How to get the most from

PRECEPTOR
TRAINING & RESOURCE NETWORK

This presentation created specially for members of the Excellence in Precepting Cooperative.
Getting Started:
Accessing *Preceptor Training & Resource Network*
Accessing Preceptor Training & Resource Network
Check the preceptor pages on the website of the school you precept for to find the school’s special link to Preceptor Training & Resource Network. Choose the login option that’s best for you: a personal subscription, an employer-provided subscription, or no current subscription.

If you’re not sure how to access, call 209-472-2240
Accessing **Preceptor Training & Resource Network**

If you don’t have a subscription, you’ll need to set up a CE ID# for access. Click **I don’t have a subscription to Pharmacist’s Letter** and follow the prompts to establish your CE ID#.
Accessing *Preceptor Training & Resource Network*

For future visits (after you’ve created your CE ID# as needed), just go back to the same page, enter your CE ID# in the top box, and click **Login**. (You won’t need a password.)

*Tip*: Bookmark your school’s special link or add it to your Favorites!
Accessing *PTRN* - Navigating the Site

You can use the links on the left menu or along the top of any page in *Preceptor Training & Resource Network*.  
*Note: The first time you log in, you will be prompted to set up your preceptor profile before you see this page (see following section).
Getting Started:
Creating Your Preceptor Profile
Creating Your Preceptor Profile
The first time you log in to Preceptor Training & Resource Network, you'll be prompted to create your personal Preceptor Profile. Start by indicating your current preceptor status, then click Continue.
Creating Your Preceptor Profile
Choose the school(s)/college(s) of pharmacy that you precept for or would like to precept for in the future.

*Note: If you accessed from the special school link, that school will automatically be added to your preceptor profile and you can edit as needed.
Creating Your Preceptor Profile
Once you’ve added all your school(s)/college(s) of pharmacy, click Continue.
Creating Your Preceptor Profile
Answer questions about your precepting experience and practice interests and click Continue when you’re done.
Creating Your Preceptor Profile
Review your preceptor profile, print as needed, and make changes anytime with the Edit links. Click Continue if you don’t have any changes to make.
Preceptor Training & Resource Network
What do you get?

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Preceptor Training & Resource Network Homepage

Use the links at the top of the screen to go to specific resources or scroll down to view them all. The following slides will go through each section in detail.
School/College
Preceptor Information

Get precepting information for any school/college of pharmacy in the U.S.
School/College Preceptor Information
Click Select School/College to find school/college-specific resources, and use the links to sort schools alphabetically, by state, or by distance from you. This view shows those nearest the user.
School/College Preceptor Information
When you find the school you’re interested in, click on the name of that school to link to its preceptor resources.
School/College Preceptor Information
View the school’s preceptor resources/requirements and link to school documents....
School/College Preceptor Information

…and scroll down to see contact information and academic calendars. You can also click the links at the bottom of the screen to go to different areas of the site.
Preceptor CE
Access fully-accredited live and home-based continuing education for preceptors.
Preceptor CE
Click CE to see the different types of preceptor CE you can take....
Preceptor CE

…and scroll down to see more.
Preceptor CE – Live CE
Click on a Live Preceptor Development CE course title to get more information about the course and see the date/time offerings. All Live Preceptor Development CE course offerings are online, so you can participate from any Internet-connected computer.
Preceptor CE – Live CE

Click on Register For This Course next to the day/time of the course you want to participate in. When you log in after the course, you’ll see a Receive Credit link that has replaced the link you used to register.
Preceptor CE – Live CE
After you click on the link to register, the page will show You Are Registered For This Course and you’ll get an automatic email to the email address we have on file for you. You can have it re-sent to another email address from this page, and you can also access the webinar slides and other resources from here.
Preceptor CE – Live CE

You’ll get an automatic email with the information you’ll need on the day/time of the webinar. Once you’ve connected to the webinar, you’ll be able to view the presentation on your computer, and you can listen via streaming audio or over the phone.
Preceptor CE – Live CE

After you participate in a webinar, go back to the same page and click Receive Credit next to the course date/time, then enter the 3-digit course code (provided during the session) when prompted…
Preceptor CE – Live CE

…then scroll through and answer the evaluation questions provided. Click Submit Your Answers for Credit when you’re done.
Preceptor CE – Home-based CE
Click on a CE course title to take the course. You can read and complete the course online or you can use the Print Version link to print the course, and return later to enter your answers for credit.
Preceptor CE – Home-based CE

As you scroll down the page, you’ll see the course questions listed on the right-hand side. Each question is near the relevant section so you can enter your answers as you go.
Preceptor CE – Home-based CE

When you get to the end of the course and you’ve entered all of your answers on the right, click on **Submit Your Answers for Credit**. Then click the button that says **Click Here to Record Your Score**.
Preceptor CE – Home-based CE
After completing the course, follow the prompts to evaluate the course. When you’ve answered all of the questions, click Send Evaluation at the bottom of the page.
Preceptor CE – Statements of Credit
Print Statements of Credit anytime using the left sidebar menu.
Mouse over Continuing Education and click Print Statements.
You can also use the You’ve Already Taken link at the top of the page to see a full list of your completed courses.
**PL Journal Club: APPE Teaching Tools**

Click **PL Journal Club**, then click on the Instructor Key (Leader Notes) you’d like to review. You can also view/print Student Handouts (Participant Notes) here as needed.
**PL Journal Club: APPE Teaching Tools**

**Instructor Keys** (Leader Notes) show answers to discussion questions and **Student Handouts** (Participant Notes) leave space for students to answer the questions themselves.
PL Pharmacy 101
IPPE Teaching Tools
PL Pharmacy 101: IPPE Teaching Tools
Click Pharmacy 101 on the left column and click on the Preceptor Key you’d like to review. You can also print Student Cases here as needed.
**PL Pharmacy 101: IPPE Teaching Tools**

Preceptor Keys show answers to discussion questions and Student Cases leave space for students to answer questions.

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**Preceptor Key**

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**Student Case**

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Preceptor Toolbox

Useful tools and activity suggestions for preceptors in all settings.
Preceptor Toolbox
Click Toolbox and scroll down the page to see the extensive list of Preceptor Resources to help you with Handling Difficult Learning Situations…Literature Evaluation and Biostats Review…Professionalism…
### Student Schedules

- **Advanced Community Practice Experience 1**: One page sample calendar for a 4-week advanced community practice experience.
- **Advanced Community Practice Experience 2**: Two-page sample calendar for a 5-week advanced community practice experience, including descriptions of listed student activities.
- **Advanced Community Practice Experience 3**: One-page sample calendar for a 4-week advanced community practice experience (in a chain pharmacy setting).
- **Advanced Community Practice Experience 4**: One-page sample calendar for a 4-week advanced community practice experience (in an independent pharmacy setting).
- **Advanced Community Practice Experience 5**: One-page sample calendar for a 5-week advanced community practice experience with student activities in pharmacy and all schools of pharmacy.
- **Advanced Community Practice Experience 6**: One-page sample calendar for a 4-week advanced community practice experience.
- **Advanced Community Practice Experience 7**: One-page sample calendar for a 6-week advanced community practice experience in an independent pharmacy setting.

### Orientation Resources

- **Orientation Checklist**: Three-page orientation checklist for an advanced experience in a county mental health service environment. Includes parking, dress code, conducting facility/ward tours, checklist for assignment review, and other items.
- **Orientation Exercise**: Downloaded and may be used in student orientation exercise template. Can be used for students completing any type of experience.
- **Advanced Community Practice Experience Orientation Exercise**: One-page list of the questions that can be used to generate discussions about community practice during orientation activities.

### Patient Safety Teaching Resources

- **ISMP’s List of Confused Drug Names**: Eight-page list of drug names that are often confused and may result in medication errors. Drug names that are included in ISMP’s list of look-alike or sound-alike names are also noted.
- **ISMP List of Intent-Driven Administrative, Symbolic and Dose Designations**: Compendium list with explanation of abbreviations, unusual meaning, maintenance, and correction, with ISMP’s requirements for an accredited organizations do not used.
Preceptor Toolbox

...Practice-Based Teaching Resources...and more.

**Practice-Based Teaching Resources**

- Dispensing/Prescribing Against Labeled Warnings
- Generic Substitution for Commonly Prescribed Drugs
- Medication Guides and “Black Box” Warnings
- Tablet Splitting: “To split or not to split”
- Helping Patients Afford Needed Medications
- Proper Disposal of Expired or Unwanted Drugs
- Potential Drug Interactions with Grapefruit
- ACE Inhibitors versus ARBs
- Cholesterol Lowering Agents
- Stepwise Approach to Selecting Treatments for Type 2 Diabetes
- Gastrointestinal Drug Use in Pregnancy
- Cough and Cold Medicine Use in Pregnancy
- OTC Medication Use While Breastfeeding