Dear Preceptors,

Effective immediately and until further notice, please use RxCOP for submitting all student evaluations, viewing your upcoming assignments, etc. Instructions on how to access and navigate RxCOP are provided below:

(Revised June 26, 2013)

RxCOP On-Line is the College of Pharmacy’s computer program used for scheduling and tracking pharmacy students during their experiential education.

Visit RxCOP at:  https://app1.unmc.edu/COP/cop/

(Internet Explorer 7 or Mozilla Firefox 3.6+ is required to access RxCOP.)

1. If a Security Alert window appears, click on Yes.
2. Enter your user name and password.
3. If you forgot your password, click on Forgot your custom preceptor password? to have a temporary password emailed to you.

The following is a description of the menu items available to you:

Preceptor Resources
Here you will find all important information and links, such as
- Announcements
- General Information
- UNMC McGoogan Library of Medicine
- Policies
- Preceptor Expectations
- IPPE Welcome Packets
- Preceptor Development
- Preceptor Newsletter
- College Connections
- Preceptors of the Year
- UNMC Today
- Association Links

Student Resources
Here you will find resources available to our students. If you have information or documents that you would like to make available to our students regarding your site or clerkship, please contact Nicole Gallardo (ngallardo@unmc.edu, ph. 402-559-1948)

My Information
Under this heading you are able to provide students information about your education, research interests, professional activities, etc. Be sure to click Update at the end of the page to save your changes.
Site Information
Under this heading you are able to provide students with details on your practice site. This information is very valuable to our students. Please complete it as soon as possible and be sure to review it from time to time for accuracy and make any necessary revisions. Be sure to scroll down to the end of the page and click Update to save your changes.

My Assignments
View your scheduled students and assignment dates for upcoming and past practice experiences here. Select the school years for which you would like to view your students and then click Go. This will give you the students assigned to your site and the scheduled dates of their clerkships.

Confirm Assignments
Here you will be able to view records of student assignments pending your confirmation, as well as records of assignments already confirmed or rejected.

Site Listing (view course syllabus for your site here)
This will show a listing of all active clerkship sites for the UNMC College of Pharmacy. To see the course syllabus for your site, click on Show Course Syllabus for each site, then find your clerkship site and click on the link for your syllabus below your site name.

Housing
If your practice site is located outside of the Omaha metropolitan area and not within a distance allowing the student to commute from Omaha on a daily basis, it will be up to the student to find housing. If your site provides housing for students, please provide this information here. Students appreciate any housing information, even if they have to pay for the housing.

Site Availability
Here you can enter the number of students your practice site is able to take for the upcoming year, as well as view the availability you provided for the current or previous years for both Introductory and Advanced Pharmacy Practice Experience. Please enter the maximum number of students your site can take for the entire year and then enter the number of students your site can take for each of the clerkship months. The numbers of students per month do not necessarily have to add up to the number you entered for the entire year.

Student Info
Select a student name from the drop-down box to view the student’s profile page.

Evals of Site
Students are required to evaluate their practice experience within one week of completing it. You will be able to view a summary of student’s evaluations at the end of the semester. If you would like to receive a summary for a specific academic year or a range of academic years, please contact the Office of Experiential Programs.

Stu Self-Assessments
Students are required to complete mid-rotation and final self-assessments, using the same criteria as preceptors use on their mid-rotation and final evaluation of the student.

We recommend that you review the student’s self-assessments prior to or during your meeting with the student to discuss your mid-rotation and final evaluation of the student. Click on the icon to view the self-assessment. You may also ask the student to print out their self-assessments and bring them to the meeting.
Grades/Evaluations
Mid-rotation evaluations are due halfway through the rotation experience, which would be at 1.5 weeks for IPPE and two weeks for APPE. Final evaluations are due within 2 weeks of the last day of the practice experience.

- For IPPE clerkships, please review the student’s journal before submitting their final evaluation. The journal can be viewed by clicking on the icon under the word “journal” in the student’s evaluation information row.
- Begin by clicking on the word "Due" in the row of the evaluation you wish to complete.
- If you are unable to complete the evaluation, you may save it by clicking the “Work in Progress” button at the bottom of the form.
- To submit your completed evaluation, click on the “Submit Now” button.
- You will be asked to confirm that you are ready to submit. If you are, click on “I am done. Please submit my evaluation”. If not, click on “I want to edit the information below.”
- You may view your completed evaluations for the past 12 months at any time by clicking on the icon.
- Students will not be able to view your evaluations until after they have submitted their self-assessments, their evaluation of the preceptor and evaluation of the clerkship site, and have uploaded their journal (applies to Community and Institutional IPPE only).

E-mail Student / E-mail Sites
RxCOP On-Line allows you to communicate with any of the students or sites in the current clerkship cycle. Use the drop-down box to select the student and enter your subject and message.

E-mail Program
Here you can email the Office Experiential Programs. Just select John Ridgway, Kimberly Norman or Nicole Gallardo from the drop-down box and enter your subject and message.

If you need any assistance or have any questions, comments or feedback regarding our RxCOP website, please do not hesitate to contact:

Nicole Gallardo
Administrative Assistant
Office of Experiential Programs
Ph. (402) 559-1948
E-mail: ngallardo@unmc.edu