



Using CORE in Your APPE Rotations

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

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

54.240.35.32

54.240.35.33

54.240.35.34

- **Have Questions?** Call CORE IT/Support department at 844.681.2673 or email 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

Important Documents

Select a Student to View Snapshot ▼

Important Documents

Experiential Education Manuals

View	Title
Open File	2017/18 APPE Rotation Calendar
Open File	2017/18 Pharmacy Practice Experience Rotations Manual
Open File	2018/19 APPE Rotation Calendar

APPE Documents

View	Title
Open File	2017/18 APPE Acute Care Syllabus
Open File	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

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)

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

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Student evaluations:

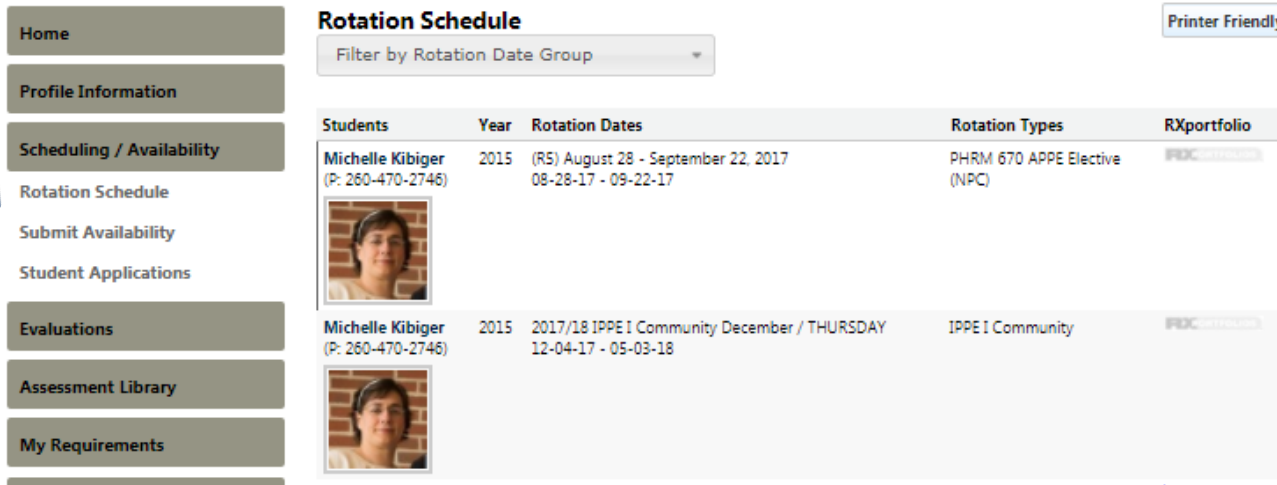
- Click on the title of an evaluation to open it for completion.
- When the evaluation has been completed, it will be marked with an **F** at the end of the evaluation to indicate that it has been finalized.
- Email alerts:
 - Mid-point reminder: Directly from Office of Experiential Education
 - Final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


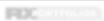


Evaluations

Assessment Library

My Requirements

Rotation Schedule Printer Friendly

Filter by Rotation Date Group

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

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.

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 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

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Student Evaluations - Incomplete

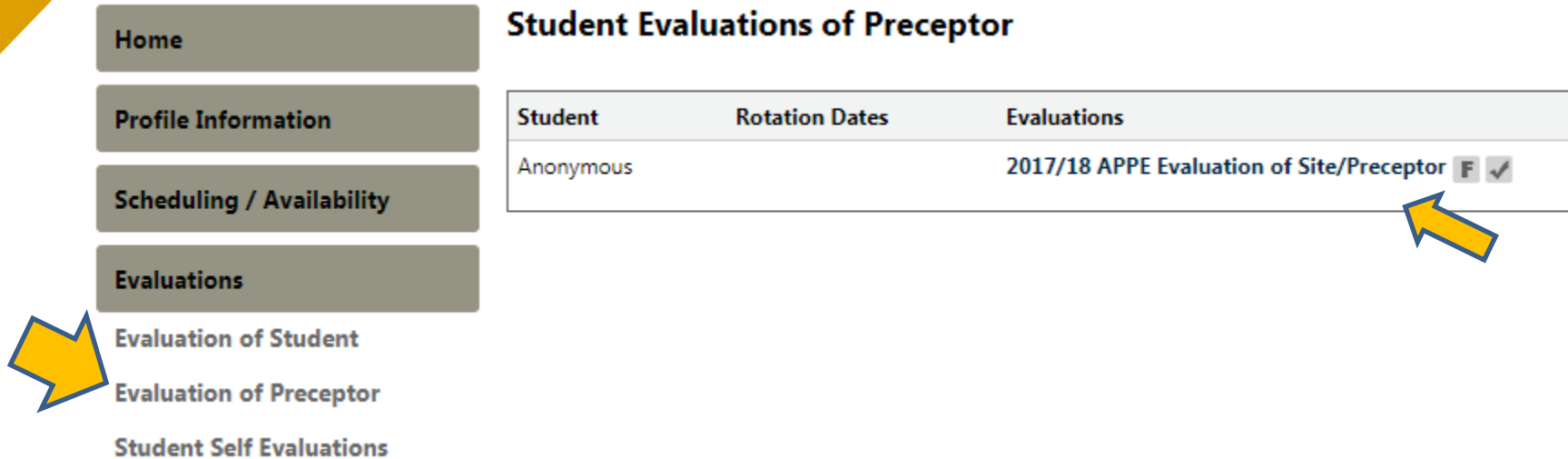
[Completed Evaluations](#)

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
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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 <input type="checkbox"/> ✓

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

- To view the completed evaluation, click on the title of the evaluation.
- Once you have viewed an evaluation, a ✓ 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
Michelle Kibiger 2015	12/04/17 - 05/03/18	IPPEI Community	

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

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

Student Absences

Pending Absences Add New Confirmed Absences Pending Absences

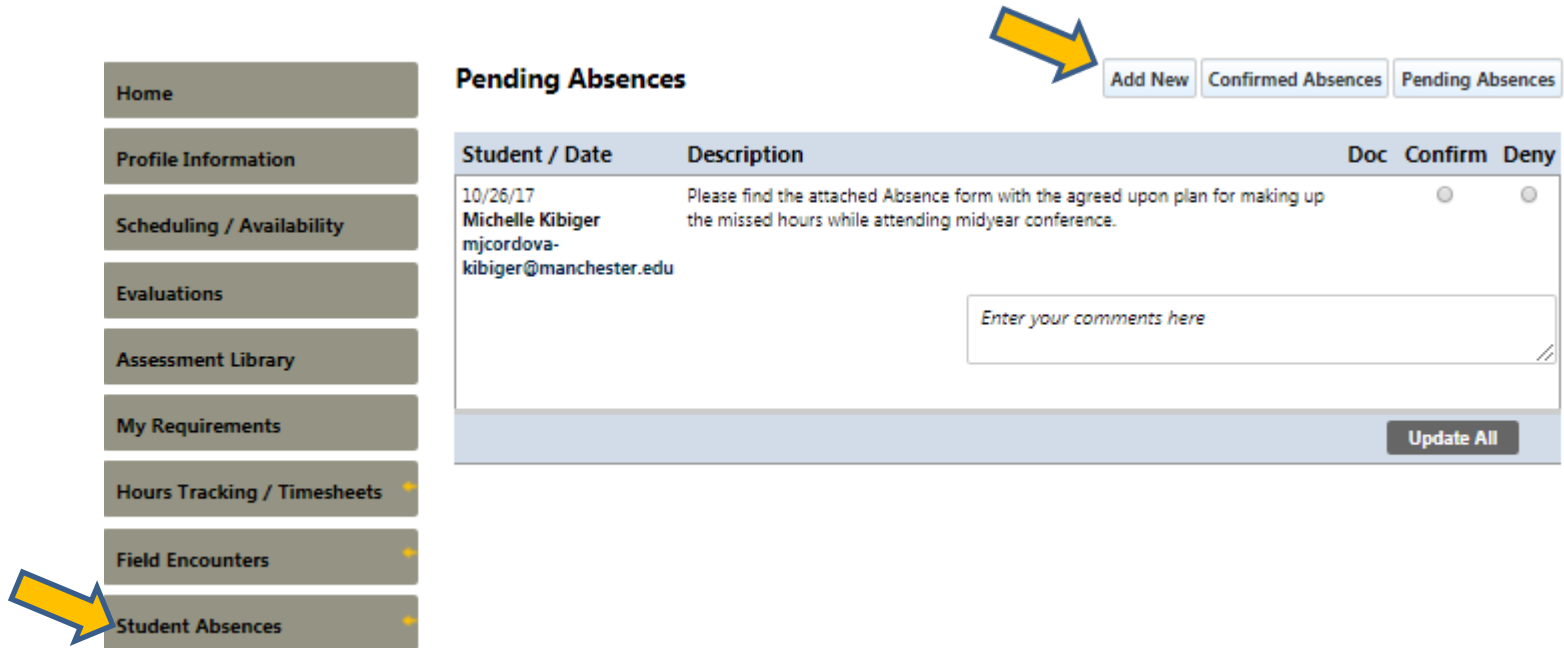
Student / Date	Description	Doc	Confirm	Deny
10/26/17 Michelle Kibiger mjcordova- kibiger@manchester.edu	Please find the attached Absence form with the agreed upon plan for making up the missed hours while attending midyear conference.		<input type="radio"/>	<input type="radio"/>

Enter your comments here

Update All

If a student 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](#)

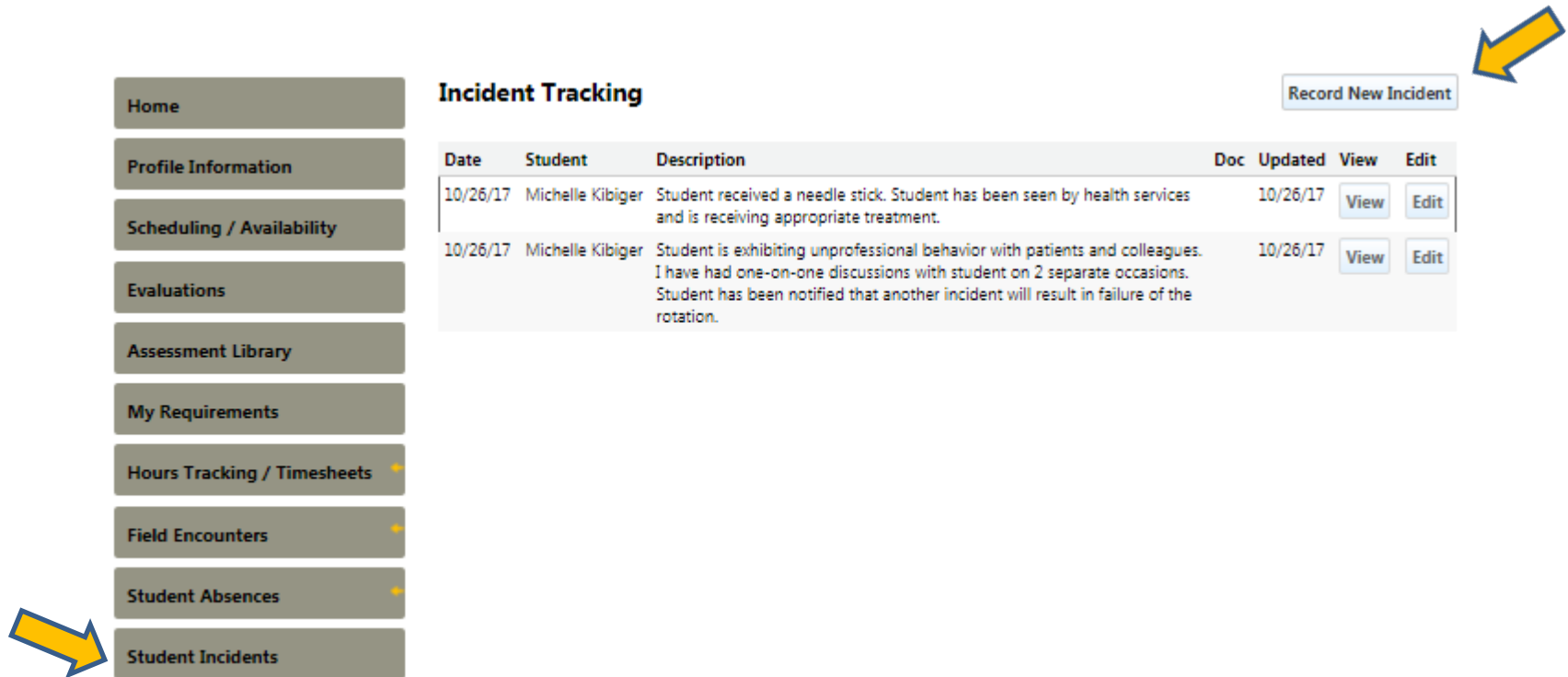
Student / Date	Description	Doc	Confirm	Deny
10/26/17 Michelle Kibiger mjcordova- kibiger@manchester.edu	Please find the attached Absence form with the agreed upon plan for making up the missed hours while attending midyear conference.		<input type="radio"/>	<input type="radio"/>

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	View	Edit
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	View	Edit

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

- 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

Reporting Suite

Evaluation Reports	Report Date Range	
Student Evaluation of Preceptor Summary Report	APPE Rotation 1 2015-16 (05-11-15 - 06-05-15)	Run
	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)	

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

Pharmacist Letter Login

CEI

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 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