

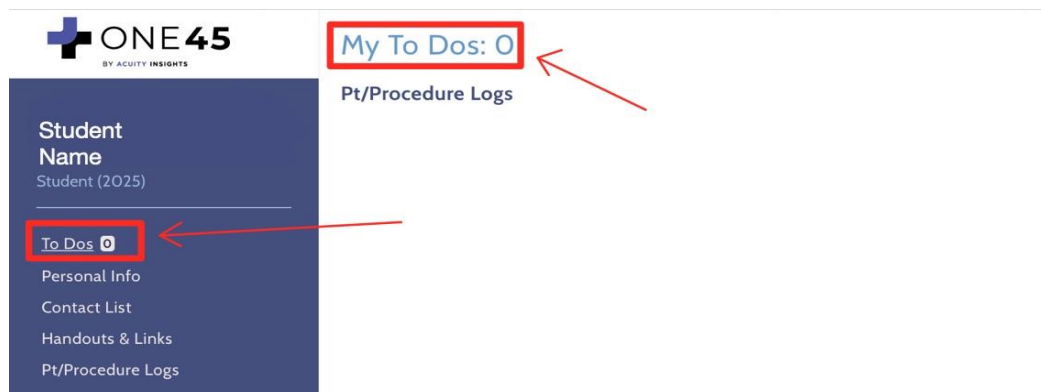
Quick Brief for Navigating the One45 System

The **ONE45** System will be used for Pharmacy Practice Experience Rotations. Each student has access to an electronic folder on ONE45. This is the interface through which students access system for support, student logs and assessments, as well as course evaluations.

On One45 you will find your **To Dos**.

The **To Dos** consist of a list of tasks that you will have to complete. For this rotation the administrator (PEP Program) will send forms to complete which will appear as a new task (i.e., learning plans, self-assessments, course evaluations).

Your **To Dos** will show up on your home screen automatically on One45 and also on the menu on the left-hand side. When you first log in this is what you will see.



When tasks are assigned, the number of tasks will pop up and be listed. Once submitted, task will be removed from To Dos.

Your To Do tab will be the most used in One45 as means to access your assigned tasks.

When a task is assigned, you will also receive an automated email from One45.

Example of **automated email** to notify you that there is a form to complete on the One45 system. You will receive forms to complete 1 week before the rotation starts. Check your email to confirm.

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You have a task to complete in the One45 system (e.g. survey, evaluation, objectives, log, form distribution).

You have received this email from the One45 system, because you either never logged into One45 and need to set up a password or because you have requested to reset it.

Your username is: student1

Please click on the following link to reset your password:

<https://dalcop.one45.com/web/one45.php/auth/auto/redirect/d9b348dc1810104f28bb2ac962899b3b1cde68b898935d48e4411f851592d656>

You will be logged into your eDossier right after resetting your password.

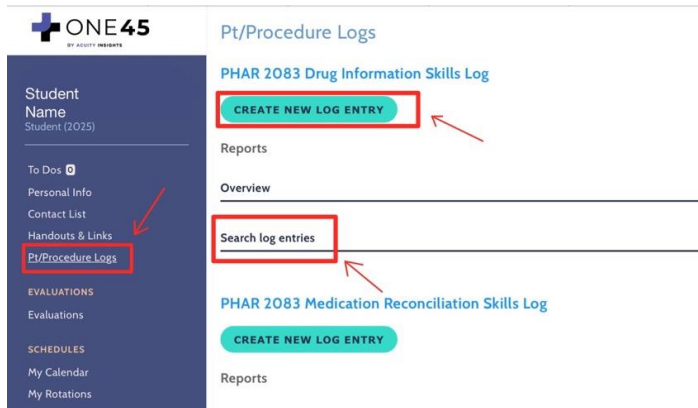
You can access this task from any device by going to One45 from your preferred browser on your smartphone or tablet.

For questions or difficulties, please contact:
PEP at pepadm@dal.ca

In the One45 menu you will also find the **Pt/Procedure Log**.

The **Pt/Procedure Log** is where students will complete a record of required activities that you are completing during the rotation as they are performed.

Once you open this folder, your specific logs (depending on year and rotation) will pop up, and from here you can create a new log or search through completed logs



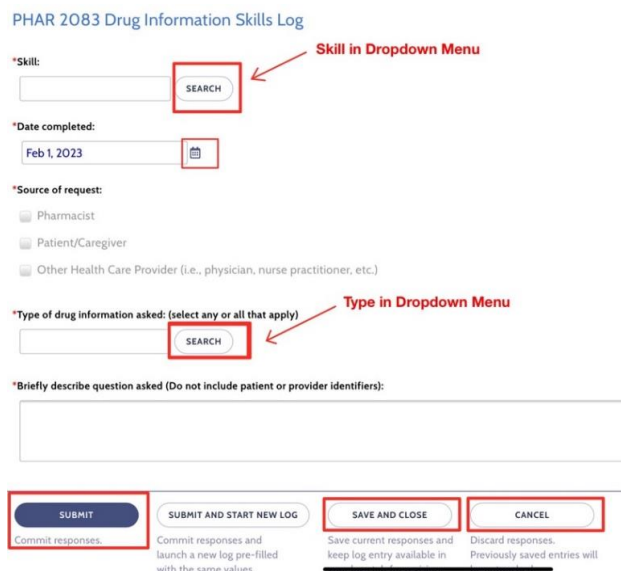
Creating a Pt/Procedure Log Entry

After choosing “**Create New Log Entry**” a new tab will appear for you to fill in your information about your log.

First, choose a skill that you are logging from a dropdown menu provided by clicking “search.” Each Pt/Procedure skills log will have specific information to be inputted. The example below illustrates the Drug Information Skills Log for PHAR 2083.

Once the skill is selected, you can add the date of the log, source, and type with another dropdown menu. You can then describe your log in the textbox provided.

Lastly, you can either submit your log, save it, and go back to it, or cancel by choosing an option at the bottom of your screen.



Searching Log Entries

You can search your own log entries by choosing 'search entries'. Criteria for search will pop up and you can select the competency list, item, question, and specific dates then click search entries.

PHAR 2083 Drug Information Skills Log

CREATE NEW LOG ENTRY

Reports

Overview

Search log entries

Find log entries using these criteria

Competency item list

Competency items All competency items
 Specific competency items...

Questions All questions
 Specific questions...

Date range This year so far
 Last year
 Or specific dates...

SEARCH ENTRIES



Completing an Evaluation

A prompt to complete an assigned form (evaluation) will be displayed in your **To Dos**.

Once for form is opened, directions for how to complete the form are provided along with specific questions to answer. Questions may be posed as radio buttons (i.e., round circles see below) to select or provide open fields to input text. Mandatory questions are indicated by a red asterisk.

The example below illustrates the student self-assessment form for PHAR 2083. Firstly, students must indicate which self-assessment they are completing (either mid-point or final). From there each question will then be answered based on the level of comfort of the student for each task as per the level description provided in the form.

* indicates a mandatory response

PHAR 2083 Student Self-Assessment

*Assessment Completed

Mid Point

Final

Directions: Indicate your level of comfort and proficiency in performing each outcome element below at this specific time in your rotation. Identify and record personal learning goals for the rotation in your Learning Plan.

Level Descriptions Assessment Scale for Student Performance

- level of performance description that will be used to assess each of the outcome elements.

Example outcome and outcome element to complete.

2. Communicator – Communicates effectively

	Not Assessed	Level 1	Level 2	Level 3	Level 4	Level 5
*2.1 Uses appropriate verbal and non-verbal communication skills that are appropriate to the audience and context	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*2.2 Completes appropriate documentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Communicator Comments:

Evaluations

The **Evaluations** page is an archive of the forms that you have completed (i.e., self-assessments, learning plans) and those completed by preceptors (i.e., preceptor assessment of student performance). You can view or print the results of your evaluations.

To view the completed form, you must click on the name of the evaluator.

To view your completed self-assessments or learning plans, you must click on your own name.

ONE45
BY ACUITY INSIGHTS

Student Name
Student (2025)

To Dos 0

Personal Info

Contact List

Handouts & Links

Pt/Procedure Logs

EVALUATIONS

Evaluations

SCHEDULES

My Calendar

My Rotations

My Evaluations And Assessments

OF ME BY ME

Activity	From	To	Evaluator	Form name	Done	Confirmed viewed by me	
PHAR 1083: Intro	May	May	2022	Evaluators Name	PHAR 1083 Preceptor Assessment of Student Performance	May 27/22	May 27/22
				Students Name	PHAR 1083 Student Self-Assessment	May 26/22	

Sharing your Completed Evaluations

Throughout your rotations you will be asked to complete self-assessments and learning plans and share and discuss these with your preceptor. These are listed under Evaluations.

To share the completed form with your preceptor, they must be printed off or emailed as a PDF (depending on preceptor preference) to your preceptor. You can do this by clicking on your name for the specific form listed as shown above. A new tab will open displaying your responses to the form that was completed. From there, you can choose to export a copy of the completed form as a PDF or print by clicking the desired option in the top right-hand corner as shown below.

Dalhousie College of Pharmacy
Year 2

Evaluated By : Student
Evaluating : yourself
Rotation : PHAR 1083: Intro
Dates :
Completed on:

pdf print

* indicates a mandatory response

PHAR 1083 Student Self-Assessment

*Assessment Completed

Before Rotation

Mid Point

Final

Directions: Indicate your level of comfort and proficiency in performing each outcome element below at this specific time in your rotation. Identify and record specific learning objectives for the rotation in your Learning Plan.