

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

Target	Activity	Program	Dates ▼	Form	Contact
Adams, Jane	Cardio - Site A	SOM: Yr3 Clerkship	Sep 11/20	Evaluation of Faculty	del one45 administrator
Adams, Jane	Cardio - Site A	SOM: Yr3 Clerkship	Jul 29/20 - Sep 22/20	Evaluation of Faculty	del 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 system access, you will need to login to the system manually.

If the link has already been used you will also be forwarded to the login screen so that you may login manually 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 **view** at the right of the form line. **Results of prior and current student assessments are confidential and must not 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.**

The screenshot shows the ONE45 interface. On the left is a dark blue sidebar with the user's name 'Jane Adams' and role 'Attending'. Below this are sections for 'To Dos', 'Personal Info', 'Contact List', 'Handouts & Links', and 'EVALUATIONS'. The 'Evaluations' link is highlighted with a red box. The main content area is titled 'Evaluations' and includes a filter for 'View forms for rotations/courses started between these dates' with options for 'last month', 'last 6 months', 'all' (selected), and 'choose specific dates'. Below this is a section 'Forms you completed' with a sub-header '(3 forms for rotations/courses that started between Jul1/02 and Sep18/25)'. A table follows with columns: Target, Rotation, Start Date, End Date, Form, and Group. Each row has a 'view' link at the end.

Target	Rotation	Start Date	End Date	Form	Group	
Fitzpatrick, Francis	Ambulatory Medicine	Jun 01, 2020	Jun 14, 2020	Evaluation of Student	SOM: Internal Medicine	view
Halibut, Hector	Ambulatory Medicine	Jun 01, 2020	Jun 14, 2020	Evaluation of Student	SOM: Internal Medicine	view
LearnerLastName3, LEarnerFirstname3	Clerkship - Medicine	Jul 15, 2020	Jul 28, 2020	Evaluation of Student	SOM: Yr3 Medicine	view

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 .