University of Waterloo School of Pharmacy
CORE ELMS* Manual for <u>Co-op</u> Supervisors

Updated September 2018
***CORE ELMS previously known as RXpreceptor**

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Section 1: Account Login — Co-op Supervisor

CORE ELMS Login: https://corehighered.com/login-elms.php

Use your CORE ELMS username and password to log in to CORE ELMS from this screen. You would have received this information in an automated e-mail from CORE ELMS — University of Waterloo when your preceptor profile was created. If you do not know your username or password, click "Forgot your password?" and follow the instructions or email phrexper@uwaterloo.ca for help.

Section 2: Viewing/Updating Your Profile — Co-op Supervisor

When you first login to CORE ELMS, please review and ensure your profile is complete. Clicking "**My Account**" will allow you to update your information. You can also update your password from here under **"Login Information"** (bottom of the profile). When you are finished, click "**Update Information**" at the end to save your updates.

Clicking "**Description**" in the **"Profile Information"** menu will allow you to add a description about yourself or your site (optional), as well as add a URL to a website and to select "Yes" or "No" to indicate if housing is available.

In the "**Documents**" heading under Profile Information, you can add a document including a title, description and attachment of the document. Adding the URL of the document can also be done instead. You can give "Viewing Access" to preceptors and school admins only or to students, preceptors and school admins. This is all optional.

The "**Profile**" heading under **"Profile Information"** shows you how your profile appears to students.

"Document Library" near the bottom of the menu contains various reference files. It includes copies of the assessment tools, calendar of due dates, and helpful guides for employers and students. It will be updated each term. ==**Please note:** Supervisors can switch to the document library that contains information for 4th year patient care rotations by selecting "4th Year" from the program menu at the top left of the screen.==

The "**Message Centre**" is where emailed updates from the School of Pharmacy can be found about scheduling, assessment tools, etc.

Evaluations

"**Student Self Evaluations**" is found under the "**Evaluations**" menu. To view the student's self-assessment, please click "Student Self Evaluation" to print it or view it online. Please review the student's self-assessment (if completed) before completing your own assessment of the student to see who they compare.

"**Evaluation of Student**" contains the PharmD Co-op Inventory of Skills evaluation (pharmacy specific assessment) that needs to be completed in CORE ELMS. **Please note:** The CECA Student Performance Evaluation (a separate evaluation) will also need to be completed (in WaterlooWorks - not in CORE ELMS).

You can also search for a specific student by clicking **"Home"** menu, then using the drop-down menu to find the student you are looking for.

To view a "**snapshot**" of a particular student, return to the **"Home"** menu and find them listed on the "Select a Student" drop-down menu. The "**snapshot**" will provide the student's contact information and the assessments that need to be completed during their work term. <mark>**Please note**: Instructions on how to complete each assessment tool are provided in Section 3 of this manual.</mark>

Section 3: Completing Student Assessments

There are **two** evaluations employers are required to complete for their co-op student.

1. **CECA Student Performance Evaluation**
2. **PharmD Co-op Inventory of Skills Evaluation**

1. CECA Student Performance Evaluation

This evaluation is required for all Waterloo Co-op students (including non-pharmacy co-op students) by Co-operative Education and Career Action (CECA). It assesses the student's "soft skills", i.e. how well the student is performing the duties assigned.

- **Midpoint** – **Employer** reviews with the student the CECA Student Performance Evaluation. Discuss with the student any deficiencies or areas to work on during the last half of the work term (please note, the student is no longer required to upload a copy of their midpoint evaluation to LEARN).
- **Final** – **Employer** completes the final evaluation online in WaterlooWorks.
    - For help with WaterlooWorks, please email waterlooworks@uwaterloo.ca
    - Employer help documents are available online.

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Student Performance Evaluation

Student Name _____   Organization _____

Student ID Number _____   Student Job Title _____

Term ◯ Winter (Jan-Apr) ◯ Spring (May-Aug) ◯ Fall (Sept – Dec)   Year: 20____

(Sample header of the CECA Student Performance Evaluation Form)

2. PharmD Co-op Inventory of Skills Evaluation

This evaluation assesses four skills:

- **Professionalism** and **Communication** for every student every work term
- **Distribution** for 1st or 2nd work term students
- **Patient Care** for 2nd or 3rd work term students

Students must have a Supervisor complete the **Distribution** and **Patient Care** portion of the evaluation at least once during their degree, keeping in mind that some work terms may not have a distribution or patient care focus at all. In each section, the questions or competencies are used as a guide to give the student an overall or global rating. It is understood that not all workplace settings may meet all competencies.

To achieve a passing grade the student must achieve at least "Good" on the <u>overall</u> Distribution or Patient Care section. A maximum of two (2) not applicable per section is acceptable. To accurately assess the student, please observe them performing the activity at least five (5) times.

If a grade of "Unsatisfactory" or "Developing" is achieved, the supervisor is required to give a brief explanation in the comments section.

- **Midpoint and Final**– Employer completes both the midpoint and final Inventory of Skills Evaluation online in CORE ELMS at: ***https://www.corehighered.com/login-elms.php***
  - For help with CORE ELMS username/password, email: ***phrexper@uwaterloo.ca***
  - For information on completing the evaluation, please see the Document Library in CORE ELMS for Co-op Students & Supervisors Manuals. You may also email ***phrexper@uwaterloo.ca*** for additional support.

University of Waterloo PREP

Student:
Preceptor:
Site:

Date: Co-op Workterm
Type: Co-op Work Term

PharmD Co-Op Inventory of Skills

How to apply scoring

Within the <u>1st or 2nd co-op term</u>, the student must have achieved at least an <u>overall</u> "Good" in Distribution competencies. As some competencies may not be achieved in every setting, a **maximum of 2 "not applicables"** are acceptable where possible. Please note that if the work term does not contain a dispensing component, the **Distribution** sections should not be completed.

Within the <u>2nd or 3rd co-op term</u>, student must have achieved at least an <u>overall</u> "Good" in Patient Care competencies. As some competencies may not be achieved in every setting, **a maximum of 2 "not applicables"** are acceptable where possible. Please note that if the work term does not contain a patient care component, the **Direct Patient Care** sections should not be completed.

For <u>all co-op terms</u>, student must have achieved at least an <u>overall</u> "Good" in Communication competencies, and must also <u>overall</u> "Meet expectations" in Professionalism competencies.

<u>To accurately access the student, please observe them at least 5 times performing the activity.</u>

(Sample header of the PharmD Co-op Inventory of Skills Evaluation Form)

Saving and Submitting Assessments

When you have completed the assessment, at the bottom of the page there is a **"Save Changes"** button and two **"Submit Score"** buttons. If you are not ready to submit, and would like to return to it later, click **"Save Changes"**. ==**Please note:** If you do not click Save Changes you will lose the selections and have to start again.==

Clicking **"Submit Score"** will submit a final version of the assessment and will calculate a final score at the bottom of the page. If not all required questions have been answered and you click **"Submit Score"**, it will alert you to which required questions still need to be answered.

If you submit the assessment by accident, or would like to make a change to the assessment, please email phrexper@uwaterloo.ca.

Section 4: Linking CORE ELMS Accounts

If you have a CORE ELMS account with another institution, you are able to link the two accounts together with one login. Follow the steps outlined below:

- Login to one of your CORE ELMS accounts and click on Linked Accounts menu
- Enter the username and password for your other CORE ELMS account and click "Add New Account"
- You will come to a confirmation screen that will list the two accounts. Make sure the school name and account type is correct
- In order to switch between your two accounts, click "Switch School Accounts" in the top right corner and click on the account you would like to log into.

Contact phrexper@uwaterloo.ca if you have any questions or concerns.
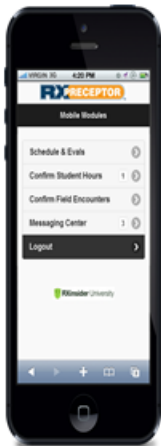
Section 5: CORE ELMS Mobile App

Preceptor Login

http://rxpreceptor.com/mobile_login.php

TIP: Bookmark this page to your homescreen on your mobile device. This will create an icon for the RXpreceptor mobile app which will automatically log you in to your account after an initial login has been made.

Preceptor Home Screen

From the home screen you have access to:
- Schedules & Evals
- Confirm Student Hours
- Confirm Field Encounters
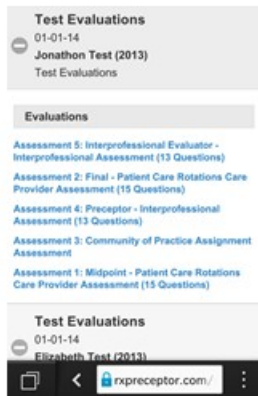- Messaging Center

Schedule & Evals

View all of your students schedules. Clicking a listing brings up the student's contact information and any evaluations assigned to them.
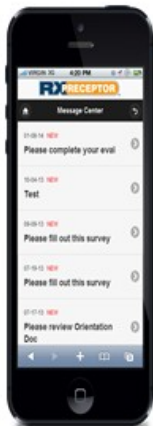
Evaluations

Quickly review completed evaluations or click on a new evaluation to complete and submit it.

Sample Screenshots

Messaging Center

Allows you to view any messages sent to you by your institution.