Preceptor Quick Brief for Navigating the One45 System

The **ONE45** System is used for Pharmacy Practice Experience Program (PEP) Rotations in the entry to practice PharmD. Each primary preceptor has a profile on ONE45 that provides access to student assessment and course evaluation forms. If you are working as a team of preceptors one person will need to be in the role of primary preceptor to complete the ONE45 assessments and evaluations. If, due to an unforeseen reason the primary preceptor is not available to complete the assessments please email pepadm@dal.ca to have the student assessment forms forwarded to an alternate primary preceptor.

When you login to your **ONE45** preceptor profile you will find a **To Dos** list link below your name.

The **To Dos** consist of a list of tasks that you will have to complete as the primary preceptor. For this rotation the administrator (Dalhousie Pharmacy PEP Team) will send forms to complete which will appear as a new task (you will also receive notification by automated email to complete the form). To complete the task, click on the student's name under **Target** and follow the questions. Once submitted, forms are removed from the **To Dos**.

Forms to complete (16) Please fill in the forms you see here							
Adams, Jane	Cardio - Site A	SOM: Yr3 Clerkship	Sep 11/20	Evaluation of Faculty	<u>del</u>	one45 administrator	
Adams, Jane	Cardio - Site A	SOM: Yr3 Clerkship	Jul 29/20 - Sep 22/20	Evaluation of Faculty	<u>del</u>	one45 administrator	

Example of **automated email** to notify you that there is a form to complete on the One45 system. You will receive forms to complete no later than 1 week before the rotation starts and throughout your rotation. Check your email to confirm. The email you provide on the Preceptor Application Form will be the email used in **ONE45**.

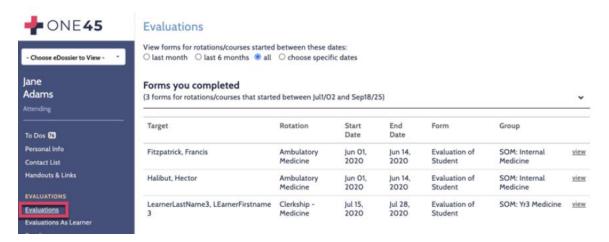
	close
Dalhousie College of Pharmacy	
You have a task to complete in the One45 system (e.g. survey, evaluation, objectives, log, form distribution).	

username: faculty email: preceptordemo@one45.ca	
Please click on the following link to log in to One45 Software: https://dalcop.one45.com/web/one45.php/auth/auto/redirect /e90ff20750b94f35c36a0deec1d14f1289c0cbe06743a69abb832e7bfc5ab71e	
This login link is good for one use only and will give you access to your One45 ToDos only. If you require full sy you will need to login to the system manually.	stem access,
If the link has already been used you will also be forwarded to the login screen so that you may login manuall	y if you wish.
If you would like to add the login page to your favorites, you can use this url: https://dalcop.one45.com/index.php	
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: Test Admin at testadmin@email.com	

Below the **To Dos** you will find a link for **Evaluations**.

The evaluations page is an archive of the evaluations that you have completed (e.g., prior student performance assessments). These lists can be sorted by Target, Rotation, Dates or Form by clicking the appropriate heading. If you want to review a particular evaluation that you've completed, click <u>view</u> at the right of the form line. Results of prior and current student assessments are confidential and must not to be shared or viewed beyond your current role as a preceptor. Should you require any assistance while using ONE45 please contact a member of the PEP Team via email at: pepadm@dal.ca.



Viewing Student Forms During the Rotation

Students will be completing forms in **ONE45** including their:

- Student Learning Plan (beginning of rotation and during the rotation as specified time points)
- **Student Self-Assessments** (completed at mid-point or interim assessments and at the end of the rotation you will review these)

The student will be instructed to complete the form and share a PDF copy with their preceptor to review and discuss prior to each point of preceptor assessment in the course.

DALHOUSIE UNIVERSITY PRIVACY REMINDER PLEASE NOTE:

Once the rotation is concluded and the final grade is submitted preceptors should shred any printed or delete any emailed copies of any assessment or evaluation forms. It is the privacy policy of Dalhousie University that student assessments are not stored off site from the university's online system. A CEU form will be provided by email to the preceptor(s) of record once the course is completed. For questions about CEU forms please email: pepadm@dal.ca .