

E*Value Instruction Guide for College of Pharmacy Preceptors

- You will receive an e-mail with your login and password information. E*Value's website address is: <https://www.e-value.net>.
- Using the information in the e-mail, log into E*Value: (Ignore the institution code field).

E*VALUE™
a medhub product

Username

Password

Institutional Code*

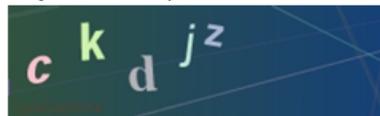
Login

* Not required unless provided by your program

< VISIT THE MEDHUB SITE FORGOT YOUR PASSWORD?

- If you have **forgotten your password**, click on the 'Forgot Your Password' link and follow the directions to have your password e-mailed to you.

Forget your E*Value Login or Password? No problem.
Type the characters you see in the picture below. This is a security measure.



(letters are not case-sensitive)

Next, enter in your *Institution* email address and click Request Login.
This email address must be the one we have on record for you.

Enter your email address.

Once you receive the email, click on the URL in the email which will take you to a screen where you can create a new login and/or password.
Don't delay, the URL will only be good for 24 hours.

Once you are logged in, you will see the welcome page.

The screenshot shows the top of the E*VALUE web application. On the left is the logo for E*VALUE, a medhub product, associated with Northeast Ohio Medical University College of Pharmacy, Program ID:4968. On the right, the user is identified as Jane TESTPRECEPTOR, Pharm.D., with links for Help, Favorites, and My Account. Below the header is a navigation bar with buttons for Home, Evaluations, Learning Modules, and Reports. A blue banner below the navigation bar contains a red-bordered box with the text: "Welcome to Medhub - E*Value Jane TESTPRECEPTOR what's new?"

This screenshot shows a panel titled "Evaluations" with a refresh icon and an upward arrow. Below the title, it says "Click on the items below to complete or view." There is a single button labeled "Initiate Ad hoc Evaluations".

This screenshot shows an "Announcements" panel with two columns of resources. The left column is titled "P4 APPE Preceptor Resources" and lists documents like "APPE Preceptor Manual 2016-2017", "Template for Journal Club Presentation (5/30/2012)", "Care Plan Template", "SOAP Note Template", and "P4 Absence Request Form". The right column is titled "P1-P3 IPPE Preceptor Resources" and lists documents like "2015-2016 IPPE Preceptor Guide" and "P1-P3 IPPE Preceptor Evaluation of Student" forms. A note at the bottom says "Evaluations (click on Evaluations icon above to complete evals for students)".

- To **change your password and/or your login**, click the 'Home' icon, then click 'Other Tasks.' Click 'Change Password.' You do not have to change your login if you are satisfied with it, but you may want to change it for consistency. To change it, type in a New Login or New Password and re-type it. Then click 'Update.'

This screenshot shows the same top navigation bar as the previous image. The "Home" button is highlighted with a red box, and the "Other Tasks" link in the blue banner below it is also highlighted with a red box.

Other Tasks

Tasks

[Calendar](#)

[Change Password](#)

[Forums](#)

[Search Documents](#)

[Supervise User Portfolios](#)

PRECEPTOR RESOURCES (Announcements)

- On the Welcome page, you will be able to access important documents and tools for APPE and IPPE student rotations (i.e. Preceptor Manuals, Evaluation forms, Assessment tools).

The screenshot displays the E*VALUE Medhub interface. At the top left is the E*VALUE logo, a medhub product, with the text 'Northeast Ohio Medical University College of Pharmacy Program ID:4968'. To the right, the user 'Jane TESTPRECEPTOR, Pharm.D.' is logged in, with 'Help' and 'Favorites' buttons. Below the header is a navigation bar with 'Home', 'Evaluations', 'Learning Modules', and 'Reports'. A secondary bar shows 'Home Page' and 'Other Tasks'. The main content area is titled 'Welcome to Medhub - E*Value Jane TESTPRECEPTOR what's new?'. A dropdown menu for 'Evaluations' is visible. The 'Announcements' section is highlighted with a red box and contains two columns of resources:

- P4 APPE Preceptor Resources**
 - Important Documents
 - APPE Preceptor Manual 2016-2017
 - Template for Journal Club Presentation (5/30/2012)
 - Care Plan Template
 - SOAP Note Template
 - P4 Absence Request Form
 - Evaluations (click on Evaluations icon above to complete evals for students)
 - P4 Mid-Point & Final Evaluation (Note: sample,read only form)
 - P4 Student Evaluation of Preceptor Form
 - Assessment Tools
 - P4 Student Pharmacist Observation Form (updated 2011)
 - P4 Verbal Patient Counseling Form (updated 2011)
 - Written Clinical Question Eval Form (5/30/2012)
 - Oral Clinical Question Consult Evaluation (5/30/2012)
 - P4 Journal Club Evaluation Form (5/30/2012)
 - P4 Case Presentation Evaluation Form (updated 2011)
 - Care Plan Evaluation form
 - SOAP Note Evaluation form
- P1-P3 IPPE Preceptor Resources**
 - Important Documents
 - 2015-2016 IPPE Preceptor Guide
 - P1 IPPE Preceptor Evaluation of Student (Note: sample, read only form)
 - P2 IPPE Preceptor Evaluation of Student (Note: sample, read only form)
 - P3 IPPE Preceptor Evaluation of Student (Note: sample, read only form)

- **Evaluations:** These are here for your reference only! You will receive an email from E-Value with a link to the actual evaluation form you will need to complete for your students.
- **Preceptor Manuals:** These manuals provide helpful information on the experiential programs including important policies and rotation objectives.
- **Assessment Tools:** These are to assist you in assessing a student while on rotation. You are not required to return these to the college unless requested!

STUDENT SCHEDULES

- E*Value will have a schedule of students assigned to you which you will be able to see by clicking the 'Reports' icon | Reports | Schedule Report.

The screenshot shows the E*VALUE interface. At the top left is the logo "E*VALUE™ a medhub product". To its right is the text "Northeast Ohio Medical University College of Pharmacy Program ID:4968". On the top right, it says "Jane TESTPRECEPTOR, Pharm.D." next to a user profile icon and a "Help" button. Below this is a navigation bar with four tabs: "Home", "Evaluations", "Learning Modules", and "Reports". The "Reports" tab is highlighted in green and has a red box around it. Below the navigation bar is a dark blue header with a "Reports" button (also with a red box) and the text "Recently Viewed Reports".

Reports

Preceptor Evaluation Reports

[Aggregate Comments about Preceptors](#)

[Aggregate Preceptor Performance](#)

[My Performance by Courses/Rotations](#)

[Completed Evaluations By Me](#)

Learning Module Reports

[Coursework Aggregate Comments](#)

[Coursework Aggregate Performance](#)

[Coursework Crosstab](#)

[Coursework Summary](#)

Scheduling Reports

[Schedule Report](#)

- The Role Selection should be 'Preceptor.' Then click next.

Role Selection

You have been designated with multiple roles. Please select one of your roles from the following list.

Your role selection will determine your criteria options for your report:

Roles:

Next ->

- **Note:** If you have the role of "Site Coordinator" (for those who are responsible for multiple preceptors) you will have to select "Site Coordinator" at Role Selection. At the 'Schedule Report' you can either click on **Next** or filter based on certain criteria.

- By default, the date range will be the current date plus one year. You can modify it by clicking on the calendar icon

Schedule Report

Filter Template:

Curriculum:

Start Date:  End Date: 

Show Participation Dates: No Yes

Show Sessions: No Yes 

Format Option:

Show User Photos: No Yes 

Click on 'Next' to view schedule

- The student schedule will look something like this.

Northeast Ohio Medical University
College of Pharmacy

Roster By Preceptor Schedule Report

Time Period: 08/01/2012 to 08/31/2013
Report Date: 08/22/2016

TESTPRECEPTOR, Jane							
User Start Date	User End Date	Time Frame	Courses/Rotations	Site	Student	Rank	Dates
08/01/2012	08/31/2012	APPE 2012-2013 Aug	APPE Community Adv Community	Northeast Ohio Medical University College of Pharmacy 4209 St Rt 44 PO Box 95 Rootstown, OH 44272	NEOMED-P4 TEST STUDENT	P4	08/01 - 08/31
09/03/2012	09/28/2012	APPE 2012-2013 Sep	APPE Community Adv Community	Northeast Ohio Medical University College of Pharmacy 4209 St Rt 44 PO Box 95 Rootstown, OH 44272	NEOMED-P4 TEST STUDENT	P4	09/03 - 09/28
06/03/2013	06/28/2013	APPE 2013-2014 Jun	APPE Elective Pharmacoeconomics	TESTSITE 123 Main Street Glendale, AZ 85318	NEOMED-P3 TEST STUDENT	P3	06/03 - 06/28

- Clicking on the student's name will give you more information about the student (picture, email, rotation schedule, portfolio) about the student

COMPLETING FINAL STUDENT EVALUATIONS

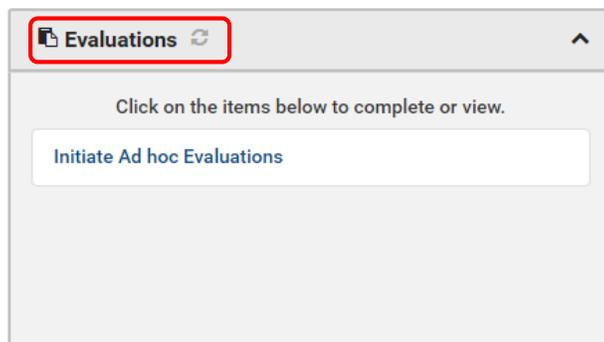
- When you are scheduled to complete the final **Student Evaluation**, an e-mail will be sent to you (within 1 week prior to the end of the rotation) with a link. Clicking on the link will automatically take you to your pending evaluations queue:

Complete Pending Evaluations

Courses/Rotations:		IPPE-P2 Community	Site:	TESTSITE		
Period:		TEST	Time Frame:	05/01/2010 through 05/01/2010		
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
Edit Evaluation	Suspend	IPPE Preceptor Evaluation of Student	NEOMED-P2 TEST STUDENT	11/22/2011	View Picture	View/Print

- To complete the evaluation, click 'Edit Evaluation.'
- You should complete all applicable sections of the evaluation form to include providing comments. Comments are required if the student receives "*Unsatisfactory Performance*", or "*Needs Improvement*" grades.
- E-Value will automatically calculate the final rotation grade.
- Once the evaluation is completed, you will need to click on **Submit** at the bottom of the evaluation.
- **NOTE:** The final **Student Evaluation** is due on the last day of the rotation. A reminder notice from E-Value will be sent if you have not completed the evaluation!
- Scheduled evaluations you need to complete will also appear at the top of your 'Welcome Page' – see *Evaluations*.

Welcome to Medhub - E*Value Jane TESTPRECEPTOR [what's new?](#)



- You can also navigate to the pending evaluations by clicking the 'Evaluations' icon | Evaluation Management | Complete Pending Evaluation.
- **For APPE Only - Please Note:** On-the-Fly Evaluations are now called **Ad Hoc Evaluations**. Preceptors can create an Ad Hoc Evaluation for a Mid-Point Evaluation or when a scheduled student final evaluation has not yet been generated by the system.

VIEW STUDENT EVALUATION OF PRECEPTOR AND SITE

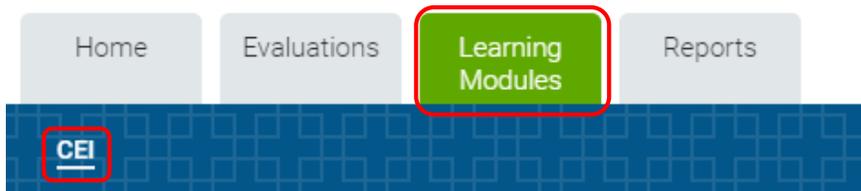
- Students are required to complete an evaluation of the preceptor and site. To view an anonymous evaluation summary, click the 'Reports' icon | Reports | My Performance by Courses/Rotations. Select the time frame. Then click the appropriate rotation.



Courses/Rotations	Start	End	Complete
IPPE-P2 Community	01/12/2015	03/05/2015	1 of 1
IPPE-P3 Community	01/12/2015	03/05/2015	1 of 1
IPPE-P1 Community Chain	02/16/2015	03/05/2015	1 of 1
IPPE-P2 Community	03/09/2015	05/07/2015	1 of 1
IPPE-P1 Community Chain	03/11/2015	03/26/2015	1 of 1
IPPE-P1 Community Chain	04/20/2015	05/07/2015	1 of 1
IPPE-P1 Community Chain	05/14/2015	05/28/2015	1 of 1
IPPE-P3 Community	10/19/2015	12/10/2015	1 of 1
IPPE-P1 Community Chain	01/11/2016	01/28/2016	1 of 1
All Courses/Rotations for the last 24 months	08/22/2014	08/22/2016	9 of 9

PRECEPTOR CONTINUING EDUCATION

- E*Value offers CEI (Collaborative Education Institute) continuing education. You can access this on-line CE approved preceptor development program by clicking the 'Learning Modules' icon | CEI | Connect to CEI Account.



CEI

Collaborative Education Institute (CEI)

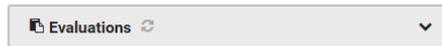
[Connect to CEI Account](#)

FAVORITES

- For convenience, you can customize your site by using the 'Favorites' feature at the top right which allows you to create a list of your most frequently used pages within the site.
- Click to the page you want to add to the list. Click 'Favorites' and choose 'Add' from the drop down menu. This will add the page name under the 'Favorites' bar. You can change the list order or name by choosing View/Edit | Edit.



Welcome to Medhub - E*Value Jane TESTPRECEPTOR [what's new?](#)



LOGGING OUT OF E-VALUE

- To logout of E*Value, click on the 'My Account' button on the top right of the page. Then click 'Log Out.' This will end your E*Value session.



NEED ASSISTANCE

- If you are experiencing any difficulties logging in, navigating, or completing the evaluation forms please contact:

Debbie Frank Curriculum Coordinator Phone: 330-325-6339 Email: dlfrank@neomed.edu	Patti Pfeifer Administrative Assistant Phone: 330-325-6390 Email: ppfeifer@neomed.edu	Scott Wisneski, PharmD, RPh Vice Chair, Practice-Based Education Phone: 330-325-6220 Email: swisneski@neomed.edu
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Update 8/22/16