Using CORE in
Your APPE Rotations
2018/19 Rotation Year
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
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

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 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.

<table>
<thead>
<tr>
<th>Student</th>
<th>Rotation Dates</th>
<th>Rotation Type</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Kibiger</td>
<td>08/28/17 - 09/22/17</td>
<td>PHRM 670 APPE</td>
<td>2017/18 APPE Elective: Non-patient Final Evaluation of Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (NPC)</td>
<td></td>
</tr>
<tr>
<td>Michelle Kibiger</td>
<td>08/28/17 - 09/22/17</td>
<td>PHRM 670 APPE</td>
<td>APPE Elective Mid-Point Evaluation of Student (R2016)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective (NPC)</td>
<td></td>
</tr>
</tbody>
</table>
### Student Requirements

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

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.
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

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.
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.
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.
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

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.

<table>
<thead>
<tr>
<th>SCORE LEGEND</th>
<th>3.00</th>
<th>2.00</th>
<th>1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00 Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.00 No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00 N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

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 AFPE 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 academic 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

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