

ADVANCE PRACTICE EXPERIENCE E*VALUE

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Looking for Answers?

<http://www.drake.edu/cphs/experiential/pharmacy/>

<http://www.drake.edu/cphs/experiential/pharmacy/students/p4.php>

Manual:

http://www.drake.edu/cphs/experiential/pharmacy/preceptors/preceptor_components/manual_web.pdf

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Experiential Education Office – Olin 452 – 271.3191

PxDX=interventions and SOAP note

- Subjective, Objective, Assessment and Plan portions of the note are required.
- Complete all PxDx requirements as instructed.
- Each rotation requires 10 interventions

Exceptions: Non-patient Care

Drug Information

Compounding

International rotation (4weeks= 8

interv)

Evaluations

- ▣ Required Evaluations:
 - Self Evaluation
 - Student Assessment of Site
 - Student Assessment of Preceptor
 - Preceptor Evaluation of Student
- ▣ All assessments required for every APE site
- ▣ All assessments from students are due on the last day of your experience.
- ▣ Gently remind your preceptor to complete your assessment. If they are unsure how to submit it, ask them to contact me or the Experiential Education office.

Presentations

- Upload powerpoints and handouts in the Presentations section of your portfolio
- Includes formal presentations, topic discussions, journal club, staff development presentations, etc
- By the last day of the experience or when assigned, whichever is earlier.

APE Reminders

- Email your preceptor 4weeks in advance to the start of your APE.
 - ▣ Confirm start date, time, what to bring, and where to meet on your first day.
- Complete any pre-attendance requirements.
- Check your assignments in E*Value and if something doesn't look right, email Professor Soltis.
- Remind your preceptor of excused dates (holidays schedule)

http://www.drake.edu/cphs/experiential/pharmacy/calendars_schedules/holiday_schedule_2010-11.pdf

Out with PEMS – In with E*Value

- Once your P3 IPE has been completed:
 - ▣ You are not to enter or change any information in PEMS.
 - ▣ You are only to use E*Value.
- E*Value Web site
 - ▣ <https://www.e-value.net/>
 - ▣ Login Name and Password were emailed to you today.
 - ▣ **TO DO:** Login to the E*Value Website and change your assigned Login Name and Password

Left Hand Side Menu

- Home
- User Menu
 - ▣ Evaluations
 - ▣ Hours Documentation
 - ▣ PxDx = Enter SOAP Notes
 - ▣ MY Folio = Upload Papers
- Reports
 - ▣ Schedules/Assignments
- Logout - YOU MUST LOGOUT!

Change Login Name and Password

- From the Welcome Page –
 - ▣ Click on Home (left hand side)
 - ▣ Click on Password Change
 - ▣ Enter and Confirm your new Login – Click Update Login
 - ▣ Enter and confirm your new Password – Click Update Password
 - Must be a letter and number combination
- Calendar

Reading Your APE Schedule

- Under Reports
- Under Schedules
- Select Roster Reports
- On the filter page
 - Make sure your date range is long enough to have the assignments you want to see.
- Click Next

Reading Your APE Schedule

□ Roster By Student Schedule Report

- **User Start Date** – first date of your experience
- **User End Date** – last date of your experience
- **Time Frame** – for scheduling purposes – may not exactly correspond with your participation dates
- **Course/Rotation** – IPE type
- **Site** –AIPE site ([hyperlink for more information](#))
- **Educator(s)** – Assigned preceptor ([hyperlink for contact information](#))
- **Rank** – internal information
- **Dates** – Participation dates

Example Schedule

<u>User Start Date</u>	<u>User End Date</u>	<u>Time Frame</u>	<u>Course/Rotation</u>	<u>Site</u>	<u>Educator (s)</u>	<u>Rank</u>	<u>Dates</u>
5/19/2010	8/18/2010	P2 5/17/2010 - 8/21/2010	IPE Diversity Service Learning	St. Luke's Free Clinic	Tess Young	Preceptor	05/19 - 08/18
6/16/2010	6/23/2010	Sterile Training Summer 2010	IPE Sterile Training	Broadlawns Medical Center Pharmacy	Rick Anand	Preceptor	05/19 - 08/18
7/20/2010	8/19/2010	P2 7/19/2010 - 8/21/2010	IPE Patient Care Elective	Iowa Methodist Med Ctr. Pharmacy	Shellee Burkhart	Preceptor	07/20 - 08/19

Reading Your APE Assignments

- Site Hyperlink
 - Map
 - All educators (preceptors) associated with site
 - YOU MUST READ THE FOLLOWING:
 - EMS Site Addendum
 - APE INFORMATION

Example of EMS Site Addendum

REQUIRED PAPERWORK PRIOR TO SITE ATTENDANCE

Iowa Health – Des Moines, which includes **Iowa Methodist Medical Center**, Iowa Lutheran Hospital and Iowa Lutheran Penn Avenue, requires specific paperwork for all students (*except sterile training students*) doing an experience at their sites. It must be on file in the IMMC Pharmacy Office prior to beginning the experience. These forms will be sent to you by the Experiential Office and include:

- ❑ Drake Release of Information Form
- ❑ Information Security Agreement
- ❑ LastWord User Security Request
- ❑ Internet Access & On-Line Services form (fill out p. 6, "Acknowledgement of Internet Policy")
- ❑ Student Orientation Handbook (sign and date p. 15)

Left Hand Side Menu

- User Menu
 - ▣ Evaluations
 - On the fly=Activity Logs
 - Pending= site, self, and preceptor
 - complete
 - ▣ Hours Documentation
 - ▣ Enter SOAP Notes
 - ▣ Upload Papers
- Reports
 - ▣ Schedules/Assignments
- Logout - YOU MUST LOGOUT!

Activity Logs

- User Menu
- Evaluations
- On-the-Fly Evaluations
 - ▣ Select an evaluation type: Select Activity Log
 - ▣ Whom would you like to evaluate? Select yourself
 - ▣ Site: Select your site
 - ▣ Time Frame: Select your time frame (look at your schedule to determine your time frame)
- Click Next

Activity Log (continued)

- Date of Activity: Select date at site.
- Activity: Select the activity you are writing about for this log.
 - ▣ Each time at site will likely have multiple entries.
 - ▣ These link to competencies so select with care.
- Percent of Time: Enter number.
 - ▣ Each time at site should have activities logs that cover majority of day.

Activity Log (continued)

- Student Score: Enter your self-assessed score for this activity.
 - ▣ If you observe only, enter “0.”
- Student Comments: Enter your log for this activity.
 - ▣ Spell Check! 😊
 - ▣ Detailed enough for us to grade you even though we were not present
- Click Submit.
 - ▣ Evaluation is no longer available for editing.
- Repeat for each activity type for that day.

Hours Documentation

- User Menu
- Hour Documentation
- Not necessary for P4 rotations

Evaluations

- Students must complete:
 - Site evaluation
 - Preceptor evaluation
 - Self evaluation
- Preceptors must complete:
 - Student evaluation
- **TO DO:** Compare your preceptor at site to your preceptor listed in E*Value
 - ▣ If your assigned preceptor is not your preceptor at the site, inform Professor Soltis.

Evaluations

- Must be completed for every APE
- Evaluations are generated automatically by the E*Value system.
 - ▣ Typically generated one week prior to the end date of your time frame.
- Access evaluations by one of the following:
 - ▣ Email with a link to evaluations
 - ▣ Hyperlink on the home page to evaluations
 - ▣ Under Users, Under Evaluations, Under Pending

SOAP Notes

- Under User
- Under PxDx
- Click Add New PxDx Records
- On Main Tab
- Date of Patient Experience: Enter Date of SOAP note
- APE Type: Enter the experience assigned (see schedule if necessary)
- Site: Select your APE site

SOAP Notes

- Setting: Select In-patient or Out-patient
- Patient Encounter Type: Real
- Patient Gender: Select appropriate choice
- Patient Age: Select appropriate choice
- Ethnicity: Select appropriate choice
- # Patients: Skip

SOAP Notes

- Medication List:
 - Use Filter to select desired medication
 - Must hit Filter button
 - Highlight desired medication
 - Use Add button to place on list
 - Repeat until medication list is complete
- Other medication not listed above:
 - Free text for any medications not listed in the database

SOAP Notes

- Total # of Meds taken by patient: Enter number
- Medication Class:
 - ▣ Select all classes of medications on list
 - ▣ Use Add button to place on class list
 - ▣ Listed by AHFS categories
- Expected Outcome
- Time Involved
- My Role:

SOAP Notes

- Preceptor: Select your preceptor
- Subjective: Free text for title, etc., and subjective information
- Objective: Free text for objective information
- Assessment: Free text
- Plan: Free text for Signature, contact information, etc.

SOAP Notes

- Results of Intervention:
- Notes:
- Click Next.
- On the DTPs tab,

SOAP Notes

- On the Intervention tab:
 - Highlight MTM in left column
 - Highlight SOAP Note Documentation in right column
 - Select your role in the Interventions
 - Select as you did on the Main tab
 - Click Add (this should create a box at the bottom
- Click Save Record.

Editing SOAP Notes

- Under User Menu
- Under PxDx
- Select Review PxDx Records
- Locate the entry you wish to edit
 - ▣ Select Edit, Delete or Review

Site Specific PxDx Requirements

- PxDx is used to collect data on the impact of student presence at sites.
- Some sites will require you to document how many patients were served.
 - ▣ Health screenings (if directed)
 - ▣ Immunizations (all sites)

Site Specific PxDx Immunizations

- Under User Menu
- Under PxDx
- Click Add New PxDx Records
- On Main Tab
- Date of Patient Experience: Enter Date of IPE
- IPE/APE Type: Enter the experience assigned (see schedule if necessary)
- Site: Select your IPE site

Site Specific PxDx Requirements

- Setting: Select In-patient or Out-patient
- Patient Encounter Type: Real
- Patient Gender: Select appropriate choice – probably multiple patients
- Patient Age: Select appropriate choice – probably multiple patients
- Ethnicity: Select appropriate choice – probably multiple patients

Site Specific PxDx Requirements

- # Patients:
 - ▣ Enter number (no text)
 - ▣ Enter number of patient experiencing the particular outcome/service you are documenting.
- Skip all fields until My Role
- My role: Select most appropriate choice
- Preceptor: Enter Preceptor
- Skip remainder of fields on Main tab
- Click Next

Site Specific Px Dx Requirements

- On DTPs tab, Click Next
- On the Intervention tab, select the Intervention you are documenting in the left column.
 - ▣ P2 Examples: Immunization, Screening, Pertussis Education
- Select the outcome/service you are documenting in the right column
 - ▣ Service/outcome provided to the number of patients you entered on the Main tab

Site Specific Px Dx Requirements

- Select your role in the Interventions
 - Select as you did on the Main tab
 - Click Add (this should create a box at the bottom)
- Click Save Record.
- Repeat process for all services/outcomes on that day at IPE.

Portfolio

- Click on *My Folio*
- Click on Pharm D Program
 - ▣ Add/Remove Supervisor
 - ▣ Filter for preceptor last name
 - ▣ Add User Privilege
 - ▣ Return to *MyFolio*

Portfolio

- Click on Biographical information
 - Curriculum Vitae
 - Click on Pencil and paper icon
 - Choose file
 - Upload document
- Learning then Experiential Goals
 - Green error add new grid
 - P4 Name Site and Rotation Type
 - Upload document

Portfolio

- Click on Patient Counseling
 - Green Arrow –add new line to grid
 - P3
 - Choose file
 - Upload document
- Presentations
 - Folder tools
 - Add Custom Field
 - Name Field and Upload document

Other questions

- References?
 - ▣ No – use library access.
- Look at potential sites?
 - ▣ Under Reports, Under Site Listing, Under Site Group (2nd item), Select geographic zone, Click Next

QUESTIONS?

