Using CORE in Your IPPE Rotations

2017/18 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 the 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:

- IPPE Syllabi
- IPPE Workbooks
- Student Rotations Manual
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)

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

<table>
<thead>
<tr>
<th>Student</th>
<th>Rotation Dates</th>
<th>Rotation Type</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Kibiger 2015</td>
<td>08/28/17 - 09/22/17</td>
<td>PHRM 670 APPE Elective (NPC)</td>
<td>2017/18 APPE Elective: Non-patient Final Evaluation of Student</td>
</tr>
<tr>
<td>Michelle Kibiger 2015</td>
<td>08/28/17 - 09/22/17</td>
<td>PHRM 670 APPE Elective (NPC)</td>
<td>APPE Elective Mid-Point Evaluation of Student (R2019)</td>
</tr>
</tbody>
</table>
STUDENT SNAPSHOT

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: CORE will send out an email alert with a direct link to the final evaluation a few days before it is due.
### 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 and Cleared by MU</td>
<td>Yes</td>
<td>04-24-17</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 precept for more than one rotation type (IPPE and APPE), filter your schedule by rotation type.

**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

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.
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.
Student Incidents

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.
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 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