Preceptor Instructions - Review Info and Add Availability to CORE

Log into https://www.corehighered.com/login-elms

1. (Video—Review Info) Select MY ACCOUNT in the ribbon on top to review/update account information:
   A. Name, phone, email, license, alma mater, etc.
   B. If your site is changing, you’ll need a new account. Contact SOP.Experiential@cuanschutz.edu.

2. Review PROFILE INFORMATION on the left: (preceptor description, documents, site description, etc.):
   A. **Description:** This is your individual preceptor description. We currently primarily use the Site Description at View Profile below, but you may optionally add information or a URL here.
   B. **Documents:** Primarily, upload documents or URLs for students review and use.
      1. Select the “Students/Preceptors/Admins” option to ensure students have access.
      2. Select “Yes” for “Preceptor Description Doc” to show link at View Profile/Docs below. However, site descriptions are usually housed at the Site Level, not the preceptor level.
   C. **View Profile:** This is students’ view of information. Select each tab below to review:
      1. Contact Info/Map
      2. **Specifics:**
         a. Text-based preceptor description(s) entered at bullet 2A above may show here.
         b. Text-based descriptions from the Site level account may show here, too.
      3. **Docs** – If you’ve uploaded documents as Preceptor Description Docs in “Documents” above (bullet 2B), a link will show here. Regardless, a link will show at the tab below.
      4. **Site Tree w/Description & Docs:**
         a. **Single-Site** may show the Site-level text-based site description, documents, and contact info. *See bullet 2F below if you have updates to make at the Site-level.*
         b. **Individual Preceptor** may show the Preceptor-level text-based preceptor description, documents, and contact info.
   D. To provide a new or updated Site Description Form:
      1. In CORE ELMS, select the ELECTRONIC FORMS tab on the left
      2. In SELECT ELECTRONIC FORM pick “Site Description Form” & “Open New Form”
      3. Complete and select SUBMIT at the bottom. Repeat if you have additional descriptions.
      4. Or contact SOP.Experiential@cuanschutz.edu with your site description updates.

3. If the site and description are CORRECT, with no edits needed, proceed to bullet 4.

4. (Video – Submit Availability) If (or once) Site and description are CORRECT:
   A. Go to SCHEDULING>>SUBMIT AVAILABILITY, then (as pictured on the next page) -
      1. Select each AVAILABILITY GROUP of interest, one by one
      2. Select the appropriate ROTATION TYPE, if more than one is listed
      3. Select the appropriate COURSE if more than one is listed
      4. Enter the number of STUDENTS you would like for that block
         a. Optionally enter work schedule and comments as appropriate.
      5. Repeat the process for each block/rotation date
a. If you have a second rotation type for a block, after updating select “Dupe” on the right to duplicated that rotation date then enter that availability

6. Indicate if you have a max # of students for that rotation group. For example, for APPEs, it would be a max number for the entire year, not a max for the block.

7. Enter comments if needed

8. If you can’t take students for any dates in the rotation group, select that option

9. Select **UPDATE AVAILABILITY FOR GROUP** to save your submission. You may edit this up until the match starts at which time it will be temporarily locked. If you need to adjust your availability then contact Greg.G.Lee@cuanschutz.edu.

10. **Repeat the process for each availability group of interest (e.g. APPE, IPPE, aIPPE)**

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**Availability Submissions (CU Pharmacy)**

- 2023-24 APPE 6-week/240 hr blocks
- 2023-24 IPPE Health-System ELPD
- 2023-24 IPPE Community ELPD
- 2023-24 P3 advanced IPPE (aIPPE)

If you need to submit availability for multiple rotation types for a rotation date, submit your rotation dates and student availability for the first rotation type, then click dupe next to the rotation dates that you need to add the additional availability to.

**Repeat process for each available block.**

- If you have a second rotation type for a block select “Dupe” on right then enter that availability (e.g. maybe you offer both a community general practice rotation and an elective - administration rotation).

- Repeat the process for each availability group of interest (e.g. APPE, IPPE, aIPPE)

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**Is there a maximum number of students you can take for 2023-24 APPE 6-week/240 hr blocks**

This is optional; please only enter a number here if less than the total availability you’ve entered above.

**Please provide any additional information regarding this availability group**

- I am not able to take students for the listed dates.
Do you know preceptors new to CU who would like to get involved? They can initiate the process at
https://rxpreceptor.com/signup/p/?CUAnschutz and enter code: CUPRECEPTOR