

# Preceptor Guide to Completing and Submitting the Electronic Clinical Rotation Evaluation

## I. Access the Preceptor Portal

Click on the following hyperlink or open Internet Explorer and manually navigate to the following site: <http://my.dmu.edu>

Once the DMU Portal page is displayed, carefully enter your Des Moines University-provided *username* and *password*. Then choose **Preceptors** in the *Authentication source* dropdown list. Click on **Log In** and, after a few moments, your personal preceptor central home page will be displayed.

## II. COM Rotations

When you click on **COM Rotations** at the top of the page, you will immediately be brought to the list of students you supervise. This will include their photos, a clickable link to email the student, as well as their rotation types and date span. Any completed evaluation you have done in the past will appear on the bottom portion of this page for your review at a later time.

On the Thursday before the final day of their rotation with you, the student's evaluation will become available and a **highlighted yellow box** will appear, letting you know that your evaluation form is ready to be completed. Clicking on the **yellow box** will direct you to the student's clinical rotation evaluation form for that particular rotation experience. Please make note of the specific details regarding the student at the top of this page including the name, clerkship site, dates, photo and, especially, the evaluator's name. This should be **your name** so that completed submission of this form will provide **you** with the associated continuing medical education credit. If this is a composite evaluation by several clinicians, please [e-mail](#) or call the Clinical Affairs Office (515-271-1629) with details so that appropriate adjustments and credits can be issued.

The rubric table on this page will allow you to check the descriptor which best describes the student's performance in **seven clinical competency categories** including: *professionalism and ethics; data gathering; data recording; data interpretation; medical knowledge; management skills; and osteopathic philosophy and principles*. After reading through the descriptors and locating the one which best depicts the student's level of competency, simply click on the corresponding radio button. Please read each descriptor carefully and assure that you do not skip or miss any items. If you miss an item, the next page will announce this oversight and you will be specifically asked to enter a response for each missed item before the form will be accepted.

## III. The Clinical Rotation Evaluation Form

This Clinical Rotation Evaluation Form was designed to make completing evaluations simple and quick. The form is arranged as a Likert scale or rubric with the rating increasing from the left side of the table – “Does Not Apply” or “Unacceptable” – to the right side of the table, “Advanced” or

*“Exceptional.”* If you fill in the wrong button by mistake, simply click the intended button and the correct response will be denoted.

After completing the scaled ratings, you are asked to complete **written feedback** in the given boxes. We ask that you describe one or two **specific** events that illustrate the student’s strengths and areas that need improvement. Using concrete examples will help the student acknowledge these areas. Please avoid generalizations such as “good job” or “great student” and instead offer particular instances demonstrating the student’s clinical and interpersonal strengths or areas of concern that the student can use for reflection to improve their skills and clinical competency. For example: *“Craig is highly motivated, enthusiastic and eager to learn. He has exceptional OMM skills in OMM and a good rapport with patients”* or *“Craig needs to read more and come better prepared for patient encounters.”* The Comments section **must be completed** before the evaluation can be submitted.

#### **IV. Submission**

Finally, complete the form by acknowledging whether or not you provided feedback to the student throughout the clerkship experience by **clicking on the appropriate radio button at the bottom of this page**. You will also be asked to select the number of absences the student incurred during the rotation by **selecting a number from the drop down list**.

If you find that you need to leave the form prior to completing it, please note that your changes **will not be saved** and you will be required to start from the beginning when you return to the preceptor portal to evaluate this particular student.

If you have completed the form, click on the **Submit Eval** button and you will be taken to a summary review page of the evaluation. Again, if you have forgotten to fill in a segment of the evaluation, you will be alerted to the particular missed items. The form **must be completed in its entirety** before you will be able to make a final submission of the evaluation.

#### **V. Review**

When you have completed the form and its submission is acceptable, you will see a summary of your evaluation responses. Please review each of the areas to ensure there are no errors. After you are satisfied that the form is a correct reflection of your evaluation for this student, click the final **Submit Eval** button to complete the evaluation process.