

# Preceptor Today

## Big Changes are Coming!



## Notifications & Contact Information

### UPDATED APPE SYLLABI AND/OR DESCRIPTIONS REQUESTED

The OEL is in the process of updating all APPE course descriptions and/or syllabi. Students use these descriptions to read about rotations prior to selecting preferences. Because of this, it is very important to have a current one on file with the OEL.

You will formally be asked for the description and/or syllabus when we send out availability scheduling forms for the 2013-2014 academic year in August.

If you already have a version available, please send it electronically to [dboatman@hsc.wvu.edu](mailto:dboatman@hsc.wvu.edu).

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The Office of Experiential Learning (OEL) would like to thank all of our preceptors who worked with us during the inaugural year of our E\*Value implementation. There was a learning curve all around and your patience and valuable feedback was appreciated.

We are getting ready to take the next step with E\*Value by building it into an all-inclusive, user-friendly system for our students and preceptors. This will help to make the experiential learning program as streamlined and convenient as possible. These new features will start for APPE on Block 1 of the 2012-2013 academic year (May 28). Updates to IPPE will take place over the summer and preceptors will be notified once implemented.

This newsletter will briefly highlight what you can expect to see in the coming months. An updated user manual will be published and distributed in the near future. You can always find the latest instructions on our website under the 'Information for Preceptors' tab.

These changes will take some time to get used to, but we think it is worthwhile to make our program more efficient and effective. As always, your feedback is essential to our continuing success. Please feel free to contact the OEL at 302-293-1464 or [dboatman@hsc.wvu.edu](mailto:dboatman@hsc.wvu.edu) with questions or comments.

[pharmacy.hsc.wvu.edu/explearning](http://pharmacy.hsc.wvu.edu/explearning)

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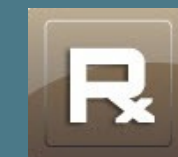
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## APPE Coursework Now on E\*Value

Starting with Block 1 (May 28) of the 2012-2013 academic year, APPE students will now complete all coursework within E\*Value. This will cut down drastically on the amount of times you need to sign your name each block!

At the end of the rotation, your student will submit his/her longitudinal form in E\*Value. This will show up as a pending assignment for you to grade on your E\*Value homepage and under Pending in the Coursework section of the user menu. Click on the 'Click to Grade Coursework' hyperlink attached to the correct assignment. Review to guarantee accuracy. At the end of the longitudinal form, select the 'Verified' or 'Not Verified' radio button, add any comments you may have, then click 'Submit' or 'Save for Later.' If your student needs to change something, you can select the 'Reassign' button under the correct assignment in the Pending section.

One button and you are done with the longitudinal form!

Preceptor Verification (Question 3 of 4 - Mandatory, Question to be answered by Grader)

☐ Verified ☐ Not Verified

Now that students are completing assignments in E\*Value, gone are the days of reviewing large, cumbersome portfolios! Starting with Block 2 (July 2), you will have access to look through your student's portfolio online using a feature called MyFolio. You can run reports on the student's evaluations, look through completed coursework, and much more. This information will be at your fingertips for the student's entire time with you. Details on how to use this feature will be published in the near future.

### IMPORTANT INFORMATION

To receive and use all of the required functionality for E\*Value, preceptors **MUST** have an accurate e-mail address on file with the OEL. You will receive updated instructions and notifications, so having regular access to e-mail is essential. If you have any doubt as to the address you have on file, please call or e-mail Dannell Boatman (304-293-1464 or [dboatman@hsc.wvu.edu](mailto:dboatman@hsc.wvu.edu)) as soon as possible.

Please regularly check the OEL website under the 'Information for Preceptors' tab for up-to-date news, events, and instructions. The most current version of the E\*Value user manual can be found at this site.

## Duty Hours = Hours Log

Starting on May 28, APPE students will use an E\*Value feature called Duty Hours to keep track of the time spent at their rotation sites. When a student enters in the times he/she works daily, the preceptor is selected as supervisor. As supervisor, you will be able to approve their hours within your E\*Value interface. You can wait until the end of the rotation to approve or verify each day. We ask that this approval, like all other evaluations and verifications, be completed within five working days of the rotation completion.

## APPE Student Evaluations Updated

Great news! Using feedback from our preceptors, we are now rolling out our new and improved student evaluation forms in May. APPE student evaluations are shorter in length and more user friendly, all while keeping the essential content the same.

Mid-point evaluations will be released nine days after the start of the rotation. Final evaluations will be released five days before the end of the rotation. It is important to complete these evaluations and submit within five working days following the rotation completion. Final evaluations are a graduation requirement and timely receipt is essential.

## E\*Value's Getting a New Look

E\*Value announced in late March that they will be changing the look of their user interface. It has been designed to be graphic-driven and shorten the number steps it takes to complete tasks. The changes will not interfere with the activities you currently do in E\*Value, it will just package them in a different way.

This new interface is due to be unveiled May 29. As soon as the changes are made, the OEL will make a fully updated manual for your use and distribute.

Since we are rolling out new features right before this change, our ability to create a fully functional user manual with these updates prior to the start date has been complicated. Please know that we will be on hand to answer all questions and will publish the manual as soon as possible after the new interface release.