



## Pharmacy Education Management System (PEMS) Preceptor Instructions

The Pharmacy Education Management System (PEMS) is a comprehensive web-based system implemented by the College to facilitate the management of all aspects of the Experiential Education Program. Preceptors and students will access the system via the Internet. This allows direct access to the information server to update affiliate bio's, view rotation assignments, complete daily logs, document interventions, complete assessment forms, and view student evaluation reports for various aspects of the rotation. Links will be provided to download the policy & procedure manual, various program forms and the newsletter. Links to other campus resources will also be provided. Please be assured no patient specific information will be entered into PEMS.

### TO START:

- ◆ Access the PEMS using the link on the left hand side of our experiential main web page at <http://www.drake.edu/cphs/experiential>. Once you log on for the first time, you might want to bookmark the site for future use.
- ◆ The first screen will ask for your User ID and Password. Your User ID will be your first name and last name with a period between the names, i.e. John.Doe. There are no spaces. If your first attempt doesn't work, try using variations on your name. For example: Lawrence Doe may be Larry.Doe instead of Lawrence.Doe.
- ◆ Your password to log on *for the first time* will be "Password" (this is case sensitive). You will be asked to change your password the first time you use the system. You may use any combination of numbers or letters (no symbols) and there is no minimum number of characters required. Again, this is case sensitive so you must use your password *exactly* as you entered it. If you forget your password email us at [exp.pharmacy@drake.edu](mailto:exp.pharmacy@drake.edu)
- ◆ You are now in PEMS at the "Home Page" of the system, which is called Affiliate Information. All users are referred to as affiliates in the system.

**PRECEPTORS:** While you will log into the system using your name, you will actually see information for your site. For example, John Doe works at XYZ Pharmacy. John Doe will log in as John.Doe but the information he sees will say XYZ Pharmacy, not John Doe. This is done because all rotations are assigned to the site, not the person.

- ◆ From the Affiliate Information screen, you will be able to maintain your affiliate bio information, change your password, view rotations, and complete assessment forms.

Preceptors will have the following menu options:

ROTATIONS  
LOGS  
EVALUATIONS  
INTERVENTION  
PASSWORD  
HOME

These various features become activated after the student schedules are posted and student forms are submitted.

- ◆ ROTATIONS will show a list of all students assigned to that site. Note: There is an e-mail link here and in other locations that will link you directly with the student's Drake University email address [E]. You may use this at any time to communicate with the student. The topic checklist can be accessed from this table by clicking on the "checklist" box. This checklist should be filled out for community practice and hospital practice rotation. Students must enter items before preceptors can view them and check them off. Remember to hit the submit bottom the page when updating the checklist. Student's CV (resume) can be viewed by clicking View next to the student's name. Abstracts of projects, presentations, topic discussions and journal club presentations done by the student in previous rotations can be found by clicking View in the Abstract column next to the student's name.
- ◆ ACTIVITY LOGS – Students will complete the activity logs on a daily basis. They choose an activity category and submit a description in the comment field. Once completed, preceptors can then log on and view the completed log and give his/her score on the activity as well as comments about the student's performance. Logs should be viewed by the preceptor weekly. *While students will be able to view your score, they won't be able to make any changes.*
- ◆ EVALUATIONS –Preceptors are asked to review their evaluation of student with the student on the last day of rotation. Click on the student's name and complete the form.
- ◆ INTERVENTION - Students will complete the Intervention form when applicable. Students are required to document a minimum of 2 interventions per 40 hours. After a student has completed a form, you will be able to view the form online. Please score the intervention on a 5-point scale; you can submit comments to the student on this form. Again no patient names or initials will be used when documenting interventions.
- ◆ PASSWORD is used for changing passwords. You may do this anytime you choose. Your password has *no expiration date*. If you forgot your password email us at [exp.pharmacy@drake.edu](mailto:exp.pharmacy@drake.edu)
- ◆ HOME allows you to view your site profile information and personal information. If you click on your name from the "Site" icon it takes you to the HOME screen. You can update your profile, submit a new address, and update your biographical information by clicking on the appropriate buttons.

Preceptors are encouraged to use PEMS to preview and score student activity logs and review intervention forms on a weekly basis. Preceptor should verify checklists and complete student assessment forms at the end of the rotation. Information captured by PEMS is downloaded into a database. Your cooperation in using PEMS will make this data collection process much more efficient. Preceptors and students will benefit by having information available in a more timely manner.

*For additional information and a link to our on-line tutorial, go to [www.drake.edu/cphs/experiential/preceptor](http://www.drake.edu/cphs/experiential/preceptor)*

*Denise Soltis, Director of Experiential Education Programs*  
[denise.soltis@drake.edu](mailto:denise.soltis@drake.edu) (515) 271-3191

*Trudi Holst, Academic Support Specialist*  
[trudi.holst@drake.edu](mailto:trudi.holst@drake.edu) (515) 271-3191

*Kathy Schott, Academic Support Specialist*  
[kathy.schott@drake.edu](mailto:kathy.schott@drake.edu) (515) 271-4016