

Preceptor (Educator) - Entered Availability

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Educator Availability

Educator(s): Andrews, Julie

Course: APPE Community **1**

Available Courses

Time Frames	January	February	March	April	May	June
Courses	01/01/2013 - 01/31/2013	02/01/2013 - 02/28/2013	03/01/2013 - 03/31/2013	04/01/2013 - 04/30/2013	05/01/2013 - 05/31/2013	06/01/2013 - 06/30/2013
APPE Community	2 <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

1. Select the Course for which you would like to enter availability.

Courses are the rotation types that you precept and are linked to in E*Value. Most preceptors have one course linked, but some may precept multiple rotation types (ex: IPPE and APPE Community; APPE Acute/General Medicine and APPE Elective Academia, etc.).

Note: If your course is listed twice, such as “Ambulatory Care Medicine – MA” and “Elective Ambulatory Care”, you will only enter/edit availability for the MA version but you will see availability entered under each. Don’t panic – this relates to how E*Value works to assign rotations.

2. Click on the green circle in the time frame for which you would like to enter availability.

A popup window displays.

Add Availability

Site: A Clinic U Can Trust **3**

Maximum Trainees: 1 **4**

Would you like to apply this same availability to:

All Courses for this Time Frame

All Time Frames for this Course **5**

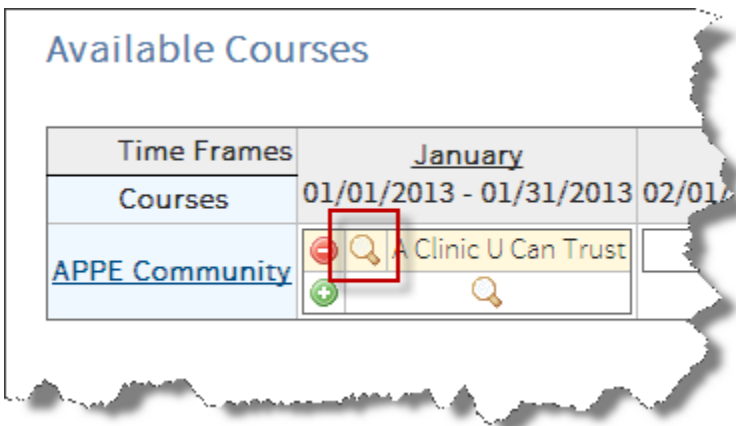
All Courses and Time Frames

Save **6**

3. If you teach at more than one site, select the site for which you would like to enter availability.
4. Enter the maximum number of trainees you can take in the specified time frame. You will see time frames listed as APPEs (by the month) and/or IPPEs (summer blocks) depending on the type of rotation that you precept.

5. These options will give you the option to enter availability for multiple time frames and/or rotation types. If you only want to apply this availability to this specific course and this time frame, leave blank or X out of the pop up box
 - A. If you only have one APPE and/or one IPPE, only “All Time Frames for this Course” will appear as an option. Select this if you want to give availability for each month/block.
 - B. If you have more than one type of APPE or IPPE rotation linked to you, all three choices will appear. Indicate if you would like to apply the same availability to:
 - a. All the courses/rotations you teach in this time frame (click if you will precept more than one rotation type in the month or block you selected)
 - b. All the time frames for this course (click if you want to select all months or blocks for the rotation type you selected)
 - c. All courses and time frames.
6. Click **Save**.

To view the number of slots you have entered in a course, click on the magnifying glass icon next to the availability you have entered.



To delete the availability you have entered, click on the red circle in the time frame you would like to delete the availability.

