



SCCP Preceptor Training

E*Value Rotation Management System

Updated April 2010

Website Page

E*Value™
Healthcare Education Solutions

an Advanced Informatics Solution

About Features Demo Support & FAQ Contact News & Events

The Power to Perform
Over 4,500 healthcare education programs worldwide use E*Value™ to help maintain accreditation standards and remove administrative burdens related to student and course evaluations, electronic portfolios, procedure tracking, scheduling, curriculum mapping, outcomes management and performance reporting. For colleges demanding top performance, E*Value™ delivers an unmatched set of tools and support services, empowering our clients to achieve their performance objectives.

PDA integration available

Login Name:

Password:

Institution Code: **1**

LOG IN [Forgot Password?](#)

Education Markets

- * Colleges of Pharmacy
- * Graduate Medical Education
- * Undergraduate Medical Education
- * Colleges of Nursing
- * Physician Assistant Programs
- * Colleges of the Health Sciences
- * Colleges of Dentistry
- * Colleges of Optometry
- * Colleges of Veterinary Medicine

News

Apr 01, 2010
Healthcare Education Fulfills Technology Trends with E*Value

Apr 01, 2010
E*Value Welcomes New Clients!

Feb 15, 2010
Veterinary Medicine Chooses E*Value to

Events

April 20th - 21st, 2010 Minneapolis, MN
E*Value User Conference Dates Announced: October 7th - 8th

April 25th - 29th, 2010 Baltimore, MD
E*Value Exhibiting at APDIM Spring Conference

April 7th - 10th, 2010 Bethesda, MD

SET UP A DEMO

Leave Blank

Link to retrieve lost username/password

- The website address for E*Value is: www.e-value.net. A link to E*Value can be found on the SCCP website.
- You will be sent an automated email containing your specific username and password. You have the ability to change both of these.
- If you forget your username or password, click on the link from this page. You will then receive an email containing this reminder information.

Home Page

The screenshot shows the E*Value web application interface. At the top, the browser address bar displays <https://www.e-value.net/index.cfm>. The page header features the E*Value logo and the text "South Carolina College of Pharmacy College of Pharmacy". A navigation menu on the left includes "HOME", "USER MENU" (with sub-items: Evaluations, Documents, Rotation Hours, MyFolio), "REPORTS" (with sub-item: Schedules), and "LOG OUT". The main content area is titled "Welcome to E*Value Jane TESTPRECEPTOR" and contains a welcome message and instructions. Below this are two summary boxes: "Your Information" and "You Have".

Your Information:

E*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your E*Value administrator, June Taylor at taylorja@musc.edu.

- **Email:** grantad@sccp.sc.edu, worrallc@sccp.sc.edu
- **Rank:** Preceptor
- **Role:** Preceptor

You Have:

- 1 Completed Evaluations
- 0 Suspended Evaluation(s)
- 3 Pending Evaluation(s)

Always log out

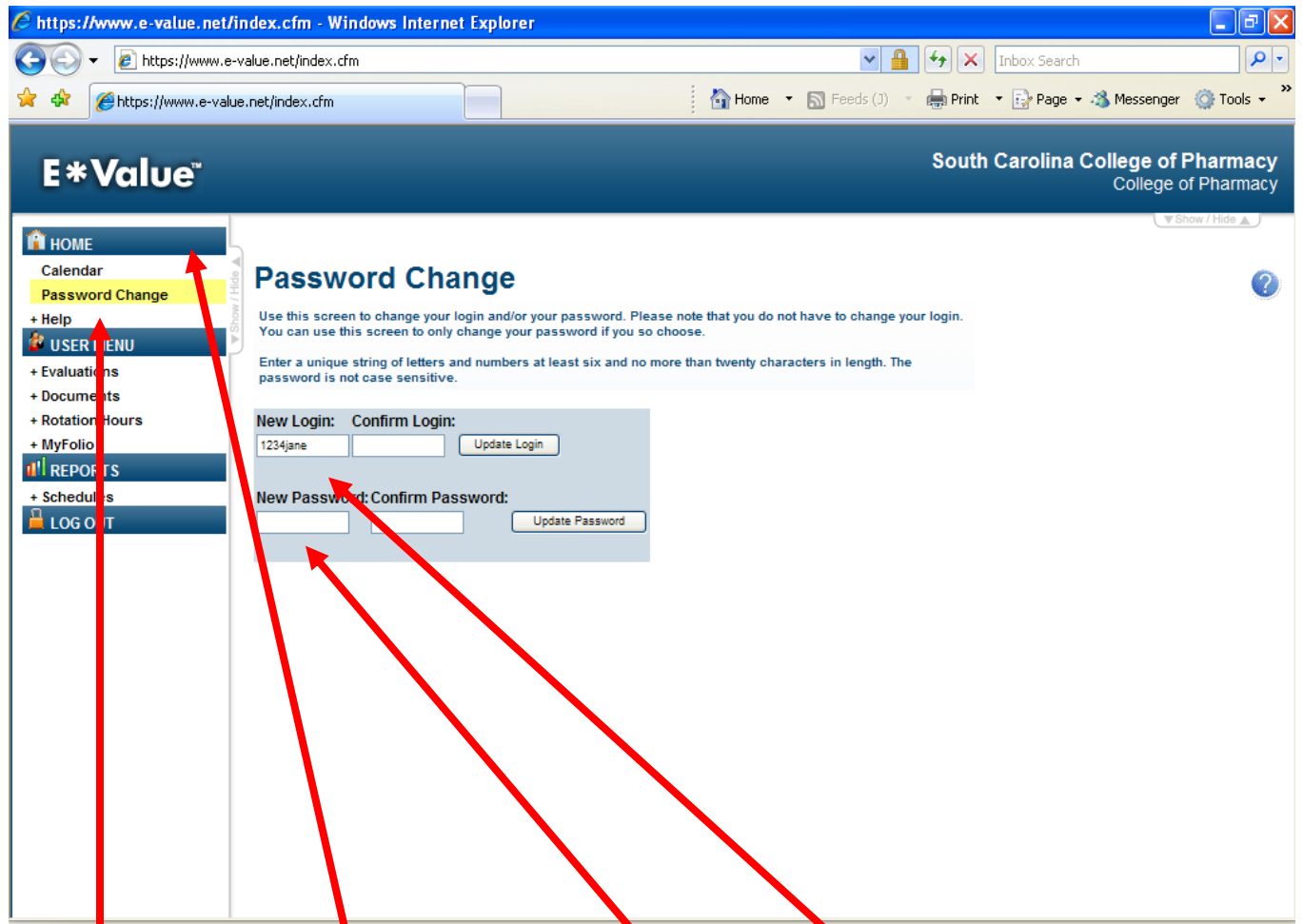
Notify Experiential Office if this email address is incorrect as all E*Value information will be sent here

Your name

Number of evaluations you need to complete at this time

- All menu items can be found on the left side of the screen.
- All blue categories (i.e. Home, User Menu, Reports) will expand once you click on them.

Changing Username & Password



Click "Home" first

Then click "Password Change"

To change your password,
type a new password in each
box and click "Update Password"

Type over the populated login
with your desired login, repeat
in the "Confirm Login" box
and click "Update Login"

- Your computer-generated log-in and password will probably be cumbersome and difficult to remember. You can change both on this page.
- You will click "Home", then "Password Change" to change your log-in AND/OR your password.

Viewing Student Schedule for the Academic Year

The screenshot shows the E*Value web application interface. The browser address bar displays <https://www.e-value.net/index.cfm>. The page header includes the E*Value logo and the text "South Carolina College of Pharmacy College of Pharmacy". A left-hand navigation menu contains the following items: HOME (with sub-items: Calendar, Password Change, + Help), USER MENU (with sub-items: + Evaluations, + Documents, + Rotation Hours, + MyFolio), REPORTS (with sub-items: + Schedules, Rosters), and LOG OUT. The main content area is titled "Schedules" and contains a section titled "Schedules" with a bullet point: "• **Roster Reports:** Depending on your role, you may view this report by Student, Educator, Courses/Rotations or Site. In addition, this report can be generated as a printable PDF." Below this text is the instruction "Click on a sub-menu item to continue." Three red arrows point from the text below to the "Reports" menu item, the "Schedules" sub-menu item, and the "Roster Reports" bullet point.

Click "Reports"

Then click "Schedules"

"Roster Reports" will then appear.
Click on "Roster Reports".

- To find a list of students that you are scheduled to precept for the May 2010- April 2011 Academic Year, click "Reports", then "Schedules", then "Roster Reports".

Viewing Student Schedule for the Academic Year (continued)

The screenshot shows the E*Value web application interface. The main content area is titled "Roster Schedule Report". The form contains the following fields and options:

- Filter Template: {Select a Template} (dropdown)
- Curriculum: {All Curricula} (dropdown)
- Start Date: 05/01/2010 (calendar icon)
- End Date: 04/30/2011 (calendar icon)
- Show Participation Dates: No Yes
- Format Option: HTML (dropdown)

Below the form are buttons for "Save Template" and "Next ->". On the right side, there are radio buttons for "Shifts Chronologically", "Shifts By User" (selected), and "Participation Dates".

Change to 05/01/2010

Change to 04/30/2011

Leave as "All Curricula" to see all students on your schedule

- Do not change the pre-populated information for "Filter Template" or "Show Participation Dates" or "Format Options".
- You can look at your schedule for any time period.
- To filter your schedule by the level of student you are scheduled for, change "Curriculum" drop-down box to "IPPE1" for P1 students, "IPPE2" for P2 students, and "P4" for P4 students.

Viewing Student Schedule for the Academic Year (continued)

South Carolina College of Pharmacy
College of Pharmacy

Roster By Educator Schedule Report

Time Period: 05/01/2010 to 04/30/2011
Report Date: 04/27/2010

TESTPRECEPTOR, Jane

User Start Date	User End Date	Time Frame	Courses/Rotations	Site	Student	Rank	Dates
09/01/2010	09/30/2010	P4 2010/2011 Sep - Fall	Req. Health Care Team Long Term Care	Abbeville County Memorial Hospital Dept of Pharmacy Abbeville, SC	TESTSTUDENT, Beth-P4	P4	09/01 - 09/30
05/10/2010	06/04/2010	IPPE 2010/2011 Block 1	IPPE1 Community	Adair Apothecary 911 West Main Street Laurens, SC	Teststudent, Caroline-P1	P1	05/10 - 06/04
06/01/2010	06/30/2010	P4 2010/2011 Jun - Summer	Req. Acute Care Acute Care	Aiken Regional Medical Center 302 University Parkway Aiken, SC	TESTSTUDENT, Beth-P4	P4	06/01 - 06/30
08/01/2010	08/31/2010	P4 2010/2011 Aug - Summer	Req. Ambulatory Care Ambulatory Care	Augusta VA Medical Center 1 Freedom Way Augusta, GA	TESTSTUDENT, Beth-P4	P4	08/01 - 08/31

Period of time in your schedule

Your name

Your rotation type

Student list

Student year in school

Dates student is scheduled

- Your schedule will appear for the time frame that you run the report.
- You will have to scroll down the page to see your entire schedule for the year.

Viewing Student Schedule for the Academic Year (continued)

The screenshot shows the E*Value web application interface. The browser address bar displays <https://www.e-value.net/index.cfm>. The page header includes the E*Value logo and the text "South Carolina College of Pharmacy College of Pharmacy". A left-hand navigation menu contains options like HOME, Calendar, Password Change, USER MENU, and REPORTS. The main content area is titled "Roster By Educator" and shows a table of student schedules. A "User Details" pop-up window is open, displaying contact information for "Beth-P4 TESTSTUDENT".

User Details

Beth-P4 TESTSTUDENT

Phone:
Fax:
worrallc@sccp.sc.edu, grantad@sccp.sc.edu

User	Start Date	End Date	Rank	Dates
P4 2 Fall	09/01/2010	09/30/2010	P4	09/01 - 09/30
IPPE 1	05/10/2010	06/04/2010	P1	05/10 - 06/04
P4 2 Sum	06/01/2010	06/30/2010	P4	06/01 - 06/30
P4 2010/2011 Aug - Summer	08/01/2010	08/31/2010	P4	08/01 - 08/31

If you click on a specific student, the student's contact information will pop-up

- You can obtain student contact information from your schedule page.

Completing Student Evaluations

https://www.e-value.net/index.cfm - Windows Internet Explorer

https://www.e-value.net/index.cfm

South Carolina College of Pharmacy
College of Pharmacy

Evaluations

Evaluations

- **Pending:** Review a list of your pending evaluations that have yet to be completed. Click the "Edit Evaluation" link on the list to open the evaluation so you can answer the questions.
- **Completed:** Review the list of the evaluations you have completed and submitted. These cannot be further changed, but you can review them and print them.
- **On-The-Fly:** Create an evaluation "On-The-Fly" of another member of your program, such as a Praise card.

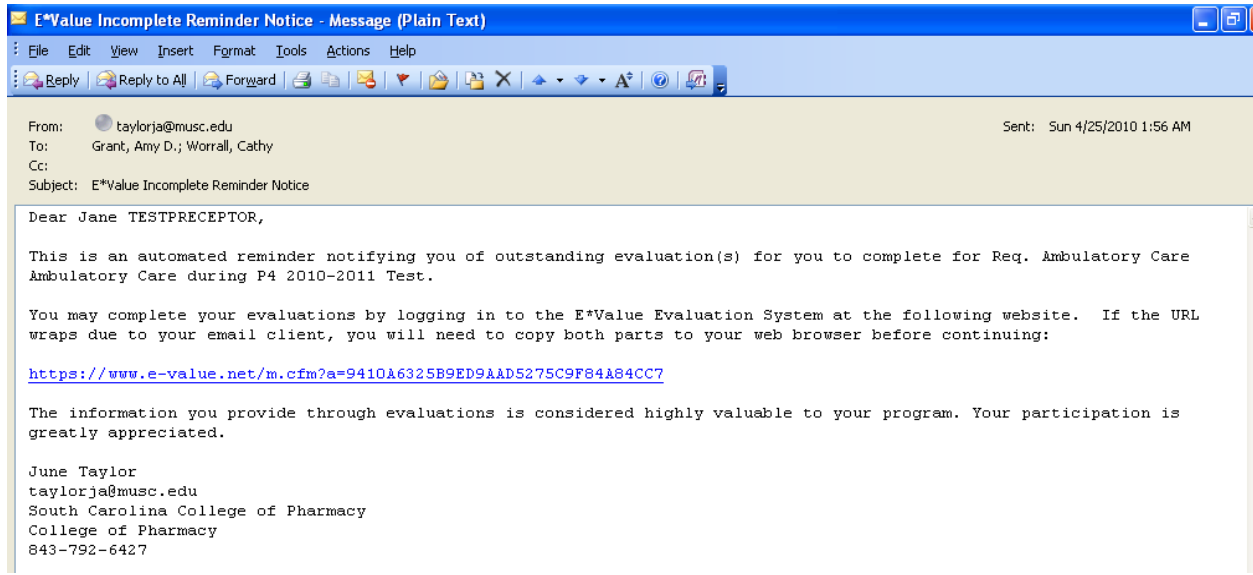
Click on a sub-menu item to continue.

Do NOT use

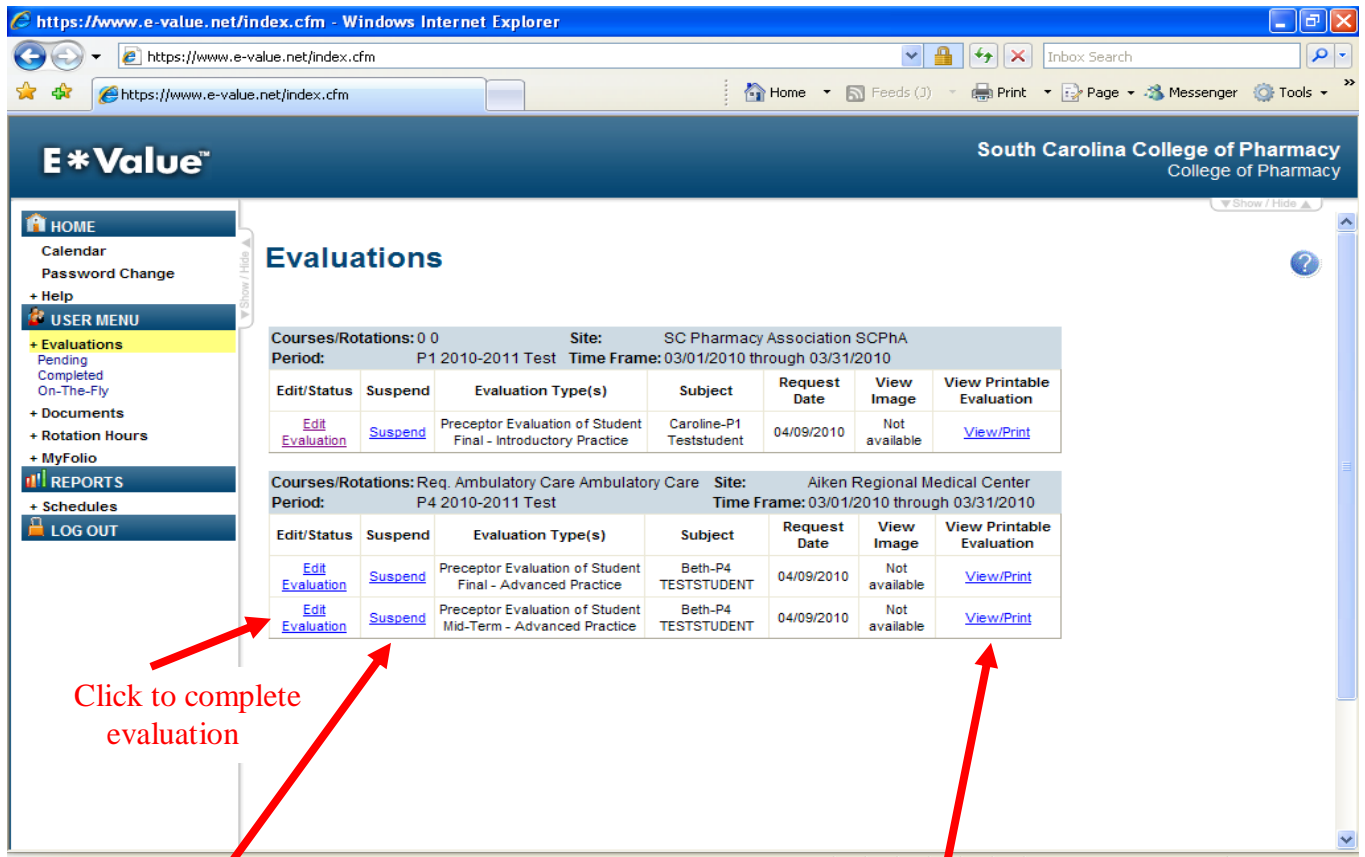
Evaluations that are due
and have not been submitted

- You will receive an automatic email with a link to your evaluation page for every Midpoint and Final Evaluation that is due.
- These emails will be sent around the 12th day of each month (Midpoint Evaluation) and 5 days prior to the end of the month (Final Evaluation).
- You will receive an automatic reminder email every 3 days until you complete your evaluation(s).

Completing Student Evaluations (continued)



- If you click the link contained in the automatic email, it will take you directly to the page below WITHOUT having to log in.



Click to complete evaluation

Choose if the student listed has been removed from your rotation

Can view your saved or submitted evaluations and print out

Completing Student Evaluations (continued)

https://www.e-value.net/index.cfm - Windows Internet Explorer

https://www.e-value.net/index.cfm

South Carolina College of Pharmacy
College of Pharmacy

HOME
Calendar
Password Change
+ Help
USER MENU
+ Evaluations
Pending
Completed
On-The-Fly
+ Documents
+ Rotation Hours
+ MyFolio
REPORTS
+ Schedules
LOG OUT

Courses/Rotations: Req. Ambulatory Care Ambulatory Care
Site: Aiken Regional Medical Center
Period: P4 2010-2011 Test
Time Period: 03/01/2010 - 03/31/2010
Request Date: 04/09/2010
Evaluation Type: Preceptor Evaluation of Student Final - Advanced Practice
Evaluator: Jane TESTPRECEPTOR
Evaluator
Participation Dates: 03/01/2010 - 03/31/2010

Subject: Beth-P4 TESTSTUDENT, P4
Subject
Participation Dates: 03/01/2010 - 03/31/2010

Do you want to use auto-scrolling on this evaluation? Yes No

Click this link to mark this evaluation as not applicable: [Suspend](#)

Administrative/Nonpatient-Focused Advanced Pharmacy Practice Experience Evaluation

Campus: (Question 1 of 40 - Mandatory)

No Previous Answers Recorded

MUSC USC

List others who precepted this student and provided evaluation feedback: (Question 2 of 40)

No Previous Answers Recorded

Currently Evaluating: Beth-P4 TESTSTUDENT

Choose which campus the student is enrolled if known

By choosing "Yes", for every bubble you select, the computer will automatically move your cursor to the next question

- This screen will appear after you click on "Edit Evaluation".
- The Evaluation is the SAME as previously in PEMS. You still have bubbles to select and comment boxes to type information.

Completing Student Evaluations (continued)

https://www.e-value.net/index.cfm - Windows Internet Explorer

https://www.e-value.net/index.cfm

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HOME
Calendar
Password Change
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+ MyFolio
REPORTS
+ Schedules
LOG OUT

(Question 3 of 40 - Mandatory)

Show Previous Answers +/-

Goal 1: The student demonstrates an acceptable level of professional maturity. (5% of final grade)

	Overall poor attitude, avoids responsibility and work. Resistive to feedback. Late on several occasions. Unexcused absence. Unacceptable attire. Does not respect patient confidentiality	Generally poor attitude with little positive interaction with coworkers. Missed an important deadline or occasionally late. Does not handle criticism well. Occasionally dresses inappropriately. Does not always respect patient confidentiality	Generally good attitude with some positive interaction with coworkers. Handles criticism constructively but does not always incorporate feedback. Dresses appropriately. Respects patient confidentiality	Generally good attitude and positive interaction with coworkers. Handles criticism constructively and occasionally attempts to incorporate feedback. Dresses appropriately. Respects patient confidentiality	Very motivated and enthusiastic, interacts well with coworkers. Handles criticism constructively and consistently incorporates feedback. Dresses appropriately. Respects patient confidentiality
Evidence of Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Goal 1: The student demonstrates an acceptable level of professional maturity. (Question 4 of 40)

Comments:

No Previous Answers Recorded

Currently Evaluating: Beth-P4 TESTSTUDENT

Example of "comment box"

Example of "bubbles"

Completing Student Evaluations (continued)

South Carolina College of Pharmacy
College of Pharmacy

E*Value™

HOME
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LOG OUT

B 80-84.99
C+ 75-79.99
C 70-74.99
D+ 65-69.99
D 60-64.99
F ≤ 59.99

Examples of Site Specific Objectives:

- Journal Club or journal article review
- Construct patient education handouts that take into consideration level of understanding, depth of detail and compliance techniques.
- Demonstrate the ability to present one 15-30 minute education in-service to health care professionals using concise, proper handout format and resource selection.
- Identify and evaluate an area of quality improvement and construct a written summary and presentation of the results or student's participation.
- Demonstrate proper documentation of medication/disease state/discharge counseling.
- Demonstrate the ability to construct a complete and concise response to a drug information request using evidence based medicine and appropriate resources.
- The student is able to pass (as defined by preceptor) a final exam at the end of the rotation.

Review your answers in this evaluation. If you are satisfied with the evaluation, click the SUBMIT button below. Once submitted, evaluations are no longer available for you to make further changes.

Save For Later Submit

Currently Evaluating: Beth-P4 TESTSTUDENT

Choose if you are not finished completing the evaluation

Choose if you are finished completing the evaluation.
Answers cannot be changed once you "Submit".

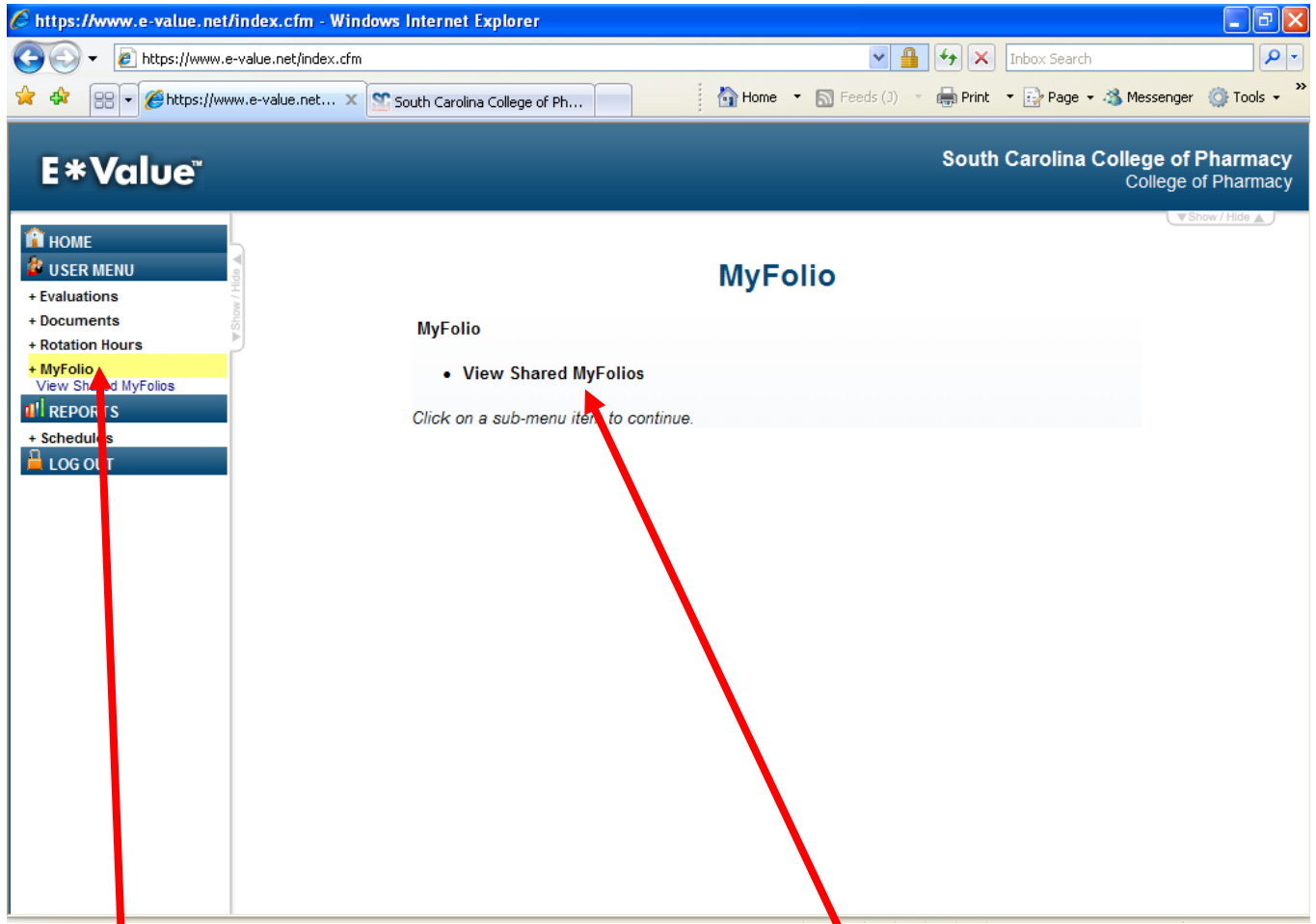
Approving Rotation Hours

The screenshot shows the E*Value web application interface. The browser title is "https://www.e-value.net/index.cfm - Windows Internet Explorer". The page title is "Rotation Hours Supervision". The supervisor is listed as "Supervisor: Jane TESTPRECEPTOR". The supervision status is shown as "Supervision: • Approved by Supervisor: ✓, • Needs to be a approved by Supervisor: ⚠". The calendar is for April 2010, with days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and dates (1-24). A red arrow points to a "Validate all" button with a green checkmark icon. The interface also includes a "Go To Date" button and a "Rotation Hours Supervision for:" dropdown menu.

Select "Validate all" if all recorded hours are accurate

- Students will record their rotation hours for the month (or 4 week block for IPPE students).
- You should see two (2) time blocks entered each day (before lunch and after lunch). Lunch breaks and any time away from the rotation (i.e. MD appointment) should NOT be included in the documented time.
- Preceptors will look over this record and approve rotation hours on the last day of the rotation.
- If the hours are not accurate, notify the student to change the record BEFORE you approve it.

Viewing Student Introductions



Click "MyFolio"

Then click "View Shared MyFolios"

- You will be able to view a brief statement your scheduled student(s) have prepared concerning previous experience, career goals, and/or any information the student would like to share.

Viewing Student Introductions (continued)

Program: South Carolina College of Pharmacy - College of Pharmacy

Last Name: tes

Search

Name	Program(s)	View MyFolio	View MyFolio Album
TESTSTUDENT, Ben-P4	South Carolina College of Pharmacy - College of Pharmacy	View MyFolio	

<Prev Showing Records 1 - 1 of 1 Next>

Choose "South Carolina College of Pharmacy"

Type in first couple letters of student's last name

All students with the same first letters in the last name will appear

Click on "View MyFolio" of one student you would like to view

Viewing Student Introductions (continued)

https://www.e-value.net/?fuseaction=users_ep_ep-shared-view - Windows Internet Explorer

https://www.e-value.net/?fuseaction=users_ep_ep-shared-view

E*Value™
MyFolio™ Electronic Portfolio

South Carolina College of Pharmacy
College of Pharmacy

Beth-P4 TESTSTUDENT

SOUTH CAROLINA COLLEGE... +/-

Student Introduction

Curriculum Vitae

Educational History +/-

Formal Presentations

Inservices

Journal Clubs

Written Assignments

Reflections

RETURN TO E*VALUE

CLOSE ALL OPEN ALL

Personal Statement 2

Statement

I am a P2 SCCP student who became interested in pharmacy as career during high school. My aunt suffered through end-stage lung cancer. During his final weeks, a clinical pharmacist came to see him daily in the hospital and managed his pain.

Click on the "X" to close out of "MyFolio" and return to E*Value Main Menu

- This is an example of a statement you will be able to see for each student you select.