



CHAPMAN  
UNIVERSITY

**School of Pharmacy**

# **CORE ELMS User Guide**

# CORE ELMS Guide

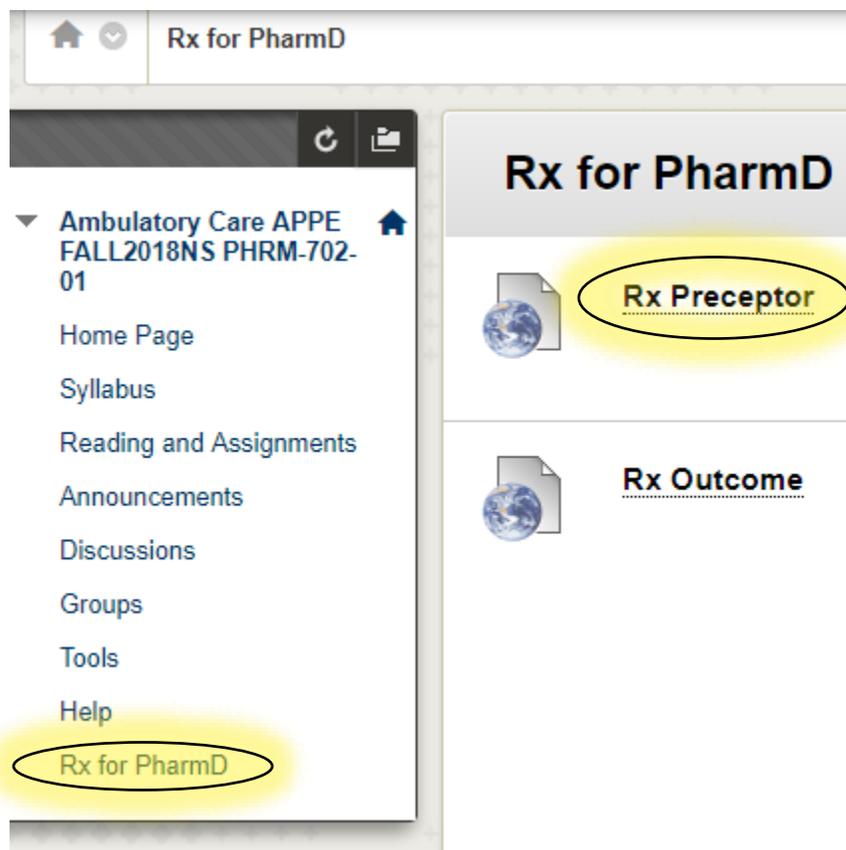
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## Access to CORE ELMS

CORE ELMS provides access to your timesheet, your rotations, and your requirements for Experiential Education.

### Steps:

1. Visit [blackboard.chapman.edu](http://blackboard.chapman.edu) and select the Experiential Education course you are enrolled in for the trimester.
2. On the left hand menu of course, select **"Rx for Pharm D"**:



3. After selecting **"Rx Preceptor"**, you should be directed to **Chapman's single-on** page to enter your Chapman Credentials
  - This is the same ID and password you use to sign in to Blackboard, email, etc.

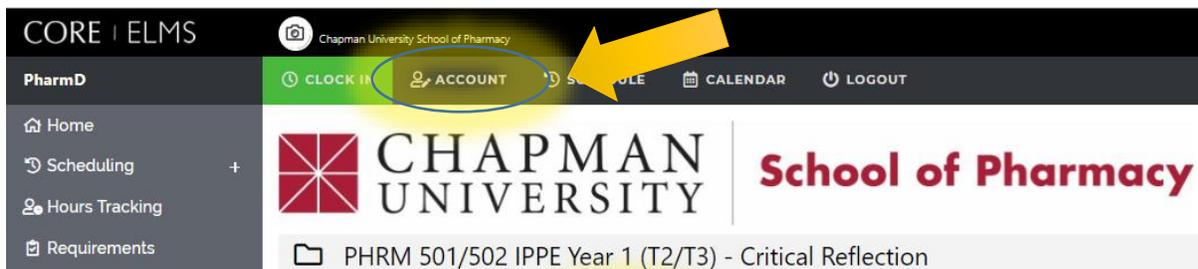
## Account Information

“Account Information” allows students to update their contact information, addresses, phone number, and other important information that Experiential Education staff utilizes for rotation scheduling.

- All students must provide:
  - Full name (first name, last name)
  - 2 addresses
  - Student ID
  - Languages Spoken
  - Student License Number
  - Previous Pharmacy employer/volunteer sites

### Steps:

1. Login to CORE ELMS via Blackboard (please see “Access to CORE ELMS” for more information)
2. On your CORE ELMS account, select “Account” in the top header above the Chapman University School of Pharmacy logo



This screenshot shows the 'Account Information' form. The 'ACCOUNT' menu item is circled in yellow. The form includes the following fields:

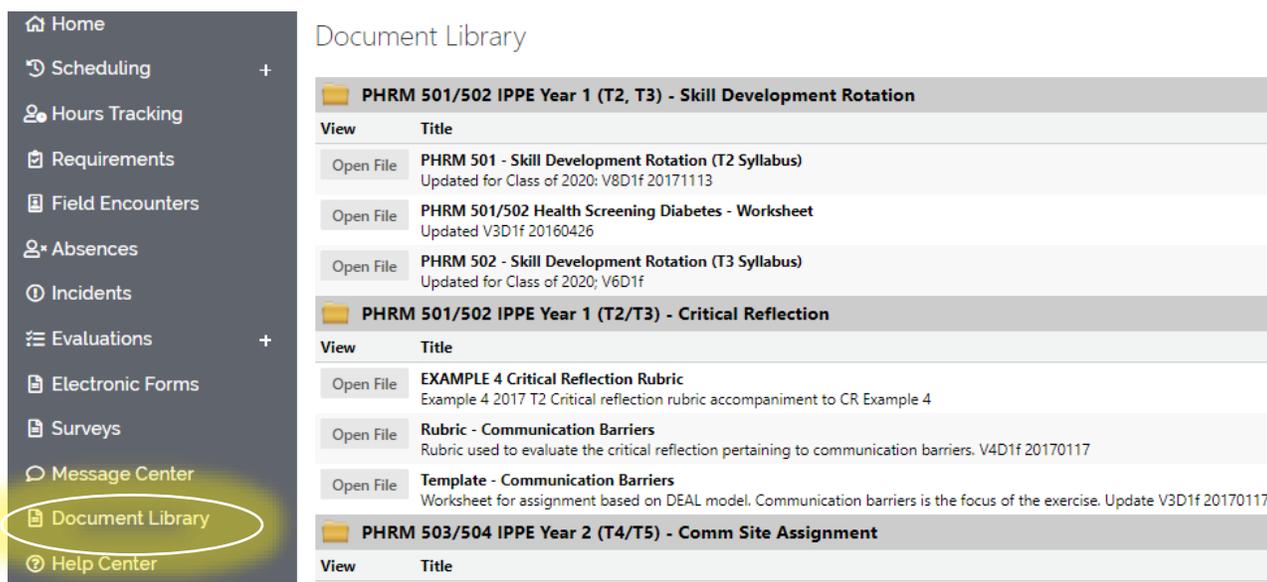
- First Name:** Required (text input)
- Last Name:** Required (text input)
- Middle Name:** (text input)
- Maiden Name:** (text input)
- Nickname/Preferred Name:** (text input)
- Sex:** Radio buttons for MALE and FEMALE
- Birth Date:** (text input) with a format hint: (MM-DD-YYYY)
- Primary Address:** (text input)

## Document Library

Access “Document Library” for library resources, trainings, and a copy of your syllabus and assignments. Please note: Assignments will be posted on Blackboard. Access to Pharmacist’s Letter can be found here in the document library.

### Steps:

1. Sign in to CORE ELMS through Blackboard (please (please see “Access to CORE ELMS” for more information)
2. In the left hand menu, please select “Document Library”



Document Library

View	Title
<b>PHRM 501/502 IPPE Year 1 (T2, T3) - Skill Development Rotation</b>	
Open File	<b>PHRM 501 - Skill Development Rotation (T2 Syllabus)</b> Updated for Class of 2020; V8D1f 20171113
Open File	<b>PHRM 501/502 Health Screening Diabetes - Worksheet</b> Updated V3D1f 20160426
Open File	<b>PHRM 502 - Skill Development Rotation (T3 Syllabus)</b> Updated for Class of 2020; V6D1f
<b>PHRM 501/502 IPPE Year 1 (T2/T3) - Critical Reflection</b>	
Open File	<b>EXAMPLE 4 Critical Reflection Rubric</b> Example 4 2017 T2 Critical reflection rubric accompaniment to CR Example 4
Open File	<b>Rubric - Communication Barriers</b> Rubric used to evaluate the critical reflection pertaining to communication barriers. V4D1f 20170117
Open File	<b>Template - Communication Barriers</b> Worksheet for assignment based on DEAL model. Communication barriers is the focus of the exercise. Update V3D1f 20170117
<b>PHRM 503/504 IPPE Year 2 (T4/T5) - Comm Site Assignment</b>	
View	Title

## Registering for Pharmacists Letter through Document Library

Pharmacist’s Letter provides access to modules required for Experiential Education rotations, including, but not limited to:

- Fraud, Waste, and Abuse Training
- Bloodborne Pathogens Training

### Steps

1. Sign in to CORE ELMS through Blackboard (please (please see “Access to CORE ELMS” for more information)
2. In the left hand menu, please select “Document Library”

- Home
- Scheduling +
- Hours Tracking
- Requirements
- Field Encounters
- Absences
- Incidents
- Evaluations +
- Electronic Forms
- Surveys
- Message Center
- Document Library**
- Help Center

## Document Library

PHRM 501/502 IPPE Year 1 (T2, T3) - Skill Development Rotation	
View	Title
Open File	<b>PHRM 501 - Skill Development Rotation (T2 Syllabus)</b> Updated for Class of 2020; V8D1f 20171113
Open File	<b>PHRM 501/502 Health Screening Diabetes - Worksheet</b> Updated V3D1f 20160426
Open File	<b>PHRM 502 - Skill Development Rotation (T3 Syllabus)</b> Updated for Class of 2020; V6D1f
PHRM 501/502 IPPE Year 1 (T2/T3) - Critical Reflection	
View	Title
Open File	<b>EXAMPLE 4 Critical Reflection Rubric</b> Example 4 2017 T2 Critical reflection rubric accompaniment to CR Example 4
Open File	<b>Rubric - Communication Barriers</b> Rubric used to evaluate the critical reflection pertaining to communication barriers. V4D1f 20170117
Open File	<b>Template - Communication Barriers</b> Worksheet for assignment based on DEAL model. Communication barriers is the focus of the exercise. Update V3D1f 20170117
PHRM 503/504 IPPE Year 2 (T4/T5) - Comm Site Assignment	
View	Title

3. Scroll Down to Student Pharmacists Resources and select “open file” for “Pharmacist’s Letter – Gift Subscription”

Student Pharmacists Resources	
View	Title
Open File	<b>ATD (Aerosol Transmissible Diseases) Training</b> V1D1f 20170609
Open File	<b>Curriculum Vitae Template</b> Sample template offered by the American Association of Colleges of Pharmacy
Open File	<b>Healthcare Screening Form for PHRM 501 &amp; 502</b> Healthcare Screening Form for PHRM 501 & 502
Open File	<b>Healthy Hearing: Pharmacy Library Chapter 29 Otic Disorders</b> EEO requires reading of Pharmacy Library Chapter 29 Otic Disorders
Open File	<b>IPPE Experiential Education Handbook 2017-2018</b> Policies and procedures for IPPE
Open File	<b>My Medication Record for PHRM 501 &amp; 502</b> My Medication Record for PHRM 501 & 502
Open File	<b>New Student Orientation - Class 2020</b> Slides 20170801 V1D1f - No video in this version
Open File	<b>Pharmacists Letter - Gift Subscription</b> This document describes the process by which student pharmacists can establish their gift subscription made possible by Walmart Pharmacy. The newsletter and website offer information prerequisite training in advance of experiential site placement.
Open File	<b>Physical Examination Form</b> Form must be completed and signed by a licensed health care provider. Please upload to the respective requirement section in CORE ELMS.
Open File	<b>Rxpreceptor Overview Video</b> EEO Office requires student pharmacists to view the RxPreceptor overview video link. The password is chapman.
Open File	<b>Student and School-level Predictors of Pharmacy Residency Attainment</b>
Open File	<b>Student Records Authorization and Release Form</b> This form must be signed and uploaded in "Miscellaneous" in the Student Requirement section, authorizing CUSP to release student records (as needed) to clinical sites as part of IP
Leatherby Library Resources	
View	Title
Open File	<b>AccessPharmacy Direct Link</b> An alternative way to access this tool from McGraw-Hill
Open File	<b>Leatherby Libraries Access</b> Direct link to the library login page
Open File	<b>Leatherby Library Pharmacy Portal Library Guide</b> Direct link to the Leatherby Library Pharmacy Portal library guide established for CUSP
California State Board of Pharmacy- THE SCRIPT	
View	Title
Open File	<b>March 2018</b> March 2018 issue.
Open File	<b>October 2017</b> October 2017 issue.

4. You will be prompted with this screen detailing your subscription:



Dear Student Pharmacist,

You have been given a valuable gift that will help you throughout your time in pharmacy school. You have been given a gift subscription to *Pharmacist's Letter*.

Most pharmacists in the U.S. have a paid subscription to *Pharmacist's Letter*. A proud benefactor has purchased your subscription for you so that you do not need to pay anything for it. Walmart Pharmacy has purchased the *Pharmacist's Letter* subscription for you and each of your classmates.

Walmart has a long tradition of supporting pharmacy education. Walmart supports activities for pharmacy faculty members and now is supporting you as well.

The *Pharmacist's Letter* subscription that Walmart is providing for you consists of the same resources that all the pharmacists get, plus you get some added special features specific for student pharmacists.

#### **BENEFITS OF YOUR *Pharmacist's Letter* GIFT SUBSCRIPTION**

- You get bottom-line, practical recommendations on which drug therapies to use or to steer away from. These are the same recommendations that the majority of pharmacists in the U.S. and Canada rely on. And these same recommendations go to physicians in *Prescriber's Letter*.
- You get fast answers, helpful charts, and other study aids that will strengthen what you've learned in the classroom so you can succeed in school and beyond.
- You get *PL Drug Comparison Charts* that make memorization easy...*PL Detail-Documents* that deepen your understanding of current issues...and *PL Articles* that help you see things with a real-world perspective.
- You get *PL Patient Handouts* (in English and Spanish) and clear patient care recommendations to prepare you for interacting with patients.
- You get the prerequisite courses that you must complete prior to being in a pharmacy setting, such as during your rotations. You can get your HIPAA training, Fraud Waste & Abuse training, TB training, Blood Borne Pathogens, and other prerequisites that your professor may require.

#### **ACCESS *Pharmacist's Letter* BY ACTIVATING YOUR GIFT SUBSCRIPTION**

Visit [www.StudentPharmacists.com](http://www.StudentPharmacists.com)

Click "ACTIVATE MY *PHARMACIST'S LETTER* SUBSCRIPTION"

Follow the simple steps given on the screen

Click "Submit." Your information will be verified and your account instantly created

- Click on [www.studentpharmacists.com](http://www.studentpharmacists.com) and select “ACTIVATE MY PHARMACIST’S LETTER SUBSCRIPTION”

**ACTIVATE YOUR PHARMACY STUDENT SUBSCRIPTION**  
A Gift for You

Investing in the future of pharmacy, today and tomorrow

**Pharmacy Student Gift Subscription**

TRC Healthcare's goal is to enhance the quality of pharmacy education and support your career mission of improving the quality of patient care. We believe safer, more effective care starts by empowering leaders of tomorrow. Therefore, we are proud to offer a *Pharmacist's Letter* student subscription to all U.S. pharmacy students. Why *Pharmacist's Letter*? The robust "Clinical Resources" and Pharmacy Journal Club "Teachable Moments" resources are just the beginning.

**Clinical Resources**  
Pharmacist's Letter compliments your curriculum by providing evidence-based recommendations and educational materials on medication therapy and medication management. Learn why it is trusted by more than 85% of pharmacists in the U.S.

**Teachable Moments**  
Pharmacist's Letter Journal Club provides an easy way to connect faculty and pharmacists to teaching resources and materials. Monthly training topics include instructor keys and student handouts. Your faculty member can contact us for more details on how to register your school.

Enter your information here.

Fill out the form below to activate your pharmacy student gift subscription to *Pharmacist's Letter*, courtesy of TRC Healthcare. No credit card needed:

First Name\*  
Last Name\*  
Phone Number\*  
Email\*

- After submitting your information, the system will verify it is you and confirm with an e-mail.

- For future sign-in attempts to **Pharmacist's Letter**, please use <http://studentpharmacists.therapeuticresearch.com/content.aspx?cs=&page=ceorganizer&xsl=generic&TableWidth=600>

# Evaluations

Students will evaluate their preceptors at the end of their rotation.

## Steps

1. Sign in to CORE ELMS through Blackboard (please (please see “Access to CORE ELMS” for more information)
2. In the left hand menu, select “**Evaluations**” followed by “**Evaluation of Preceptor/Site**”

The screenshot shows the CORE ELMS interface. On the left is a dark navigation menu with the following items: Home, Scheduling, Hours Tracking, Requirements, Field Encounters, Absences, Incidents, Evaluations (circled in yellow), Evaluation of Student, Evaluation of Preceptor/Site (circled in yellow), and Self Evaluations. The main content area is titled 'Evaluations of Preceptor/Site' and contains a table of rotation dates:

Rotation Dates
IPPE - Year 1 PHRM 501 (T2) [Block 1: 1/26/2018 - 2/25/2018] 01-26-18 - 02-25-18
IPPE Year 1 PHRM 502 (T3) [BLOCK 2: 6/15/2018 to 7/13/2018] 06-15-18 - 07-13-18
IPPE Year 2 PHRM 503 (T4) [8/31/2018 to 12/16/2018] 08-31-18 - 12-16-18

A blue arrow points from a box labeled 'Your rotation schedule' to the rotation dates table.

3. To access the evaluation, please select the evaluation that reflects your current preceptor. The “**F**” means the final evaluation has been submitted.

Preceptor / Site	Evaluation
Dr. John Jackson Advanced Pharmacy Solutions	IPPE Year 1 - Skill Development Evaluation (T2/T3) Final <b>F</b>
Dr. John Jackson Advanced Pharmacy Solutions	IPPE Year 1 - Skill Development Evaluation (T2/T3) Final <b>F</b>
Nate Slater CVS (17707 (UCI in Irvine))	IPPE Year 2 - Student Evaluation of Site and Preceptor (T4/T5) Final

## Hours Tracking/Timesheet

Students are required to clock-in and clock-out while rotations. Please do not clock out during lunch!

List your break time in minutes and the Experiential Education staff will calculate your total hours. You are expected to complete an 8-hour rotation (not including a mandatory a minimum 30 minute break).

### Steps:

1. Sign in to CORE ELMS through Blackboard (please (please see “Access to CORE ELMS” for more information)

2. Select “Clock In” at the top header:



3. Select “Clock In” once you see this screen:



4. Select “Clock Out” at the end of the rotation



5. You will be prompted to complete your timesheet to enter the length of you break and submit hours.

# Requirements

Lists out all your rotation health and training requirements for each year. Please upload all files into CORE ELMS.

- First Year Students (IPPE): Refer to “CUSP Year 1 Requirements”
- Second Year Students (IPPE): Refer to “CUSP Year 2 Requirements”
- Third Year Students (APPE): Refer to “CUSP Year 3 Requirements”

## Steps:

1. Sign in to CORE ELMS through Blackboard (please (please see “Access to CORE ELMS” for more information)
2. In the left hand menu, please select “Requirements”

Requirements	File	Site	School Mandatory	Added	Com
<b>01. Student Records Authorization &amp; Release Form</b> Form is found in Document Library under Student Pharmacists Resources titled, "Student Record Authorization and Release Form".			Yes		
<b>02. Intern Pharmacist License</b> Student must upload a copy of their intern license certificate. Student needs to report to EEO if they are under board action/investigation for any reason. Screenshots of clearance through the California Board of Pharmacy will not be accepted.			Yes		
<b>03. Intern Pharmacist License Outside CA (if needed)</b>			Yes		
<b>CUSP Year 1 Requirements</b>					
Requirements	File	Site	School Mandatory	Added	Com
<b>01. Background Check</b> Please upload the report from Certiphi.			Yes		
<b>02. Drug Screen</b> Please upload the report from Certiphi.			Yes		
<b>03. APHA Immunization Certificate</b> Certificate documenting completion of the APHA immunization course as part of PHRM 521.			Yes		

Provides information on how to clear the requirement.

3. To “Add” or “Edit” the requirement attached or uploaded please select “Add” or “Edit Current” under the “Update” column

File	Site	School Mandatory	Added	Completed	Completed On	Confirmed	File	Expiration	Update	Archive
		Yes	01-03-18	Yes	01-02-18	01-05-18	File		Edit Current	
		Yes	10-15-17	Yes	10-13-17	12-04-17	File		Edit Current	
		Yes	10-02-17	Yes	08-16-17	12-04-17	File		Edit Current	
		Yes	10-02-17	Yes	09-11-17	12-04-17	File	09-11-19	Edit Current	
		Yes	09-27-17	Yes	09-25-17	12-04-17	File	09-25-18	Edit Current	
		Yes							Add	
		Yes	10-02-17	Yes	07-31-17	12-04-17	File		Edit Current	

Select “Add” to add the requirement or “Edit Current” to make changes.

## Request for Absence

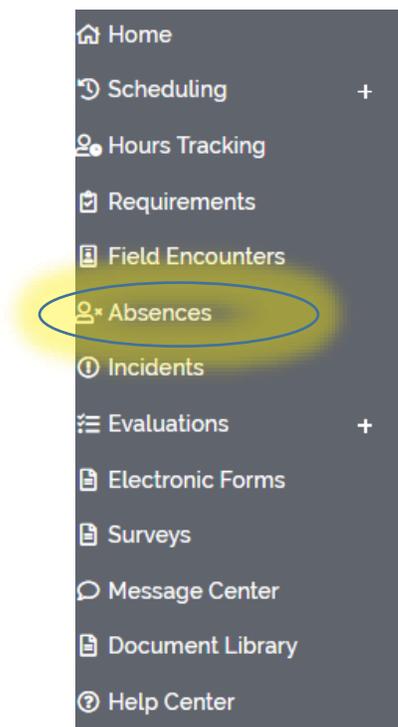
All absence requests must be made at least 21 calendar days in advance. Please make sure you have informed the Office of Student Affairs and your preceptor. Before you complete your Absence Request form, please coordinate a makeup time with your preceptor. APPE students are exempt from contacting the Office of Student Affairs.

Documentation of a doctor's visit or a conference ticket is required to be uploaded with the absence.

The **Experiential Education Office will be the final step to confirm / deny** your absence.

### Steps:

1. Contact the Office of Student Affairs and your preceptor regarding your absence and when you plan to makeup your hours.
2. Sign in to CORE ELMS through Blackboard (please (please see "Access to CORE ELMS" for more information)
3. Select "**Absences**" in the left hand menu:



4. Select “**Record New Absence**” at the top right hand corner

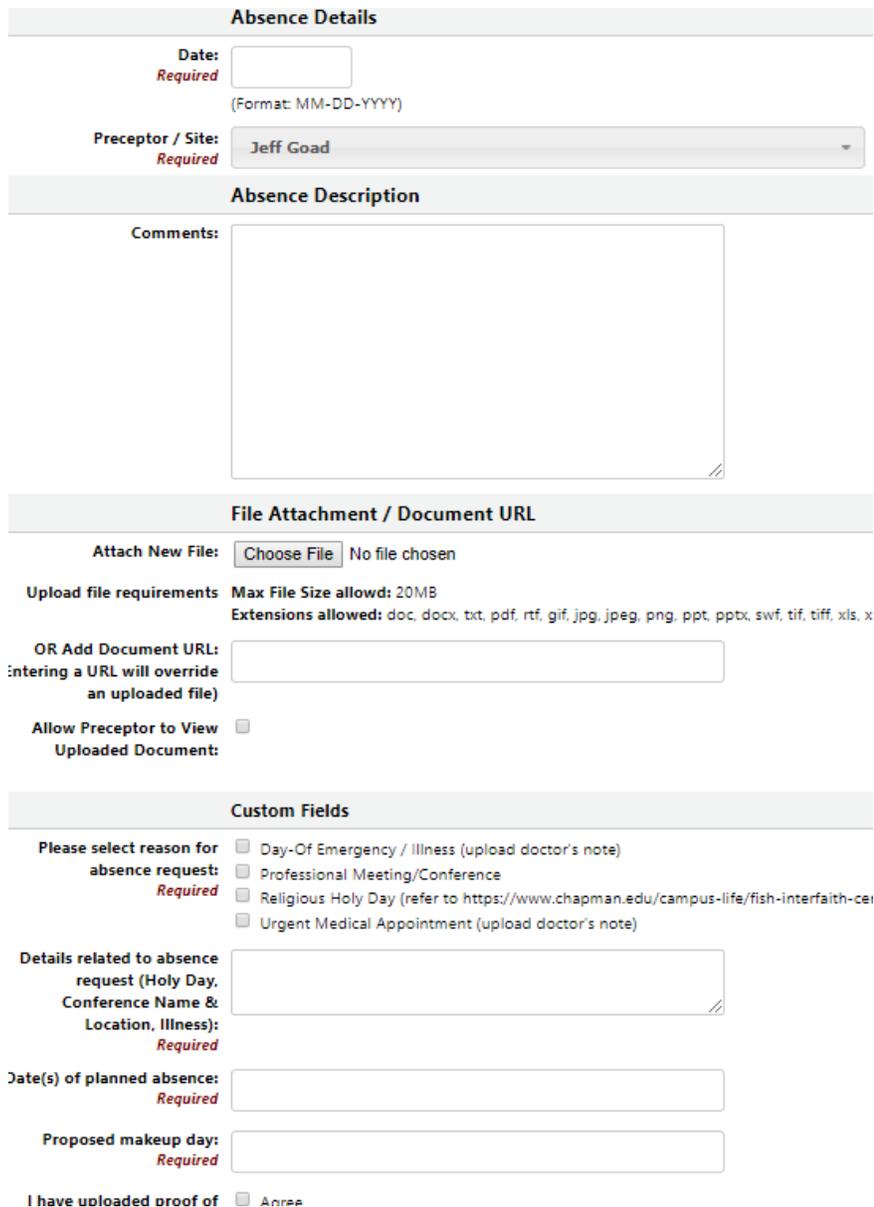


Record New Absence Confirmed Absences Instructions

Edit Delete

en Edit Delete

5. Complete the form and “**Submit Absence for Review**”



**Absence Details**

Date:   
*Required*  
(Format: MM-DD-YYYY)

Preceptor / Site:   
*Required*

**Absence Description**

Comments:

**File Attachment / Document URL**

Attach New File:  No file chosen

Upload file requirements Max File Size allowed: 20MB  
Extensions allowed: doc, docx, txt, pdf, rtf, gif, jpg, jpeg, png, ppt, pptx, swf, tif, tiff, xls, x

OR Add Document URL:   
(entering a URL will override an uploaded file)

Allow Preceptor to View Uploaded Document:

**Custom Fields**

Please select reason for absence request: *Required*

Day-Of Emergency / Illness (upload doctor's note)

Professional Meeting/Conference

Religious Holy Day (refer to <https://www.chapman.edu/campus-life/fish-interfaith-ce>)

Urgent Medical Appointment (upload doctor's note)

Details related to absence request (Holy Day, Conference Name & Location, Illness):   
*Required*

Date(s) of planned absence:   
*Required*

Proposed makeup day:   
*Required*

I have uploaded proof of  Absence

6. You will receive an e-mail confirmation regarding an **APPROVED** or **DENIED** absence once Experiential Education staff reviews it. It will also appear under the “Absence” tab in CORE ELMS.

# Scheduling

Follow these steps to view your rotation schedule for the trimester and your preceptor's contact information.

## Steps:

1. Sign in to CORE ELMS through Blackboard (please (please see "Access to CORE ELMS" for more information)
2. Select "**Scheduling**" followed by "**Rotation Schedule**"



The screenshot shows the Blackboard interface with a sidebar menu on the left containing: Home, Scheduling (highlighted with a yellow circle), Rotation Schedule (highlighted with a green circle), Research Center, Nominations, Hours Tracking, Requirements, and Field Encounters. The main content area is titled "Rotation Schedule" and contains a table with the following data:

Rotation Dates	Rotation Type	Preceptor / Site
IPPE - Year 1 PHRM 501 (T2) [Block 1: 1/26/2018 - 2/25/2018] 01-26-18 - 02-25-18	IPPE Year 1 (T2) - PHRM 501 (IPPE - Info Gathering Activity)	<b>Mark Fahim</b> Albertsons (6552) Directions
IPPE Year 1 PHRM 502 (T3) [BLOCK 2: 6/15/2018 to 7/13/2018] 06-15-18 - 07-13-18	IPPE Year 1 (T3) - PHRM 502 (IPPE - Health Info/Education Delivery Activity)	<b>Dr. Janet Aiso</b> Kaiser Permanente - Pasadena Medical Offices Directions
IPPE Year 2 PHRM 503 (T4) [8/31/2018 to 12/16/2018] 08-31-18 - 12-16-18	IPPE Year 2 (T4) - PHRM 503 Hospital Practice (IPPE - Hospital)	<b>Dr. Patricia Nguyen</b> St. Joseph Hospital Directions

## Contacting Your Preceptor:

Select scheduling followed by rotation schedule. Refer to the rotation date that reflects your upcoming rotation. Select the preceptor's name to view their contact information.

### Preceptor / Site Information

\* Click the blue header bars to expand and collapse each profile

#### Individual Preceptor

**Patricia Nguyen** (Clinical Pharmacy Manager)

St. Joseph Hospital

#### Contact Information

1100 W. Stewart Drive  
Orange, CA 92886

Created: Jul 15, 2016

Email: [REDACTED]

Phone: [REDACTED]

Fax: 714-744-8792

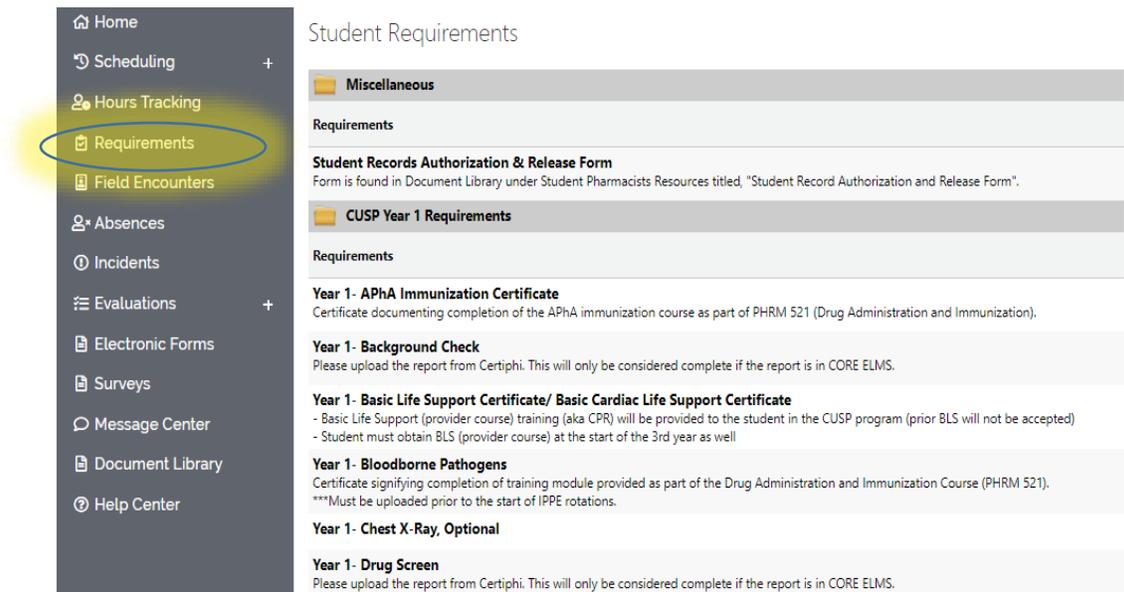
# Site-Specific Requirements

Some sites require requirements in addition to one that has already been uploaded for the Experiential Education Staff to review.

## Access the list of site-specific requirements:

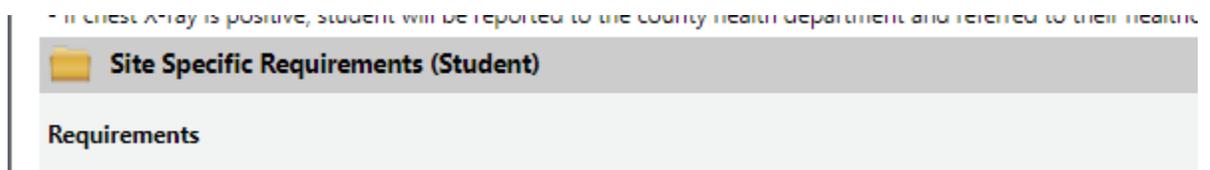
### Steps:

1. Sign in to CORE ELMS through Blackboard (please (please see “Access to CORE ELMS” for more information)
2. Select “Requirements” in the left hand menu:



The screenshot shows the CORE ELMS interface. On the left, a dark sidebar contains a list of menu items: Home, Scheduling, Hours Tracking, Requirements (highlighted with a yellow circle), Field Encounters, Absences, Incidents, Evaluations, Electronic Forms, Surveys, Message Center, Document Library, and Help Center. The main content area is titled 'Student Requirements' and lists several requirement categories: Miscellaneous, Student Records Authorization & Release Form, CUSP Year 1 Requirements, Year 1- APhA Immunization Certificate, Year 1- Background Check, Year 1- Basic Life Support Certificate/ Basic Cardiac Life Support Certificate, Year 1- Bloodborne Pathogens, Year 1- Chest X-Ray, Optional, and Year 1- Drug Screen.

3. Scroll down to the bottom of the page and locate the “Site Specific Requirements”



The screenshot shows a section titled 'Site Specific Requirements (Student)' with a sub-section for 'Requirements'. The text below the title reads: '- If Chest X-Ray is positive, student will be reported to the county health department and referred to their health...

### CHOC: Internship Application and Requirements (Time Sensitive)

Prior to first day (minimum of 2 weeks prior to start date), student must provide the following:

1. Completed internship application
2. Completed student questionnaire
3. Signed orientation confirmation, confidentiality, technology statement forms

\*Forms are located under Preceptor/Site Documents and/or Student Documents.

## Access the site-specific forms required by your preceptor:

### Steps:

1. Sign in to CORE ELMS through Blackboard (please (please see “Access to CORE ELMS” for more information)
2. Select “**Scheduling**” followed by “**Rotation Schedule**”



Rotation Dates	Rotation Type	Preceptor / Site
IPPE - Year 1 PHRM 501 (T2) [Block 1: 1/26/2018 - 2/25/2018] 01-26-18 - 02-25-18	IPPE Year 1 (T2) - PHRM 501 (IPPE - Info Gathering Activity)	<b>Mark Fahim</b> Albertsons (6532) Directions
IPPE Year 1 PHRM 502 (T3) [BLOCK 2: 6/15/2018 to 7/13/2018] 06-15-18 - 07-13-18	IPPE Year 1 (T3) - PHRM 502 (IPPE - Health Info/Education Delivery Activity)	<b>Dr. Janet Aiso</b> Kaiser Permanente - Pasadena Medical Offices Directions
IPPE Year 2 PHRM 503 (T4) [8/31/2018 to 12/16/2018] 08-31-18 - 12-16-18	IPPE Year 2 (T4) - PHRM 503 Hospital Practice (IPPE - Hospital)	<b>Dr. Patricia Nguyen</b> St. Joseph Hospital Directions

3. Select your preceptor’s name:



Dr. Patricia Nguyen  
St. Joseph Hospital  
Directions

4. Refer to the “Preceptor / Site Documents”:

1100 W. Stewart Drive  
Orange, CA 92886

Created: Jul 15, 2016  
Email: [patricia.nguyen@stjoe.org](mailto:patricia.nguyen@stjoe.org)  
Phone: 714-771-8079  
Fax: 714-744-8792

**If other, please list any Board Certifications or Health Certifications below:**

**Site Hours (M-F):**

**Site Hours (Sat):**

**Are you currently Board Certified in any of these areas?:**

Basic Life Support (i.e. BLS)

**Site Hours (Sun):**

### Preceptor / Site Documents

-  **APPE Acute Care Rotation Information Worksheet**
-  **Meditech Orientation E-learning Modules**  
Students are required to complete the "Nursing" section of the E-learning m
-  **Student Orientation Manual**