E*Value Preceptor’s Guide
Schedules
Welcome to E*Value

My Information

If this or any other biographic information is incorrect or missing, you can update this information.

Email: kharrell@umc.edu
Rank: Preceptor
Roles: Preceptor

Urgent Tasks

Complete Pending Evaluations (1)

Tasks

Initiate Ad hoc Evaluations

Click on Reports to begin the process to view your schedule of students
Click on Schedule Report to pull up your schedule for the year.
The Schedule Report defaults to a 1 year time frame and that can be adjusted by changing the start and end dates. Click on Next to generate your schedule.
### Roster By Preceptor Schedule Report

**Time Period:** 04/01/2010 to 04/18/2018  
**Report Date:** 04/18/2017

<table>
<thead>
<tr>
<th>User Start Date</th>
<th>User End Date</th>
<th>Time Frame</th>
<th>Course/Rotation</th>
<th>Site</th>
<th>Student</th>
<th>Rank Dates</th>
<th>Requirement Status</th>
<th>Letter of Good Standing</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2010</td>
<td>08/30/2010</td>
<td>Testing Time Frame 2010</td>
<td>APPE Elec NPC Biotech Svs</td>
<td>(Not Specified)</td>
<td>Student Tester</td>
<td>P1</td>
<td>08/01 - 08/30</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
| 08/16/2010      | 09/24/2010    | IPPE III - Fall 2010 Block 1 | Evaluation Preview Activity | Allred's Pharmacy Inc.  
214 W. Gallaton St  
Hazelhurst, MS 39083 | Student Tester   | P1          | 08/16 - 09/24      | NA                     | NA     |
| 12/06/2010      | 12/10/2010    | IPPE I - Fall 2010 Week One | IPPE I Community       | University of Mississippi School of Pharmacy  
University of MS Med Ctr, 2500 N. State Street | Student Tester   | P1          | 12/06 - 12/10      | NA                     | NA     |

Your Schedule will be displayed similar to this.
Evaluations
Welcome to E*Value

- **My Information**
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  - Email: kharrell@umc.edu
  - Rank: Preceptor
  - Roles: Preceptor

- **Urgent Tasks**
  - Complete Pending Evaluations (1)

- **Tasks**
  - Initiate Ad hoc Evaluations

Click on Evaluations in order to complete Pending Evaluations. You can also click under Urgent Tasks.
Evaluation Management

Manage Evaluations

- Complete Pending Evaluations
- Initiate Ad hoc Evaluations

Clicking Complete Pending Evaluations to generate a list of evaluations that need to be completed.
Once the list is produced you can click Edit Evaluation to begin the evaluation.
<table>
<thead>
<tr>
<th>Question</th>
<th>Professional Education Abilities</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Collect and organize patient data, medical records, interviews, and psychomotor evaluations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1c</td>
<td>Apply knowledge of medical terminology and abbreviations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4b</td>
<td>Appropriately manage safe, accurate and time-sensitive medication distribution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4f</td>
<td>Practice in accordance with state and federal regulations and statutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5a</td>
<td>Employ communication styles and techniques appropriate to the audience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5b</td>
<td>Work effectively within a multidisciplinary/interdisciplinary environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7a</td>
<td>Display empathy in patient interactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Be sure to complete all items in the evaluation
The student demonstrates good punctuality and attendance.

Final Evaluation: (Question 3 of 4 - Mandatory)

Pass  Fail

Preceptor Comments: (Question 4 of 4)

If you are satisfied with the evaluation, click the Submit button to complete the evaluation once you are finished or click Save For Later to finish at a later time.
Password Change
Click on Other Tasks to begin the process
Click on Change Password to begin changing your login details.
To change your User Name and Password, type in whatever you would like for it to be and click Update.