

RXPRECEPTOR

RXOUTCOME

academicSuiteRx

by **RX**INSIDER

Preceptor Availability Submissions





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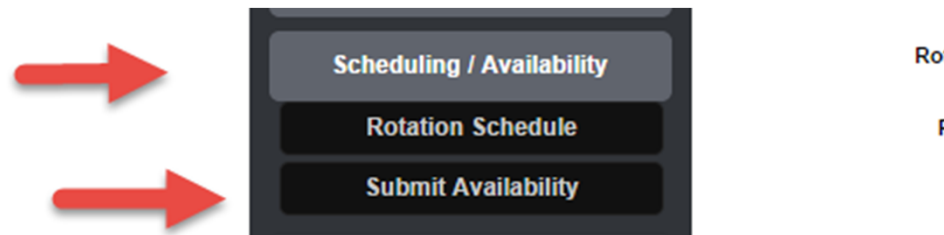
by INSIDER

<https://www.academicsuiterx.com/login.php>

- Login into RxPreceptor
- Any difficulties or issues please send email to rotation@pharmacy.rutgers.edu and place in subject line "RxPreceptor Assitance"
- Once successfully in click onto Scheduling/Availability to enter

Submitting Your Availability

- Click on the Scheduling/Availability Module>Submit Availability.



Submitting Your Availability

- You may submit your availability through RXpreceptor
- Simply choose the rotation dates, rotation type and how many students you can take for a submission.
 - You must do this for each rotation type that you need to enter.

Availability Submissions

Rotation Date(s): **Required** Select Rotation Dates

Rotation Type: (Optional)

Specialty: (Optional)

of Students: **Required**

Additional Notes:

- APPE C1 2015-16 (05/25/15 - 06/26/15)
- APPE C2 2015-16 (06/29/15 - 07/31/15)
- APPE C3 2015-16 (08/03/15 - 09/04/15)
- APPE C4 2015-16 (09/07/15 - 10/09/15)
- APPE C5 2015-16 (10/12/15 - 11/13/15)
- APPE C6 2015-16 (11/16/15 - 12/18/15)
- APPE C7 2015-16 (01/04/16 - 02/05/16)
- APPE C8 2015-16 (02/08/16 - 03/11/16)
- APPE C9 2015-16 (03/28/16 - 04/29/16)



Availability Submissions

Rotation Date(s): **Required** Select Rotation Dates

Rotation Type: (Optional) Select Rotation Type

Specialty: (Optional) Select Rotation Type

of Students: **Required**

Additional Notes:

- APPE Acute Care
- APPE Ambulatory Care
- APPE Internal Medicine
- APPE Hospital
- APPE General Elective
- APPE Clinical Other
- APPE Community



- Choose and click the box of the corresponding date

Availability Submissions

Rotation Date(s): **Required** Select Rotation Dates

Rotation Type: (Optional) APPE C1 2015-16 (05/25/15 - 06/26/15)

Specialty: (Optional) APPE C2 2015-16 (06/29/15 - 07/31/15)

of Students: **Required** APPE C3 2015-16 (08/03/15 - 09/04/15)

Additional Notes: APPE C4 2015-16 (09/07/15 - 10/09/15)

APPE C5 2015-16 (10/12/15 - 11/13/15)

APPE C6 2015-16 (11/16/15 - 12/18/15)

APPE C7 2015-16 (01/04/16 - 02/05/16)

APPE C8 2015-16 (02/08/16 - 03/11/16)

APPE C9 2015-16 (03/28/16 - 04/29/16)



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- If you are not going to take the same amount of students per Rotation Date/Rotation Type please go back and enter in another availability submission.

Availability Submission

- If you hosted students last year, you can reference your rotation type in the bottom of the availability submissions screen.
- See next slide for screenshot

Availability Submissions

Rotation Date(s): Required

Rotation Type: (Optional)

Specialty: (Optional)

of Students: Required

Additional Notes:



Confirmed Availability: Confirmed by School Administrator (Last 30 Submissions)

Rotation Dates	Rotation Type	Students
APPE C7 2013-14 01-06-14 - 02-07-14	APPE Clinical Other	1
APPE C4 2014-15 09-08-14 - 10-10-14	APPE Clinical Other	1
APPE C5 2014-15 10-13-14 - 11-14-14	APPE Clinical Other	1
APPE C6 2014-15 11-17-14 - 12-19-14	APPE Clinical Other	1
APPE C7 2014-15 01-05-15 - 02-06-15	APPE Clinical Other	1
APPE C8 2014-15 02-09-15 - 03-13-15	APPE Clinical Other	1
APPE C9 2014-15 03-30-15 - 05-01-15	APPE Clinical Other	1



Rotation Types/Specialty

- The type of rotation you offer has already been built into the system just simply choose from drop down if more than 1 is there (e.g., some preceptors host IPPE Hospital rotations in summer & APPE Hospital for cycles 4 to 9).

Rotation Types/Specialty

- Any questions or ambiguity please contact Donna M. Feudo at dmfeudo@pharmacy.rutgers.edu