CORE ELMS User Guide

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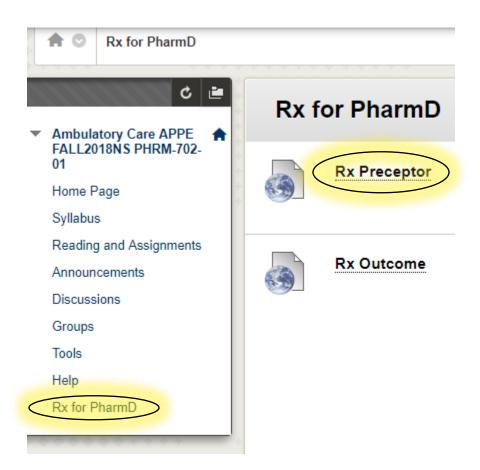
Access to CORE ELMS

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

Steps:

1. Visit blackboard.chapman.edu 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.
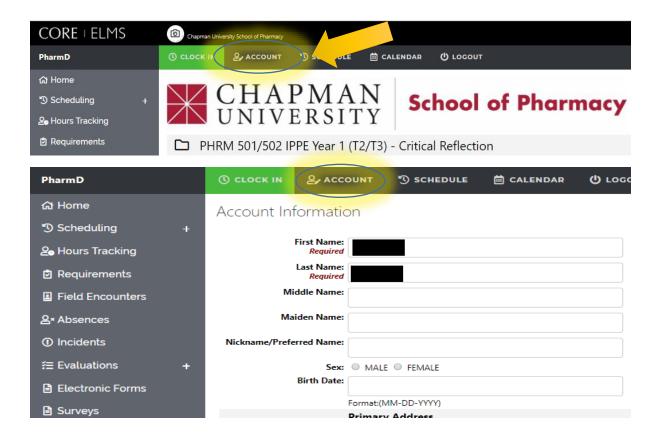
Account Information

"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
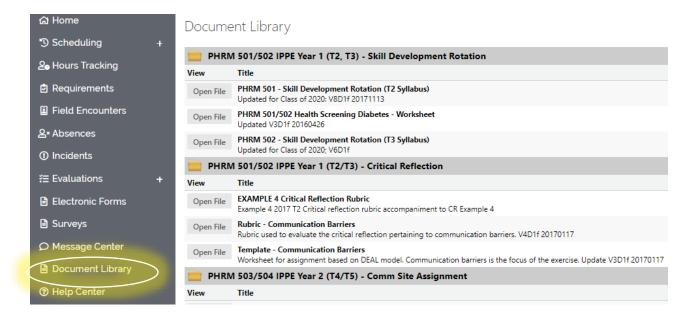
Document Library

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)

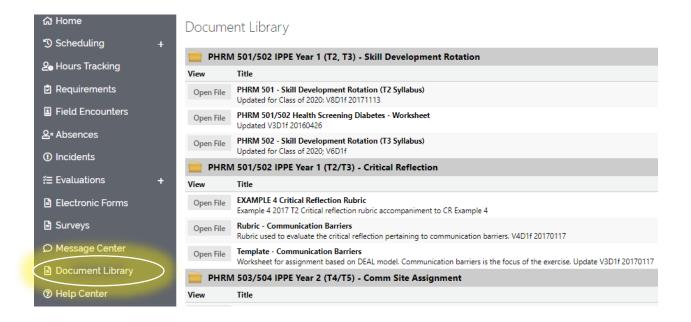2. In the left hand menu, please select "Document Library"

Registering for Pharmacists Letter through Document Library

Pharmacist's Letter provides access to modules required for Experiential Education rotations, including, but not limited to:
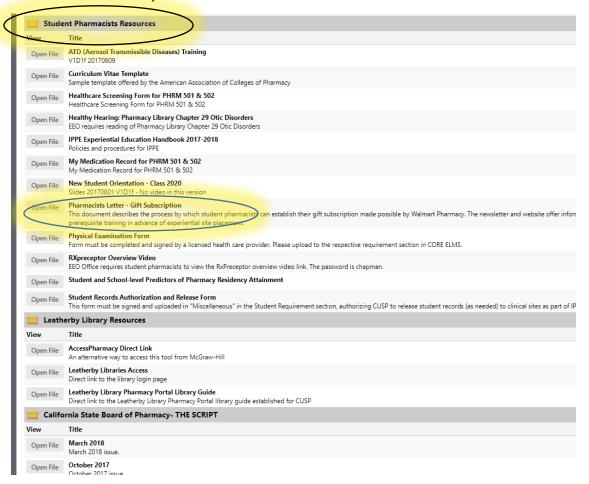
- Fraud, Waste, and Abuse Training
- Bloodborne Pathogens Training

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"

3. Scroll Down to Student Pharmacists Resources and select "**open file**" for "**Pharmacist's Letter – Gift Subscription**"

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

PHARMACIST'S LETTER

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

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

5. Click on www.studentpharmacists.com and select *"ACTIVATE MY PHARMACIST'S LETTER SUBSCRIPTION"*
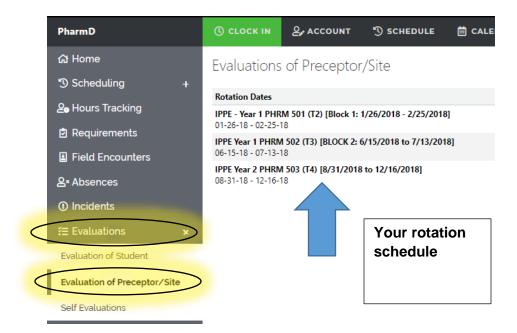

6. After submitting your information, the system will verify it is you and confirm with an e-mail.

7. 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"**

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

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.
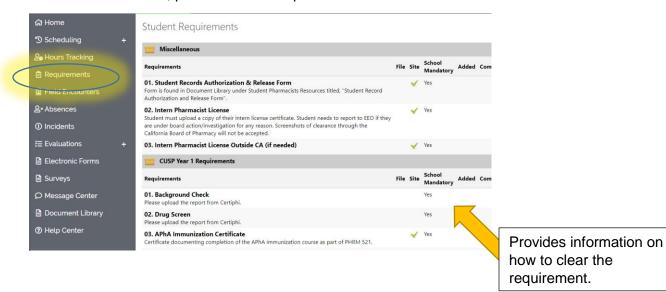
Requirements

Lists out all your rotation health and training requirements for each year. Please upload all files into CORE ELMS.
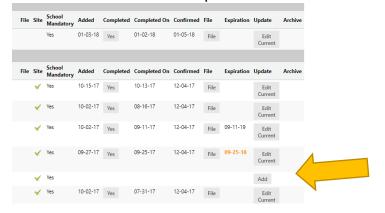
- First Year Students (IPPE): Refer to "CUSP Year 1 Requirements"
- Second Year Students (IPPE): Refer to "CUSP Year 2 Requirements"
- Third Year Students (APPE): Refer to "CUSP Year 3 Requirements"

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"

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

Select "Add" to add the requirement or "Edit Current" to make changes.
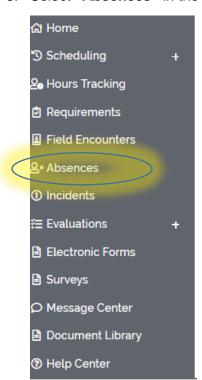
Request for Absence

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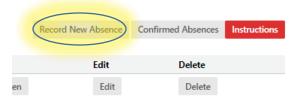
The **Experiential Education Office will be the final step to confirm / deny** your absence.

Steps:
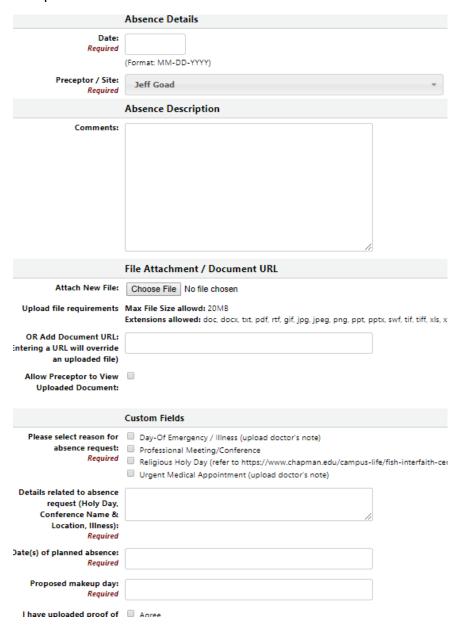
1. Contact the Office of Student Affairs and your preceptor regarding your absence and when you plan to makeup your hours.

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

5. Complete the form and "**Submit Absence for Review**"

Absence Details

Date:
Required

(Format: MM-DD-YYYY)

Preceptor / Site:
Required
Jeff Goad

Absence Description

Comments:

File Attachment / Document URL

Attach New File: Choose File No file chosen

Upload file requirements Max File Size allowd: 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   ☐ Agree

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)

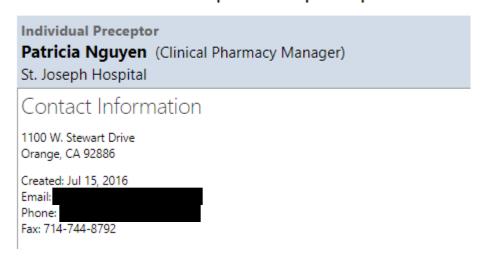2. Select "**Scheduling**" followed by "**Rotation Schedule**"

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.
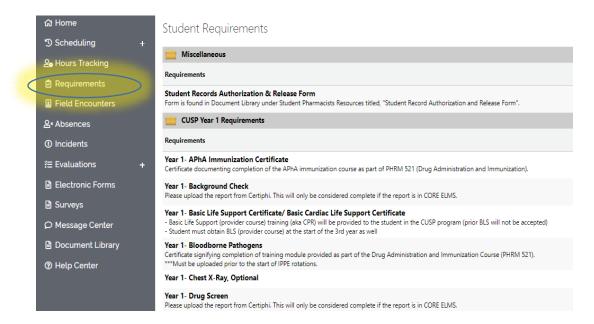
Site-Specific Requirements

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:

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

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**"

3. Select your preceptor's name:

4. Refer to the "Preceptor / Site Documents":