

How to complete an evaluation/assessment:

1. Open PharmAcademic: <https://www.pharmacademic.com/Members/Home.aspx>
2. Assessments should be listed in Top Box under "Global Task List."
 - a. Click on the assessment that you wish to complete.
3. When the assessment opens, read the directions, and choose the best response for each competency.
 - a. Add comments as appropriate or as desired.
4. Click "Next" to progress to the next section to evaluate.
5. You may also skip to certain areas of the assessment at any time by clicking on the drop down and choosing the section you would like to assess.
6. Answers are saved once you choose "Next" and will be visible if you choose to leave and return later.
7. Once you hit "Submit" the assessment will be completed.

Important Information:

- **PLEASE NOTE THAT THE EVALUATION TOOL HAS THREE AREAS OF ASSESSMENT:**
 - Competencies
 - Questions regarding interprofessionalism, professionalism, and behaviors
 - Core Entrustable Professional Activities (EPAs)
- **GRADING OF ASSESSMENT:**
 - Only Questions 1-13 affect the grade for the student (found in the "Final Grade Calculation" area).
 - Please assess the student on how well you feel they perform the critical skills and sub-competencies:
 - Excellent: Independent of the preceptor, performs at a level consistently above expectations
 - Above Average: With minimal guidance from the preceptor, performs at a level consistently above expectations
 - Competent: With guidance from the preceptor, performs at a level consistent with expectations
 - Below Average: With guidance from the preceptor, often performs at a level below expectations
 - Deficient: Even with guidance from the preceptor, performs at a level consistently below expectations
 - N/A - Opportunity unavailable
 - Only adjusting your responses to these questions (1-13), will affect the grade.
 - The remaining questions are used for tracking/monitoring students.
- **CORE ENTRUSTABLE PROFESSIONAL ACTIVITIES (EPAS):**
 - The final section contains EPAs, which are key pharmacist responsibilities and work activities that will be expected of a student pharmacist upon graduation.
 - Please assess to what level you would trust the individual student to perform the specific activities:
 - Level 5: I trust the student to act independently to decide what activities to perform; I trust the student to direct and supervise activities of others
 - Level 4: I trust the student to act with intermittent supervision available within hours
 - Level 3: I trust the student to act with supervision available within minutes
 - Level 2: I trust the student to act with direct supervision present in the room
 - Level 1: I trust the student to observe the activity only
 - Opportunity unavailable
 - It is expected that students may be entrusted at a lower level early in their rotations versus in later rotations.
 - It would be a rare occurrence for a student to score a "level 5" as this states that the student can supervise/train others independently in this skill. This would normally only be achieved by a practicing pharmacist after becoming an expert.