



JSS Academy of Higher Education & Research

JSS Colleges of Pharmacy

Mysuru and Ooty



PharmAcademic

User Manual





Student Manual

**JSS Academy of Higher Education &
Research**

JSS Colleges of Pharmacy

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What is PharmAcademic™?

PharmAcademic™ is a web-based software tool designed for colleges of pharmacy for PharmD Programs and residency programs.

PharmAcademic™ integrates the management of experiential education, assessment, courses, curricular outcomes and mapping, and a portfolio designed to support pharmacists' education throughout their careers.

It streamlines processes, eliminates inefficiency and allows you to redirect limited resources to where they matter most.

PharmAcademic™ provides pharmacy students, preceptors, faculty and administration with a single integrated system which can:

Manage course and rotation information, including the scheduling and automatic delivery of assignments and assessments which become part of the students' portfolios.

Produce reports for curricular mapping, submissions of assessments and assignments, and student portfolio artifacts, helping you to measure effectiveness of teaching and learning

Schedule experiential education rotations using your program's priorities, coordinated preceptor availability and student ranked rotation preferences

Populate schedule, assignment and assessment data into flexible student portfolios, allowing documentation of reflective learning and collection of artifacts to produce a full portfolio for program assessment or student career development.

Objectives of this Guideline Document

- To train the JSS Colleges of Pharmacy Mysuru & Ooty PharmD APPE students to understand the features and applications of PharmAcademic™ software.
- To provide the insight of PharmAcademic™ Portal features and to guide the PharmD. students on the following.
 1. Using website Credentials
 2. Scheduling and Rotation Allotment
 3. Ranking and Preferences
 4. Using Activity Log in PharmAcademic™
 5. Using Clinical Experience Log in PharmAcademic™
 6. Templates/ Forms for Clinical Service Activities
 7. Portfolio information

Moreover, this guideline is specifically focused on providing the clear information about the PharmAcademic™ portal usage and the specific instructions to the students to perform the documentation of their activities in a uniform manner.

Before you start...

Dear students,

Before you start with PharmAcademic kindly check the requirements that is mandatory to proceed your documentation work with this portal.

Requirements

1. Computer/Laptop
2. Internet connection
3. Mozilla Firefox Browser
4. Your Valid Email ID/ Name/ Phone No (This information should be given to the Program Manager to complete your registration process with portal.
5. Basic computer knowledge which includes Skills on Microsoft word/ Typing/ Browsing and others.

Login/Password

Logging In

1. Go to www.pharmacademic.com.
2. Enter your email address in the **PharmAcademic Email** field in the PharmAcademic Log In box. *Your PharmAcademic email is the email address to which PharmAcademic email notifications are sent.*
3. Type in your password. *Passwords must be at least seven characters long, and contain one character that is not a letter or number.*
4. Click the **Log In** button.

the **Password** field in the PharmAcademic Log In box.



Figure 1: Logging in to PharmAcademic™

Requesting a New Password

1. Go to www.pharmacademic.com.
2. Click **Forgot Password**.
3. Enter your email address in the **PharmAcademic Email** field in the Forgot Your Password box.
4. Click on the **Reset Password** button.
5. An email will be sent to your PharmAcademic email address containing an automatically-generated, 14-digit password. Copy the password from the email message and paste it in



Figure 2: Requesting a New Password

Navigation Links/Home Page



Figure 3: Navigation Links

The following navigation links are available at the top of each page in PharmAcademic:

- **Home** returns the user to the **Home** page. The PharmAcademic logo will also take you to the **Home** page.
- **My Profile** allows for updating of account information, licenses, immunizations, biography statements and CV/Resumes.
- **Change Password** allows you to change your password:
 1. Log in to PharmAcademic.
 2. Select the **Change Password** link on your **Home** page.
 3. Type in your **Current Password**.
 4. Enter the new password in the **New Password** and **Confirm New Password** fields.
Passwords must be at least seven characters long, and contain one character that is not a letter or number.
 5. Click the **Change Password** button.
- **My Portfolio** allows you to enter Education history, Artifacts of learning (activities, evidence, reflections), CPD, Employment history, Jury Requests, and Portfolio Views. Please see the document, “Portfolio Instructions for Students” for details and instructions.
- **Help** displays PharmAcademic documentation specifically for students.

The top half of the PharmAcademic Home page contains information for and about you: current assessments listed on the **Global Task List Fig: 4** and your schedule (rotations and courses) listed on the **My Schedule**

Home * My Profile * Change Password * Logou
student128@mccreadiegroup.coz * Demo College of Pharmac

MY PORTFOLIO * HELP

Global Task List My Schedule

Include Cosigns

| Due Date | Task | Expiration Date |
|-----------|---|-----------------|
| 3/30/2016 | Student Self-Assessment | 4/14/2016 |
| 4/8/2016 | Student End of Course Assessment | 5/8/2016 |
| 4/8/2016 | Student Evaluation of Course/Faculty - Dr. Mary Lansing - Community: Elective | 5/8/2016 |
| 4/8/2016 | Student Self-Assessment | 5/8/2016 |

Click on your program to view more information about your college of pharmacy.

Demo College of Pharmacy

Programs: Traditional Pharm.D.

The Experiential Education tab is where you submit/review change requests and enter your ranking and preferences ranking

Announcements Experiential Education Files

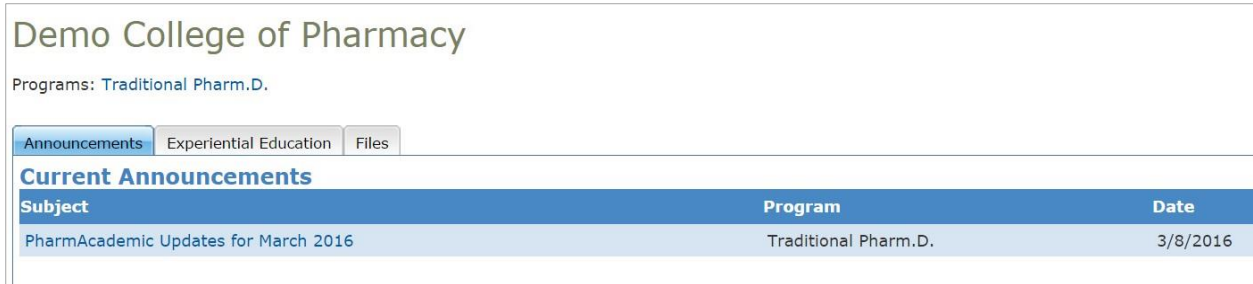
Current Announcements

| Subject | Program | Date |
|--------------------------------------|----------------------|----------|
| PharmAcademic Updates for March 2016 | Traditional Pharm.D. | 3/8/2016 |

Figure 4: Global Task List

Announcements

Announcements are displayed with the subject of the announcement, the name of the program, and the date the announcement was posted. Click on the subject of the announcement to view the message in its entirety.



The screenshot shows the 'Announcements' tab selected. It displays a table with three columns: Subject, Program, and Date. One announcement is listed with the subject 'PharmAcademic Updates for March 2016', program 'Traditional Pharm.D.', and date '3/8/2016'.

| Demo College of Pharmacy | | |
|--------------------------------------|------------------------|----------|
| Programs: Traditional Pharm.D. | | |
| Announcements | Experiential Education | Files |
| Current Announcements | | |
| Subject | Program | Date |
| PharmAcademic Updates for March 2016 | Traditional Pharm.D. | 3/8/2016 |

Figure 5: Announcements Tab

Files

The Files tab contains downloadable files added by the college of pharmacy. Each file is listed with the file name, any comments added by the college of pharmacy, and the file size. Click on the name of the file to view/download.



The screenshot shows the 'Files' tab selected. It displays a table with three columns: File, Comments, and Size. One file is listed with the name 'Experiential Handbook.docx', comments 'Revised 2/2013', and size '0.01 MB'.

| Demo College of Pharmacy | | |
|--------------------------------|------------------------|---------|
| Programs: Traditional Pharm.D. | | |
| Announcements | Experiential Education | Files |
| Files | | |
| File | Comments | Size |
| Experiential Handbook.docx | Revised 2/2013 | 0.01 MB |

Figure 6: Files Tab

Experiential Rankings and Preferences

To access the **Experiential Rankings and Preferences** page, click on **Ranking and Preferences** next to the appropriate match on the **Experiential Education** tab.

The **Experiential Rankings and Preferences** page allows you access to the following functions:

- Ranking Individual Rotations
- Ranking Blocked Rotations
- Ranking Regions or Selecting Preferred Regions
- Selecting Non-Rotation Schedule Items

Note: Details describing each of these functions are available by selecting “Show Descriptions.”

Each available section includes:

- A link to access each function to select your preferences
- The status: **Open** (able to enter preferences) or **View Only** (able to view, but not enter preferences)
- The number of selections that you have previously made

One or more of these sections may not be available depending on the options chosen by the colleges of pharmacy

The screenshot shows the 'Experiential Rankings and Preferences' interface. At the top, there is a dropdown menu for 'Select Match' with the value 'Demo College of Pharmacy - APPE 2015-2016 (10/14/2014 - 10/14/2015)' and a checked checkbox for 'Show Current Matches Only'. Below this, there are four main sections, each with a title, a link, a status, and a description:

- Ranking Individual Rotations**: Link 'Find and Rank Individual Rotations'. Status: 'Open | You have ranked 4 individual rotations.' Description: 'Enter your individual rotation preferences. Individual rotations are single rotations offered at an experiential site.'
- Ranking Blocked Rotations**: Link 'Find and Rank Blocked Rotations'. Status: 'Open | You have ranked 0 blocked rotations.' Description: 'Enter your blocked rotation preferences. Blocked rotations are a group of rotations offered together at one or more experiential sites.'
- Preferred Regions**: Link 'Set Preferred Regions'. Status: 'Open | You have set 2 preferred regions.' Description: 'Select your preferred regions to guide the scheduling engine when it assigns rotations to your schedule.'
- Non-Rotation Schedule Items**: Link 'Set Non-Rotation Scheduled Items'. Status: 'Open | You have set 1 Non-Rotation Scheduled Items.' Description: 'Schedule non-rotation schedule items, such as a month off, in the block(s) of your choice.'

The interface also includes a 'Hide Descriptions' link and the McCreddieGroup logo at the bottom right.

Figure 07: Experiential Rankings and Preferences Tab

How to Rank?

Please log in to PharmAcademic (www.pharmacademic.com) and created a ranked list of your scheduled rotations.

More information can be found in this short video: <https://youtu.be/wGIwvkaNzP8>

1. Click on the Experiential Education tab in the lower half of your home screen
2. Click on the Ranking and Preferences link for your match.
3. Click on Ranking Individual Rotations.
4. Select a region and category, and click Add to Rank List for each of your scheduled rotation. Repeat for other categories.
5. Reorder your six rotations in your list
- 6 Click the calendar icon next to each rotation, and uncheck all boxes, leaving the only check in the scheduled block for this rotation.

My Schedule/Rotation details

My Schedule Tab

The **My Schedule** tab on the **Home** page includes your college of pharmacy schedule (including both experiential rotations and didactic courses.) Click on the **Export to Excel** link to download a copy of your schedule.

| Site Program | Schedule Item | Begin Date | End Date |
|---|--|------------|-----------|
| Demo College of Pharmacy - Traditional Pharm.D. | PHRM 699 Portfolio and Mentoring - Section 2 with Lisa Smith-Donaldson, Dr. Mary Lansing | 2/1/2014 | 5/30/2015 |
| Demo College of Pharmacy - Traditional Pharm.D. | Community: Introductory with Preceptor, Jerry | 1/1/2015 | 4/10/2015 |

Figure 08: My Schedule

Course/Rotation Information and Evaluations

To access details about a rotation or course, click on the name of the rotation/course in the “Schedule Item” column. The details page allows you to view and enter information specific to the rotation/course. Your college and preceptors can also view this page and the information added by you.

Community: General (03/29/2016-04/07/2016)

Preceptors: Dr. Jerry Preceptor, Pharm.D., BCPS **Clinical Training Site:** Community Pharmacy #1
410 Elm St.
Pharmacy Dept.
Springfield, MI 49037
US
999-555-1234

Student: Olivia Baker **Match:** Match Information

Comments:

[View Student's Portfolio](#)

Students Photo

Assessments

| Assessment / Evaluator(s) | Evaluated | Due Date | Comp. Date | Status |
|---|---------------|------------|------------|--|
| Student Self-Assessment | | | | |
| Olivia Baker | | 04/08/2016 | | STARTED |
| APPE Final Evaluation of Student | | | | |
| View Dr. Mary Lansing | | 04/08/2016 | 3/10/2016 | AWAITING CO-SIGNATURE Baker, Olivia |
| Student Evaluation of Course/F | | | | |
| Olivia Baker | Lansing, Mary | 04/08/2016 | | STARTED |
| Student End of Course Assessment | | | | |
| Olivia Baker | | 04/08/2016 | | STARTED |

Figure 09: My Schedule Details

Artifacts of Learning Associated with the Course/Rotation

The schedule details page also displays any artifacts of learning (activities, evidence, reflections) that you have added to PharmAcademic and mapped to the rotation/course. Information previously entered in PharmPortfolio will also be listed on this page. Please see the document, “Portfolio Instructions for Students” on the PharmAcademic Help page for instructions on adding artifacts of learning.

Activities Add Evidence Add Reflection
 Add Activity
 No activities found for this learning experience

Evidence Add Evidence Add Reflection Add Jury
 Show unmapped evidence only Start Date End Date

| Title | Evidence Type | Start Date | End Date | Create Date | |
|---|----------------|------------|----------|-------------|--------|
| <input type="checkbox"/> Academic Achievement | Accomplishment | 3/1/2016 | 3/5/2016 | 3/10/2016 | Delete |

Reflections Add Reflection

| Title | Reflection Type | Create Date | |
|--------------------------|-----------------|-------------|--------|
| Professional Development | | 5/14/2014 | Delete |
| Academic Goals | | 5/14/2014 | Delete |

Figure 10: My Schedule – Artifacts of Learning

Site and Rotation Details

The bottom of the page includes any details added by the college of pharmacy about the experiential site and rotation, including any files. Click on the file name to view/download.

Site Files

| File | Size |
|---|-------------|
| Parking Pass Request Form.docx | 13807.00 MB |
| Information for Preceptors.docx | 13951.00 MB |

Site Description
 Our network of pharmacies offers the ease of "one-stop" shopping. With services designed to meet your needs, we will provide expert care and help patients make the best use of their medications. Village Pharmacies are here for you to meet all your needs.

Figure 11: My Schedule – Site/Rotation Detail

Experiential Education – Change Request

The **Experiential Education** tab allows you to view your matches, submit/review a change request, and enter your rankings and preferences.



The screenshot shows a web interface with three tabs: 'Announcements', 'Experiential Education' (which is selected), and 'Files'. Below the tabs is a section titled 'Current Matches'. This section contains a table with the following data:

| | Start Date | End Date | | |
|----------------|------------|----------|--|---|
| APPE 2016-2017 | 3/9/2016 | 3/9/2017 | Submit/Review a Change Request | Ranking and Preferences |

Figure 12: Experiential Education

To submit a change request:

1. Click on the **Submit/Review a Change Request** link next to the appropriate match.
2. Enter your request in the text box.
3. Click the **Save** button.

*Note: Previous requests will also be displayed when you click the **Submit/Review a Change Request** link*

How to use Activity log?

The activity log shall be used through the steps given below:

- After your login pick your respective ward by using My **Schedule** Search Tab.
- Find the **Add activity** button from the Ward page, once you clicked, a new Pop up window will be displayed for the log purpose.
- Select the **Activity Type** from the drop-down menu and find **Activity Log Tag (Check Fig: 13)**
- Under Activity Log Page, Mention Title, Date, and Descriptions (Note: Follow this format when you make your title. Example: Case Discussion R01 for Real Case, Case Discussion H01 for Hypothetical Case.)
- Format for entering your **Case Discussion** is given in **FORMAT-2**.

The screenshot shows the PharmAcademic interface. At the top, there is a navigation bar with links for Home, My Profile, Change Password, Logout, and the user's email (ananyajoy7@gmail.com) and institution (JSS University Colleges of Pharmacy). Below this, the page title is 'Male Medical Ward (09/01/2016-10/31/2016)'. The main content area displays 'Preceptor(s): G K Sadagoban, Lecturer' and 'Clinical Training Site: District Government Head Quarters Hospital, Ooty Hospital Road Ooty,'. The student is listed as 'Ananya Joy' with a 'View Student's Portfolio' link. A 'Students Photo' box is present on the right. Below this, the 'Assessments' section states 'There are no assessments for this schedule item.' The 'Activities' section includes an 'Add Activity' button and a table of existing activities.

| Activity | Activity Type | Activity Date | |
|---|---------------------|---------------|--------|
| <input type="checkbox"/> ACTIVITY LOG - H-01 | ACTIVITY LOG | 11/4/2016 | Delete |
| <input type="checkbox"/> ACTIVITY LOG - R-01 | ACTIVITY LOG | 9/8/2016 | Delete |
| <input type="checkbox"/> ACTIVITY LOG - R-02 | ACTIVITY LOG | 9/28/2016 | Delete |
| <input type="checkbox"/> ACTIVITY LOG - R-03 | ACTIVITY LOG | 11/6/2016 | Delete |
| <input type="checkbox"/> CLINICAL EXPERIENCE - Chart Review | CLINICAL EXPERIENCE | 9/26/2016 | Delete |

Figure13: Experiential Rankings and Preferences Tab

How to use Clinical Experience log?

The Clinical Experience log shall be used through the steps given below:

- After your login, pick your respective ward from **My Schedule** Portion
- Find the **Add activity** button from the Ward page, once you clicked, a new Pop up window will be displayed for the log purpose.
- Select the **Activity Type** from the drop-down menu and find **Clinical Experience Tag**
- Under Clinical Experience Activity Log Page Mention Patient Initials, Age, Gender, Location, and Other details from the respective drop down menu. (Patient Initials should be in this format Example: R01, H01 for Real & Hypothetical cases, and not more than 3 characters).
- **Clinical Experience type** should be mentioned for all your clinical pharmacy services which includes Patient Counseling, Pharmacist Intervention, SOAP Note, Treatment Chart Review, Procedure Performed and etc.
- Format for entering your **SOAP note** is given in **FORMAT-1**

The screenshot displays a web-based form for logging clinical experience. The form includes the following fields and sections:

- Activity Type:** A dropdown menu with "Clinical Experience" selected.
- Patient Initials:** An empty text input field.
- Patient Age:** A dropdown menu with "--Select a patient age--" selected.
- Patient Gender:** A dropdown menu with "Male" selected.
- Location:** A dropdown menu with "Inpatient" selected.
- Experience Date:** A date picker showing "11/6/2016".
- Time Spent on this Patient Experience:** A section with two input fields: "Individual Time:" and "Additional Time with Preceptor:", both followed by "minutes".
- Clinical Experience Type:** A dropdown menu with "Patient Counseling" selected.
- Patient Counseling:** A section with a dropdown menu for "Template:" showing "--Select Template--".
- Experience Description:** A text area containing the instruction "Please do not put any Protected Health Information (PHI) in this note".
- Rich Text Editor:** A toolbar with various icons for text formatting (bold, italic, underline, font color, background color, link, unlink, list, indent, outdent, undo, redo) and a bottom row with "Font", "Size", and "Formatting" dropdown menus.

Figure14: Experiential Rankings and Preferences Tab

Format for Individual Clinical Service Activities

FORMAT-1

I. SOAP Note Format

CODE NO: R01

IP No:

Ward:

Sex:

DOA: Date of Admission

Chief Complaints:

Provisional Diagnosis:

Medication/Family/Social History:

Objective Information:

Assessment & Plan

| Day | Clinical Presentation | Drugs/Doses/Freq | Assessment | Plan |
|------------|------------------------------|-------------------------|-------------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note: SOAP Note should be entered in Clinical experience section only, Day to day information's should be updated with this format.

FORMAT-2

II. Case Discussion Format

CODE NO: R01

IP NO: If real Case

WARD:

SEX:

DOA: Date of Admission

Diagnosis:

Role of Pharmacist:

Practice/Learning Points:

Note:

- This information should be fed through Activity Log only.
- Should add SOAP notes through Clinical Experience Log for each case.
- Title format for case discussion: Case Discussion R01 or H019 (If hypothetical)

FORMAT-3

III. Patient Education Format

CODE NO: R01

IP NO:

WARD:

SEX:

DOC: Date of Counselling

Regarding Disease:

Regarding Drugs:

Regarding Life Style Modification:

Note:

- This information's should have fed through Clinical Experience log only.
- You can find patient education tag from in the activity type drop down menu.
- You should mention the relevant patient counselling points when documenting through PharmAcademic.

My Portfolio Information

The PharmAcademic Portfolio is a personal electronic portfolio designed to span a pharmacy career. Users can document and share education and employment history, track professional development plans and continuing education, and upload files in one secure location. Evaluations completed through PharmAcademic are viewable in the education record.

Students can manage their electronic portfolios in three locations within PharmAcademic:

- My Profile** link (Licenses, Immunizations, Biographies, CV/Resume)
- My Schedule** (Activities, Evidence, and Reflections related to a course/rotation)
- My Portfolio** link (Education history, Artifacts of Learning, CPD, Employment history, Jury Requests, and Portfolio Views)

Manage PharmPortfolio Views

Add/Edit View

Provide a descriptive name for your Portfolio view. The description is only shown to you, not those that will view your Portfolio.

The viewing user will be able to see all the items, mapped evidence and jury records for the selected items with the exception of any individual records you have unchecked the "Allow in Portfolio Views" checkbox.

View is Active

PharmPortfolio View Name

Name G K Sadagoban

Email Address gksadagoban@yahoo.com

CV/Resume

Biographical Statement

Education *No Education Records Found*

Employment *No Employment Records Found*

Continuing Professional Development *No Continuous Professional Development Plans Found*

Show Licenses/Certifications Yes No

Show Immunizations Yes No

Show Completed Assessments About You Yes No

Show Completed Jury Records Yes No

Figure 15: My portfolio

Specific Instructions – APPE PharmD Students

Common Instructions

- Students should use this opportunity to learn the advanced document methods using PharmAcademic in a positive manner.
- Your daily ward activities and its related documents should be fed in PharmAcademic without fail.
- PharmAcademic Announcements, notifications will be forward to the respective emails of students, so students are requested to check their email regularly.
- As per our institution’s BYOD (Bring Your Own Device) Policy, students can use their laptops/gadgets only for educational purpose in Ward/College.
- Keep your PharmAcademic Username/Password safe.

For APPE Students

- APPE students will receive the following reports from PharmAcademic
 1. Self-evaluation Reports (Beginning and End)
 2. Mid Rotation Report
 3. End Rotation report
 4. Feedback Report

These reports should be filled with in timeline without fail. Students can find this notification from global announcement section. During your rotation, each student should document 16 cases/ward. As per the guidelines interns should make 2 case discussions/week.

Frequently Asked Question (FAQ)

1. I Couldn't login with PharmAcademic. What should I do?

Check your email and find out the PharmAcademic Support Team Email to retrieve your correct Username and Password. This type of error happens only when you enter wrong username/password. So, check your login credentials again.

2. I forgot my password/username. What should I do?

You can find forget password link on PharmAcademic Login Page. Follow the steps to get your username/password to your email id.

3. Why my login session expires with PharmAcademic before I log out?

If the page is inactive or not surfed for more than 10 min within the portal the page may get session expired and you may lose your data. So, you are advised to save the documents periodically to avoid data lose. Alternatively, you can use MS word to compile all your data and use shortcut keys to feed the information in PharmAcademic. Shortcut Keys (CTRL+C for copy and CTRL+V for Paste the data from MS Word file)

4. Why I am not receiving any email notifications for the announcements?

You would have provided wrong email id for the registration purpose or check in junk emails to get the emails of PharmAcademic. If wrong email id provided kindly contact your program manager to make the necessary corrections.

5. Why I couldn't type anything on PharmAcademic page?

Use only Mozilla Firefox to avoid this type of difficulty. If you are using Firefox refresh your page and try to type.

6. What is the timeline for entering my documents in PharmAcademic?

You should enter your documents on day to day basis in PharmAcademic.

7. How to get support from PharmAcademic?

When you have problems with PharmAcademic contact our Program Managers Ms. Divya.R or Dr. Aishwarya for technical assistance. Within three days your query will be answered by the program manager.

NOTE: You should forward your issues only in written form to the program manager.

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