

Presbyterian College School of Pharmacy

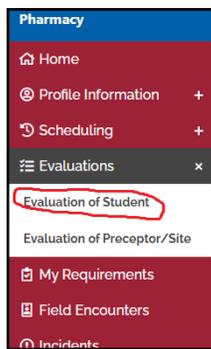
Preceptor Guide for IPPE Evaluations within CORE ELMS

Accessing Evaluations

After logging into ELMS, you can access your evaluations by one of two methods:

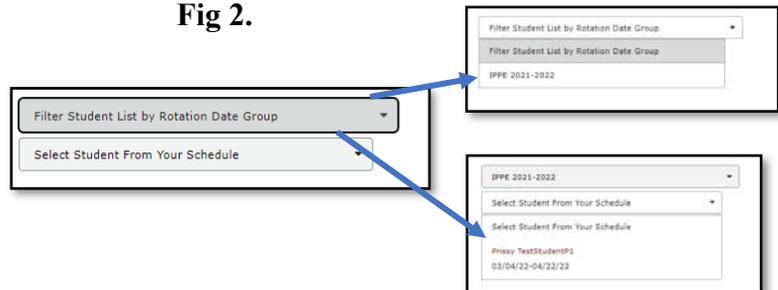
Method 1: Click “Evaluations” on the left side of the screen and then select “Evaluation of Student.” (Fig 1)

Fig 1.



Method 2: On your ELMS home page (Fig 2), select the rotation date group and the pertinent student from the drop-down boxes:

Fig 2.



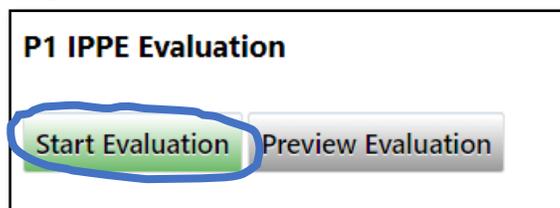
Completing Evaluations

SELECT “P1 IPPE Evaluation” (Fig 3) and, on the next screen “Start Evaluation” (Fig 4).

Fig 3.

Students	Rotation Dates	Rotation Types	Evaluations
Prissy TestStudentP1 2025	IPPE P1 Spring-2 2022 Fri 03-04-22 - 04-22-22	IPPE Community IPPE 5201 Spring	M O F O P1 IPPE Evaluation

Fig 4.



RATE the student (Fig 5) and add appropriate comments (Fig 6). Note that there are four comment boxes at the bottom of the form. Comments made in the first two comment boxes (one for midpoint; one for final) will be visible to the student. Comments made in the second two boxes are confidential and visible only to Office of Experiential Education staff.

Fig 5.

		Below Expectations	Meets Expectations	Exceeds Expectations	
		The student fails to demonstrate a working level of knowledge and shows consistent inability in the competency	The student demonstrates a working level of knowledge consistent at the introduced level for a P1 student	The student demonstrates a high level of knowledge and performance that is above the introduced level of a P1 student	
Evidence-Based Decision and Problem Solving <small>The student can critically evaluate literature at an introduced level. The student is able to collect and integrate necessary information and begin the process of formulating a plan of action with assistance from the preceptor.</small>	Midpoint	○	○	○	Enter comments for Midpoint
	Final Required	○	○	○	Enter comments for Final
Providing Pharmaceutical Care to Patients <small>The student actively participates in the process of making clinical judgments to provide pharmaceutical care. The student acts legally and ethically to safeguard confidentiality.</small>	Midpoint	○	○	○	Enter comments for Midpoint
	Final Required	○	○	○	Enter comments for Final

Fig 6.

Comments (Midpoint): **Comments (Final):**

Enter Midpoint comments

Enter Final comments

Viewable by student

Confidential Comments

Use this section to provide additional comments about this rotation or our IPPE program in general. Comments entered in this section will not be visible to the student.

*Hidden from evaluated person's view

Comments (Midpoint): **Comments (Final):**

Enter Midpoint comments

Enter Final comments

Confidential and not seen by student

SAVE OR SUBMIT: You may save the form if you plan to come back later to finish it, or you may submit it (Fig 7). If you save it and scroll back down to the bottom, you'll see the student's score (Fig 8). (If you do save the form, please do not forget to reopen the form later and "submit" it.)

Fig 7.

Save Changes
Submit Midpoint
Submit Final

Fig 8.

Evaluation Score Summary		
Title:	Midpoint Score	Final Score
Primary Evaluation	(Pass)	

When you submit the midpoint, the form will remain open on your screen although you cannot make changes to the midpoint scoring. You'll see these words in a green banner near the top (Fig 9).

Fig 9.

The current evaluation grade has been calculated below.

Your midpoint scores and comments have been saved and the form remains open for you to complete the final evaluation. Ordinarily, it would not be the right time to do the final, so you may “Close” the form (top right corner). *(Note: The midpoint evaluation is optional although we hope that you are providing feedback to the student throughout the rotation. If you do not complete the form at the midpoint, it is not necessary to rate the student on the “midpoint” rows at the end of the rotation. Simply ignore the midpoint lines and complete the form as the final evaluation.)*

Later during the rotation when you’re ready to complete the final, just log back into ELMS, open the evaluation, and rate the student on the “final” rows, adding appropriate comments for each competency and at the bottom (Fig 10). Your midpoint ratings and comments will be visible. Be sure to “submit” the form (not just save it). Once submitted, the form cannot be changed. If you need to make a change to a submitted form, please contact Susi Carbonneau, scarbo@presby.edu, who can reopen it for further action.

Fig 10.

Viewing Evaluations

When completed as a midpoint, evaluations are immediately available to students to view. However, when completed as a final, students are not able to view your evaluation of their performance until they have completed their own evaluation of you. Office of Experiential Education staff will review all evaluations completed by students at the end of the fall and spring semesters before releasing them to preceptors for viewing. Once this review has been completed, our office will notify you and provide you with a report that shows your aggregate performance.

DIFFERENT FUNCTIONALITY

Our previous system allowed us to open the midpoint and final forms on a certain date at which time you received an email, letting you know the form was ready for your action. In ELMS, the form is available for your use at the beginning of the rotation. You will, however, receive email reminders in the middle and at the end of the rotation if the evaluations have not been completed. Even though you have early access to the form, we caution you against completing the evaluations too soon.

NEW FEATURE

The midpoint and final evaluations are actually the same form! This allows you to complete the midpoint and submit it as normal, rating the student and making comments just as you always have. At the end of the rotation, you will return to the same form and will see your midpoint ratings and comments. This time, you will rate the student using the row labeled “Final – Required.” *(Note: If you are completing the form as a midpoint assessment but inadvertently click a radio button on the final line, you cannot “unclick” it! But you can ignore it: it will not affect the midpoint score. And when you return to the form to complete the final assessment, that button will still be selected but can be changed if needed.)*