

Rotation Description and Preceptor Info Update Process

APPE and Advanced IPPE rotation descriptions housed in eValue

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Log into eValue at: www.e-value.net - If prompted for a program select "UCDEN, School of Pharmacy"

I. Updating Current Rotation Descriptions

(If offering a NEW or significantly changed rotation skip to the last page, bullet IV)

Demo Video 6 minutes - <https://www.screencast.com/t/r2w3Tu7dDGp>

Preceptors who offered rotations or who completed evaluations for a rotation recently have the ability to update their rotation description(s) in E*Value. If there are multiple preceptors connected with a rotation site, please coordinate with each other to make those updates. In addition, if you have a coordinator who handles these updates please coordinate with her/him. If you are offering a new experience not yet in E*Value please refer to the written instructions in section IV.

- Select **"Schedules"**, **"Create & Manage Sites"**
- Click **"Display Sites"** (if prompted, select "Site Coordinator" or "Site Group Coordinator" role)
- 3 areas to review: "Edit", "Site Name" and "Contact/Content Information":

Click **"Edit"** to update your rotation description(s):

1. Select **"Update"** at the bottom of screen to save changes
2. Answer/update each question
3. **SITE NAME:** Do not change. If change is needed, contact Greg.G.Lee@cuanschutz.edu.
 - a. See section **IV:** "New Rotation Offerings" if you have a new or significantly changed experience, or if you've changed locations. Changes affect historic records.
 - b. **ACTIVE/INACTIVE:** Do not make your site(s) inactive as it affects current year activities.
4. Some questions may optionally have multiple parts
 - a. For example, "Rotation Type" may be 30% Ambulatory – Anticoagulation and 70% Elective - Other. When needed select the green plus icon  to add a row for more data.
5. Narrative fields require 3 steps:
 - a. Click on the pencil/paper edit icon 
 - b. Make your edits
 - c. Select "Update Main Form"

6. Users must click **“Update”** at the bottom of screen to save changes.

Click your “Site Name” to view educators linked to this rotation. If incorrect, contact Greg.G.Lee@cuanschutz.edu with updates. *When done reviewing, close the screen which popped up.*

Update “Contact/Content Information”:

- a. Click the link below **“Contact/Content Information”**
- b. Click **“Edit”** at the bottom of that screen
- c. Make changes and select **“Update”** at the bottom of the screen
- d. If there are preceptors linked to this rotation site you will be asked if the updates should apply to each preceptor. This includes the site name, department name, address and main phone number. Select those preceptors who should receive this update then click **“Continue”**.

II. Updating Biographic Information

Video Demo 1 ¼ minutes - <https://www.screencast.com/t/2UIDFMnf7yO>

1. Click **“Home”** on the top left of your screen
2. On the left under **“My information”** click **“Update this information”**
3. Enter/update applicable information
4. Select the green plus icon  to add additional information (e.g. additional degrees)
5. If your email or name needs updating please contact Greg.G.Lee@cuanschutz.edu.
6. Users must click **“Update”** at the bottom of screen to save changes.

III. Updating Preceptor CV/Resume

Video Demo 2 minutes - <https://www.screencast.com/t/8WZUvV3C>

Our accrediting body requires that we receive CV's or resumes for all preceptors. If you have not submitted your CV or resume or if your information has changed, please take these steps.

1. In eValue, select **“Home”**, **“Other Tasks”**, then **“Manage Personal Records”**.
2. **Next to “Preceptor CV/Resume”** list today's date.
3. **Below “Preceptor CV/Resume”** click **“Add attachment”** to upload your CV or resume.
4. Click **“Add”** to save
5. If there is an existing CV or resume uploaded, but it is out of date:

- a. Delete the existing CV by clicking the [delete] icon next to the document
 - b. Click on the pencil/paper icon  on the right to edit, and then follow the steps above to upload your new document.
6. Wendy Anderson, Wendy.Anderson@cuanschutz.edu, handles the CV/resumes. Please contact her if you would like to receive a written clinical appointment or if you have CV questions.

IV. NEW Rotation Offerings

Preceptors offering a NEW rotation experience they have not offered before have a couple of options depending on preference:

1. Contact Greg.G.Lee@cuanschutz.edu with your new site/rotation name so a shell can be created in eValue for you to update as outlined earlier in this document - *or*
2. Complete and return the Rotation Description Form found [here](#).

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