



# PharmAcademic for Preceptors

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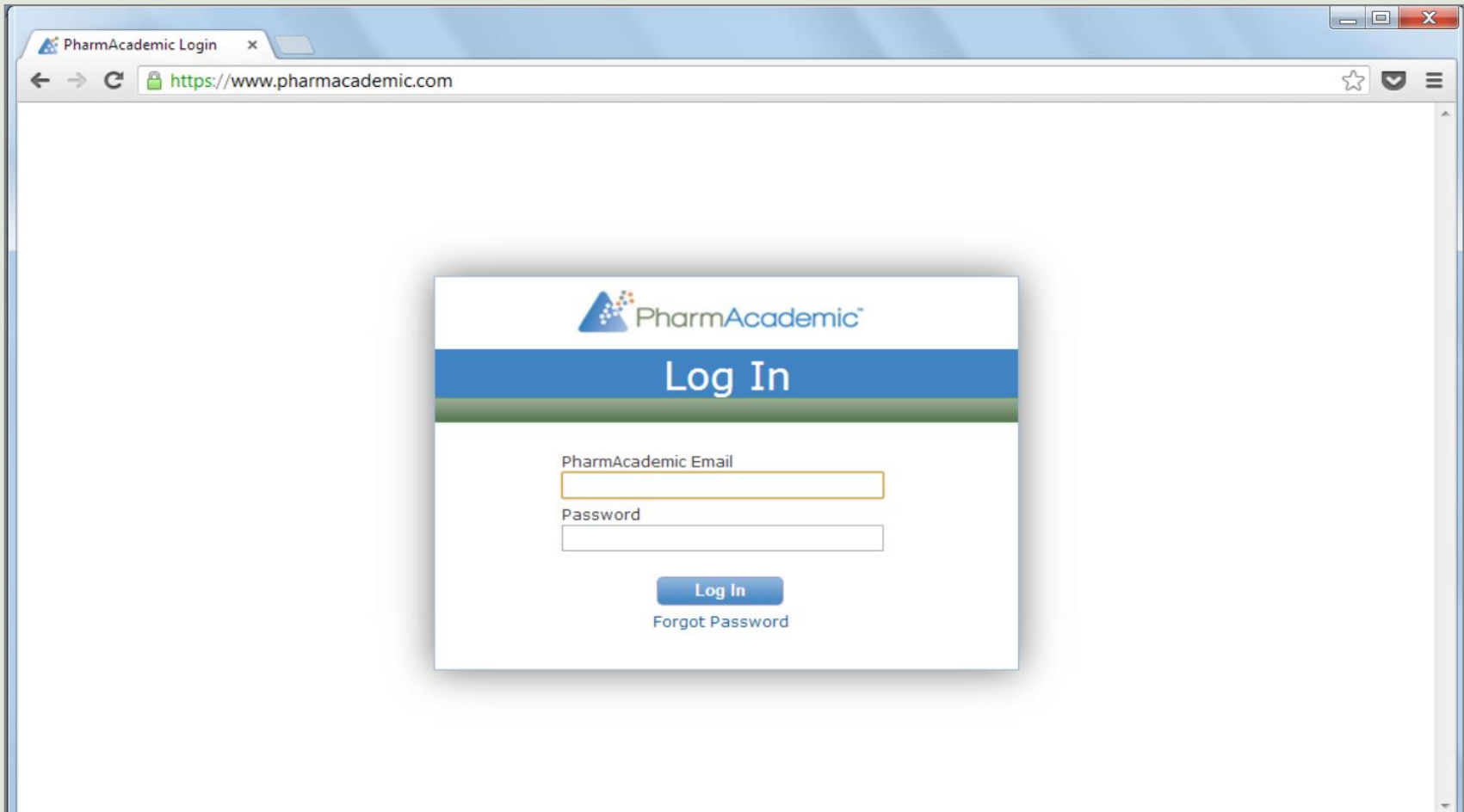
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# Logging in

1. Click on the PharmAcademic link in an email message sent to you from [mccreadiegroup.com](http://mccreadiegroup.com), or type **www.pharmacademic.com** into your Internet browser.
2. Enter your PharmAcademic email address in the PharmAcademic Log In box. Your PharmAcademic email is the email address to which PharmAcademic email notifications have been sent.
3. Type in your password. If you are using an automatically-generated password (such as the initial one you received), it is helpful to copy and paste it from the email message. Be careful not copy any leading or trailing spaces.  

Note: If you have a ResiTrak account (for pharmacy residency programs), use your ResiTrak password when logging in to PharmAcademic.
4. Once you've logged in to PharmAcademic, use the **Change Password** function in the upper right corner of the home page to update your password to something easier to remember/type.

# PharmAcademic Log In



The image shows a web browser window with the title "PharmAcademic Login" and the address bar displaying "https://www.pharmacademic.com". The main content is a login form with the PharmAcademic logo at the top. Below the logo is a blue header with the text "Log In". The form contains two input fields: "PharmAcademic Email" and "Password". Below the fields is a blue "Log In" button and a link for "Forgot Password".

PharmAcademic

## Log In

PharmAcademic Email

Password

[Log In](#)

[Forgot Password](#)

# Home Page



HELP

## Assessments

Current All Summaries

Click on an assessment below to go to the appropriate screen for completing the assessment.

| Due Date  | Assessment                      | Subject   | Expiration Date |
|-----------|---------------------------------|---|-----------------|
| 1/10/2014 | Evaluation of Student Portfolio | Brenda Thompson (brenda.student@mccreadiegroup.com) | 4/11/2014       |

## Experiential Education

Anders, Ben

Announcements Schedule Sites and Rotations Preceptor Availability Preceptor Contact Information Files License Management CV/Resume

### Announcements

**2/24/2014**

Subject: Preceptor Appreciation Week April 1 - 8, 2014

Preceptors, look for more information as we approach our annual preceptor appreciation week!

**2/17/2014**

Subject: Preceptor Availability requested for Summer 2014 IPPEs

Pharmacists who have precepted IPPE students in the past should have received a request for availability for Summer 2014 IPPEs. If you have not taken IPPE students in the past, but would be willing to provide a community or institutional experience for our rising P2 and P3 students, please contact Janie in the experiential education office at [janie@demouniversity.edu](mailto:janie@demouniversity.edu).

# Home: Updating Account Information

- Click on **My Account** to add or edit your email, name, address, or photo.
- Both the preceptor and the experiential office may view and edit this information.
- Students have access to the preceptor's name, primary email, and primary phone number once the preceptor is on their schedule, but not during the rotation ranking process.

# Assessments

- You will receive an email notification when an assessment is available to be completed in PharmAcademic.
- The **Current** tab displays assessments that are available for completion.
- The **All** tab displays all assessments that have been assigned to you. The **Due Date Filter** allows you to search past, current, and future assessments.
- Assessments can be completed by clicking the name of the assessment.

# Completing Assessments

- Answers are saved as you complete the assessment.
- Questions marked with an asterisk are required. If you do not answer a required question, you will be prompted to complete it before you can submit the assessment.
- If you would like to finish the assessment at a later time, select the **Home** button and the assessment will remain on your **Current** tab.
- When you have completed the assessment, click on the **Submit** button.
- Completed assessments are listed under the **All** tab for you to view and/or print.



# Assessments: Summaries Tab

- Colleges/schools of pharmacy may generate blinded summaries of the evaluations completed about you by students.
- The **Summaries** tab contains these summaries if they have been created and released by the college of pharmacy.
- Click on the name of the summary to view. The summary will open in a separate PDF window.

# Experiential Education

The following information is found on the Home page under the “Experiential Education” header.

- The **Announcements** tab contains announcements created by the experiential education office.
- The **Schedule** tab contains the list of all students assigned to you with the name of the student, match, rotation, and start date and end date.
- The **Sites and Rotations** tab lists all rotations that you are designated as either the primary or supporting preceptor.
- The **Preceptor Availability** tab lists all current and future matches in which your rotation is contained.

# Experiential Education (Cont.)

- The **Preceptor Contact Information** tab displays your name, primary email, and primary phone number exactly as this information is displayed for students who are scheduled with you.
- The **Files** tab displays a table of downloadable files provided by the experiential office.
- The **License Management** tab allows you to View, Add or Edit licenses and license renewals.
- The **CV/Resume** tab allows you to View, Add or Edit your current CV or resume.

Note: Licenses and CV/Resumes are available to each college/school of pharmacy to which you are associated. These files are only available to college/school administrative users; they are not available to students.

# Entering Your Preceptor Availability

**Preceptor Availability**

Preceptor **Dr. Jerry Preceptor, Pharm.D.**

Match

School **Test University**

Enter your availability for this match. You can set your availability at the individual block level by editing the grid below. Click the save button to save your entries.

Quick Links - Set all blocks to 0 | 1 | 2 students accepted

| Site Name         | Block                            | Rotation  | How many students will you accept for this block? |                      |
|-------------------|----------------------------------|-----------|---|----------------------|
| Westside Hospital | April (04/03/2013 - 05/02/2013)  | Emergency | 3   | <a href="#">Edit</a> |
| Westside Hospital | May (05/03/2013 - 05/31/2013)    | Emergency | 3   | <a href="#">Edit</a> |
| Westside Hospital | June (06/03/2013 - 06/28/2013)   | Emergency | 3   | <a href="#">Edit</a> |
| Westside Hospital | July (07/08/2013 - 08/02/2013)   | Emergency | 3   | <a href="#">Edit</a> |
| Westside Hospital | August (08/05/2013 - 08/30/2013) | Emergency | 3   | <a href="#">Edit</a> |

If you wish to specify the total number of blocks that you will accept students or the total number of students you will accept, please complete these fields. Otherwise, you may leave these blank.

Maximum Number of Students Accepted for this Match:

Maximum Number of Blocks to Schedule for this Match:

Special Availability Requests for the Experiential Training Office:

1. Select the **Preceptor Availability** tab under “Experiential Education” on your home page.
2. Click on **EDIT** next to the match to access the Preceptor Availability Screen.

The Preceptor Availability Screen allows you to communicate to the experiential office when you are available and the number of students you can precept.

# Entering Your Preceptor Availability

To enter availability on the Preceptor Availability Screen:

1. Enter the availability for all blocks or individual blocks. Click on **Update**.

- All blocks – Use “Quick Links” to set all blocks to the number of students accepted.

- Individual blocks – Select **Edit** next to the appropriate block. Enter a number in “How many students will you accept for this block?” Click on **Update**.

2. If you wish to further limit availability, enter numbers in the following fields: **Maximum Number of Students Accepted for this Match** and **Maximum Number of Blocks to Schedule for this Match**.


3. Enter messages to the experiential office in the “Special Availability Requests for the Experiential Training Office” text box.

4. Click the **Save** button.

# Student Viewer

On the **Schedule** tab, click on the name of student to access the Student Viewer.

|                  |  |                |  |
|------------------|--|----------------|--|
| <b>Student</b>   | Brenda Thompson  | <b>Phone</b>   | 810-555-9854   |
| <b>Email</b>     | <a href="mailto:brenda.student@mccreadiegroup.com">brenda.student@mccreadiegroup.com</a> | <b>Address</b> | <b>Home</b><br>546 University Drive<br>Washington, CA 58615<br>United States |
| <b>Portfolio</b> | <a href="#">View the Student's Portfolio</a>   |                |  |



Rotation [Ambulatory Care](#)

Dates 11/25/2013 - 1/10/2014

Block [Block 3](#)

Match [APPE P4 2013-2014](#)

Comments

**Record Student Hours**  
Hours completed by the student during this Rotation:

APPE  IPPE  Classroom  [Sign](#)

**Assessments for this Rotation**

| Assessment                       | Evaluator        | Subject  | Delivery | Due       | Submitted            |
|----------------------------------|------------------|--|----------|-----------|----------------------|
| APPE Final Evaluation of Student | Anders, Ben      | Brenda Thompson ( <a href="mailto:brenda.student@mccreadiegroup.com">brenda.student@mccreadiegroup.com</a> ) | 1/5/2014 | 1/11/2014 | <a href="#">View</a> |
| ET Evaluation of Preceptor       | Thompson, Brenda | Dr. Ben Anders   | 1/5/2014 | 1/11/2014 | <a href="#">View</a> |
| Evaluation of Student Portfolio  | Anders, Ben      | Brenda Thompson ( <a href="mailto:brenda.student@mccreadiegroup.com">brenda.student@mccreadiegroup.com</a> ) | 1/5/2014 | 1/11/2014 | <a href="#">View</a> |
| Evaluation of Student Portfolio  | Thompson, Brenda | Brenda Thompson ( <a href="mailto:brenda.student@mccreadiegroup.com">brenda.student@mccreadiegroup.com</a> ) | 1/5/2014 | 1/11/2014 | <a href="#">View</a> |

**Student's Match Schedule**

| Start Date | End Date   | Block   | Training Site  | Rotation              | Preceptor         | Category         |
|------------|------------|---------|----------------|-----------------------|-------------------|------------------|
| 9/2/2013   | 10/11/2013 | Block 1 | CVS #1         | Community: General    | Dr. Bradley Owens | Community - APPE |
| 10/14/2013 | 11/22/2013 | Block 2 | North Hospital | Acute Care            | Dr. Jennifer Hamm | Acute Care       |
| 11/25/2013 | 1/10/2014  | Block 3 | Cass Hospital  | Ambulatory: General   | Dr. Ben Anders    | Ambulatory       |
| 1/13/2014  | 2/21/2014  | Block 4 | --OPEN--       |                       |                   |                  |
| 2/24/2014  | 4/4/2014   | Block 5 | Pharmacy #9876 | Community: Leadership | Dr. Bill Press    | Community - APPE |
| 4/7/2014   | 5/16/2014  | Block 6 | Walgreens #456 | Elective              | Dr. Aisha Patel   | Elective         |

# Student Viewer

The following student information is available on the Student Viewer:

- Student's contact information (name, email, phone number, and address)
- Student Photo
- Link to PharmPortfolio Viewer
- Rotation and Site Information
- Assessments for this Rotation (the table displays all scheduled assessments for the rotation block)
- Student's Schedule for this Match
- Record Student Hours (allows preceptors to enter the number of hours the student has completed, if enabled by the school/college)

# PharmPortfolio

A student's PharmPortfolio will display information loaded by the college and the student. A view of the student's portfolio will be available to his/her preceptor 30 days prior to the match through 30 days after the end of the match.

To Access:

1. Log in to PharmAcademic.
2. Select the **Schedule tab** under "Experiential Education."
3. Click the **Student** name to access the Student Viewer.
4. Select **View the Student's Portfolio** located in the blue box at the top of the page.
5. The PharmPortfolio Viewer will open in a separate browser tab.

Note: You may need to disable your pop-up blocker to open the PharmPortfolio Viewer.



# Help and Support

## Documentation

- Click on the **Help** link in the navigation bar to access the **Help** page.
- Instructions for using PharmAcademic and PharmPortfolio Viewer are available for preceptors.

## Support

- For questions regarding PharmAcademic or PharmPortfolio, please contact the McCreadie Group at **support@mccreadiegroup.com**.
- All other questions should be directed to the school of pharmacy.