Welcome to Precepting!

As a preceptor, you will play a critical role in helping us fulfill our College of Pharmacy Mission: To improve the prospects and enrich the lives of the people of Arizona and the world through education, research, creative expression, and community and business partnerships.

Rotation Goals and Objectives

We recommend that you orient yourself to the specific learning expectations for the students. These can be found at this website (under APPE or IPPE) or in RxPreceptor in the Document Library: [http://www.pharmacy.arizona.edu/programs/rotations/APPE](http://www.pharmacy.arizona.edu/programs/rotations/APPE)

Please contact us if you have any trouble identifying the goals and objectives for the rotations you are precepting.

Quick guide for RxPreceptor and rotation procedures

Logging into RxPreceptor
The website is [https://www.academicsuiterx.com/experiential_login.php](https://www.academicsuiterx.com/experiential_login.php). Please contact the EE team if you need help logging in.

Account information
In the top left of your homepage, you will see a section called "account information". You can reset your username and password to something that is a little easier to remember in this section. After you select "account information", scroll to the bottom of the page and enter your desired username and password. Be sure to select, "update information" at the bottom of the screen to save your entry.

Profile Information
There is a section on the left called "Profile Information". This is your opportunity to describe your rotation and your specialties and add documents you would want the students to review before they come. There is also a "Requirements" tab that lists the requirements to begin a rotation at your site. (Note this is different from the “my requirements” tab which appears later and refers to the requirements to be a preceptor)

Scheduling/ Availability
Your rotation student will be listed under the "Scheduling/Availability" and then "Rotation Schedule" tabs. The second tab "Submit Availability" is where you can tell us in the future in and when you want students and how many you want.
Hours Tracking/Timesheets
At the end of the rotation, students are required to upload their report of intern hours form (signed by you). You will receive an email from RxPreceptor asking you to approve those hours online as well.

Evaluations
You can access the evaluations by clicking on the Evaluations tab on the left side of the page. Throughout the evaluation forms there are areas to add in any comments - this is an excellent opportunity to add specific skills or tasks that you think the student could work on or has shown improvement. The next section allows you to select the student grade.

If you ever feel like your student deserves a "C" or lower - please let us know so that we can help you and the student identify specific learning objectives that they need to improve to pass or make arrangements if the student won't pass. Finally, you can nominate an APPE student for any awards in the last section.

Resources
After we have all of your paperwork and it is processed, you will receive a UA NetID and password. You can use your NetID and password to login to the library. Please contact Estella Salgado (salgado@pharmacy.arizona.edu) for further support. Here is the link for the library: http://ahsl.arizona.edu/

You will see there is a link for resources for pharmacy in the middle of the page. Some of those resources are not available to preceptors - but most should be.

Here is a link to free resources for pharmacists that you shouldn't need to login for: http://libguides.library.arizona.edu/ahsl/pharmacist

We also have preceptor training materials on our website: http://www.pharmacy.arizona.edu/programs/rotations/training

Finally, we have an app created by RxInsider. Click here to for quick access to links, resources, job listings, CE's and more: http://www.careertapp.com/careertapp/501/University-of-Arizona-CoP-Mobile-App-Alumni-Resources,-Events,-CE-CPE,-Pharm

Please remember that we are here to support you! You are not doing this on your own. Please contact us if you ever have any questions or concerns.

Thank you so much!

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