are also indexed for your review.



# EXTERNAL RESOURCES

## External Resources

Preceptor Resources

Report It!

Honor Council

Funderburg Library

MU Drug Information Center

CEI Login

Pharmacist Letter Login

Direct links to multiple PRECEPTOR RESOURCES are available in the EXTERNAL RESOURCES tab.

**Preceptor Resources:** To access various preceptor resources on our website

**Report it!:** To report possible harassment, discrimination, bias, etc

**Honor Council:** To report possible cheating, plagiarism, unprofessional behavior, etc

**Funderburg Library:** To access Access Pharmacy, journal articles, Pub Med, etc.

**MU Drug Information Center:** To submit requests

**CEI login:** To access free accredited on-demand CE trainings (email the office at [COPEE@manchester.edu](mailto:COPEE@manchester.edu) if you do not have the current access code)

**Pharmacist Letter login:** To access on-demand CE



Let us know how we can assist you!

Office of Experiential Education

260-470-2715

[COPEE@manchester.edu](mailto:COPEE@manchester.edu)