

# Welcome...Getting to Know Your APSNA Website

www.apsna.org

## Welcome

Welcome to the APSNA website. APSNA is truly a webbased organization. We currently have over 550 members from around the nation and other countries. The website is used as the main means of communication for our members.

This document is intended to help you use the web site more efficiently and effectively, and to answer the more frequently asked questions we receive.



## Benefits of Being an APSNA MEMBER . . .

#### As an APSNA member, you have access to:

- •Customize and manage your profile information
- View and contribute to APSNA Forum APSNA Connect
- •Subscribe to a variety of forum discussions Special Interest Groups (SIG)
- •View the current and previous editions of *Journal of Pediatric Surgical*\*Nursing\*
- •Receive organizational information



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## The APSNA forum – APSNA Connect

This is a great tool for quick communication with other APSNA members. It allows you to ask questions associated with the care of pediatric surgical patients of a large group of members at one time, & receive quick answers. You are not automatically subscribed to the APSNA forum when you join APSNA.

If you choose to participate in the forum, you will need to follow the instructions on the *APSNA Connect Page* on the website, otherwise *you will not be able to send or receive* important communications from other APSNA members.

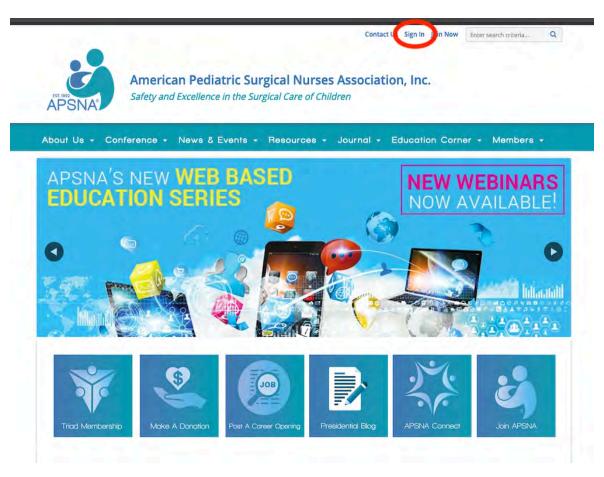




## Members Forum – APSNA Connect

\*\*THIS IS NOT THE SAME FORUM AS THE INDIVIDUAL SIG FORUMS. THESE MUST BE JOINED SEPARATELY.

## Members Forum – *APSNA Connect* HOW TO JOIN

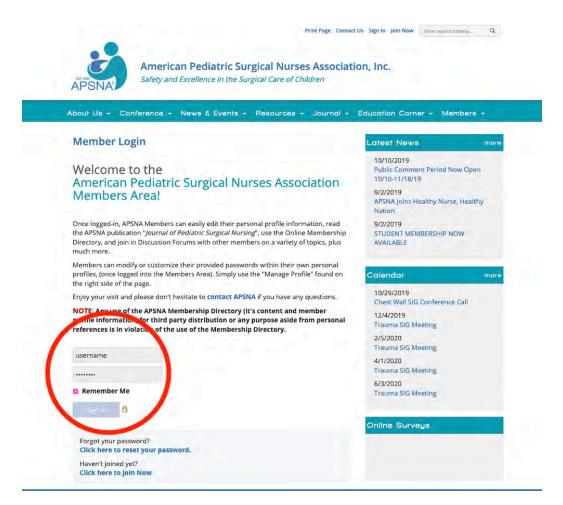


Step 1

SIGN-IN TO APSNA.ORG

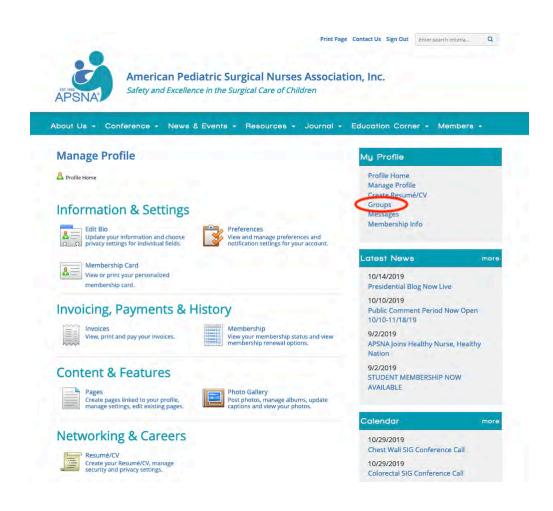
Go to APSNA.org

Click Sign-in at the very top.



Enter your member username and password to login.





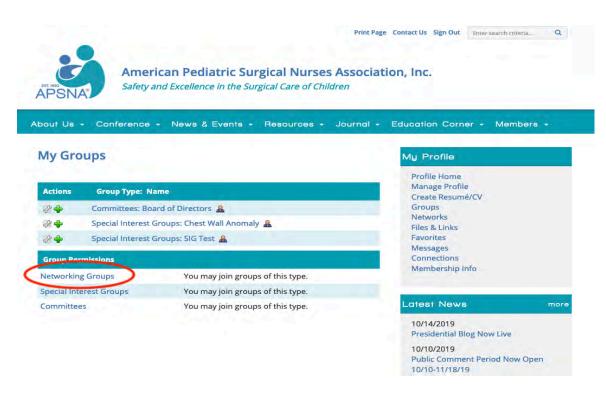
#### Step 3

#### **FIND GROUPS**

Once logged in you will be directed to your Profile.

From your profile page, click on the Groups link in the right sidebar.

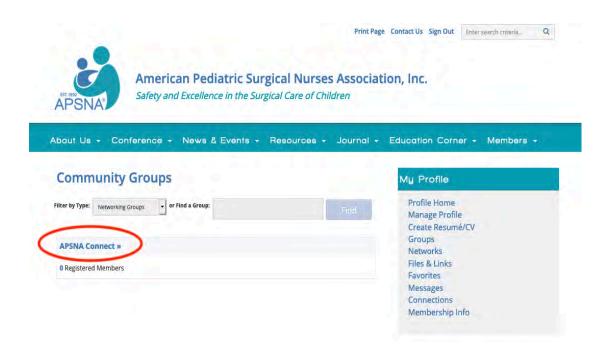




Under group permissions find Networking Groups.

Click on Networking Groups.

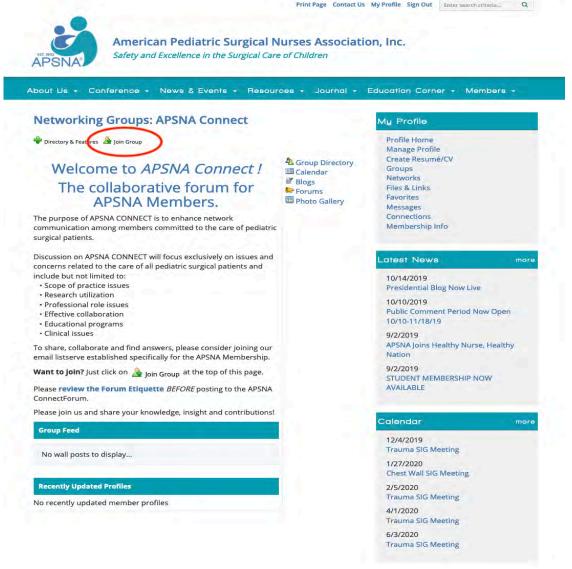




A new page will display groups available to join.

Click on APSNA Connect





Join group by clicking on Join Group at the top of the page.



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#### Step 7

#### **POSTING FORUM TOPIC**

Click on Directory & Features at the top.

Click on Forums.





Click on General Discussion.

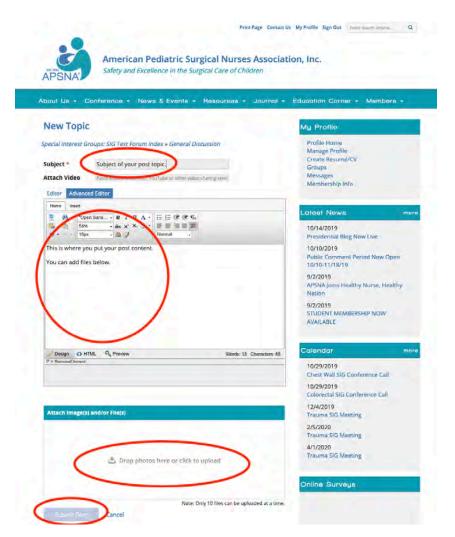
You will be directed to a new page – see next step.



#### STEP 9

Click on New Topic.





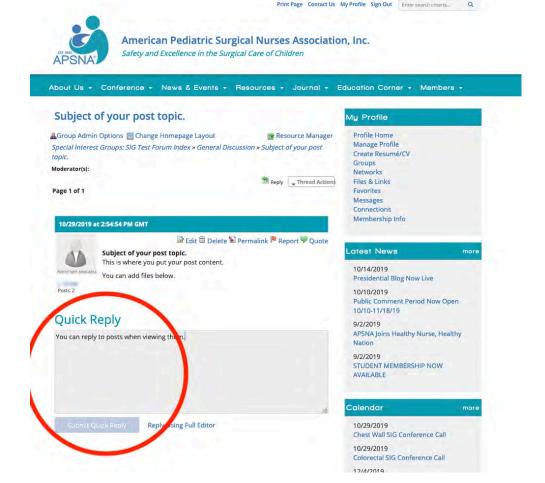
Enter a Subject.

Enter post content.

Add attachments, if applicable.

Click Submit Post.





#### Step 11

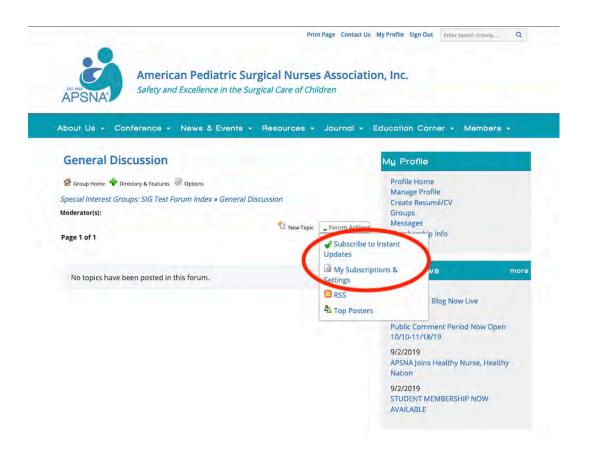
#### **REPLYING TO A POST**

While viewing a topic, enter your response in the Quick Reply Section.

Click Submit Quick Reply.

**Tip:** Use Reply Using Full Editor if you need to add attachments or formatting to your text.





#### Step 12

#### SUBSCRIBE FOR UPDATES

You can subscribe to receive updates on both specific topics or the entire group forum.

Click on Forum Actions or Thread Actions – when viewing a topic..

Click on Subscribe to Instant Updates.

**Tip:** You can manage your Subscriptions under the My Subscriptions & Settings



## Special Interest Groups - SIG Forum

APSNA SIGs allow members to share common interests in an organized, formal manner. As resources for the APSNA Board of Directors and general membership, these groups provide expertise for projects such as:

- Development of Position Statements or educational materials
- Offer advice on pending legislation
- Act as Task Force members
- Serve as liaisons to other organizations.

These groups are led by chairpersons and operate under the direction of APSNA's Director of Practice and Quality.



## SIG Forum

- Colorectal
- Chest Wall Deformity
- Global Health
- Pediatric Obesity,
   Metabolic and Bariatric
   Surgery
- Surgical Verification
- Trauma







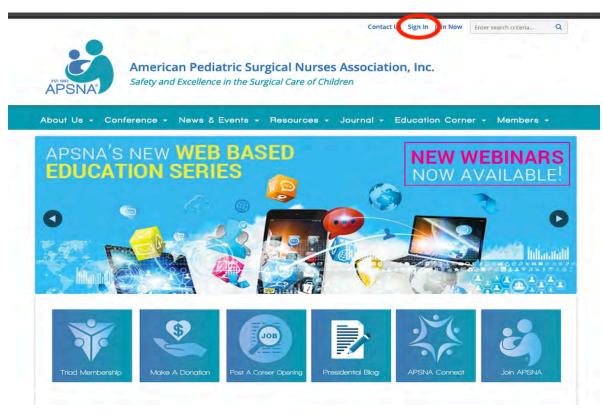
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## **SIG forum** HOW TO JOIN

See the following slides



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Step 1

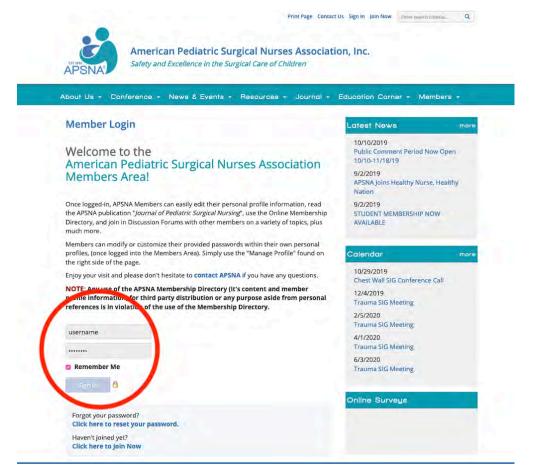
SIGN-IN TO APSNA.ORG

Go to APSNA.org

Click Sign-in at the very top.



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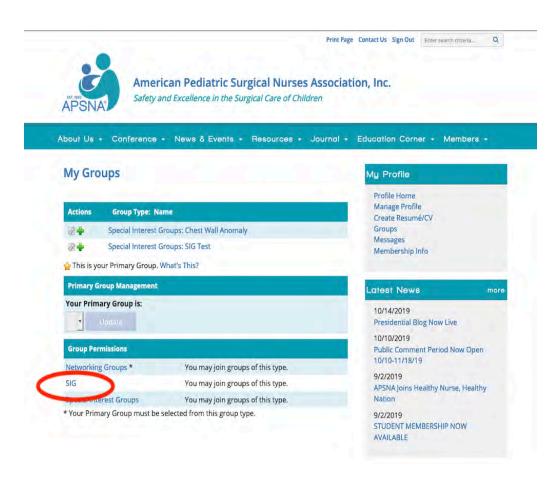


#### STEP 2

Enter your member username and password to login.



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#### Step 3

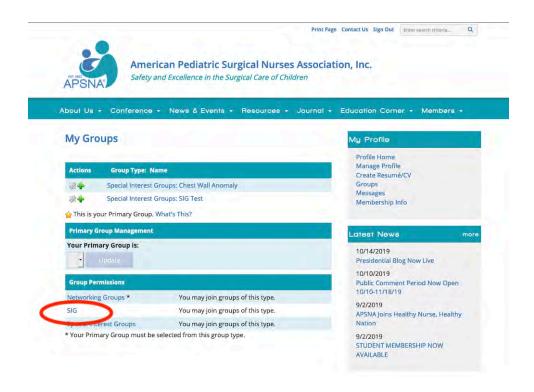
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From your profile page, click on the Groups link in the right sidebar.



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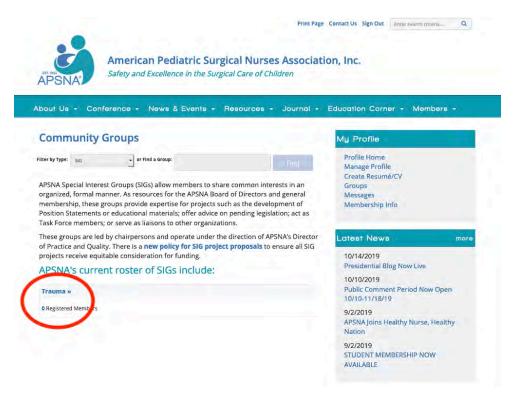
#### STEP 4

Under group permissions find SIG.

Click on SIG to see groups available to join.



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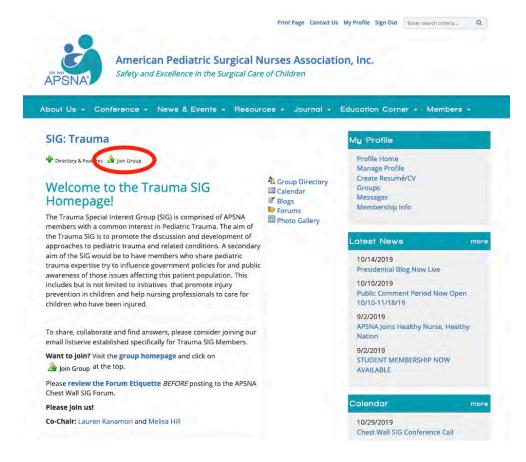
#### STEP 5

A new page will display groups available to join.

Click on the title of the group you want to join.



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#### STEP 6

Join group by clicking on Join Group at the top of the page.



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#### Step 7

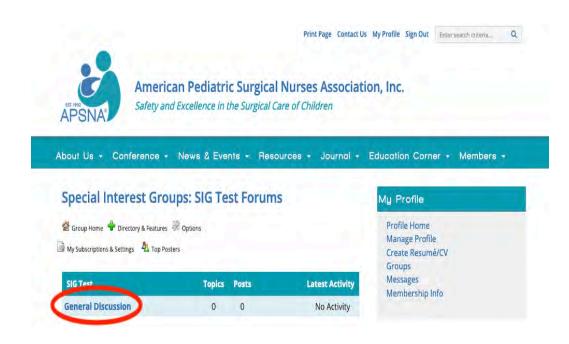
#### **POSTING FORUM TOPIC**

Click on Directory & Features at the top.

Click on Forums.



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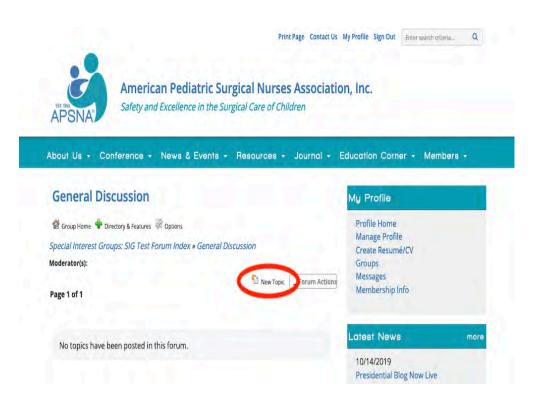


#### STEP 8

Click on General Discussion.



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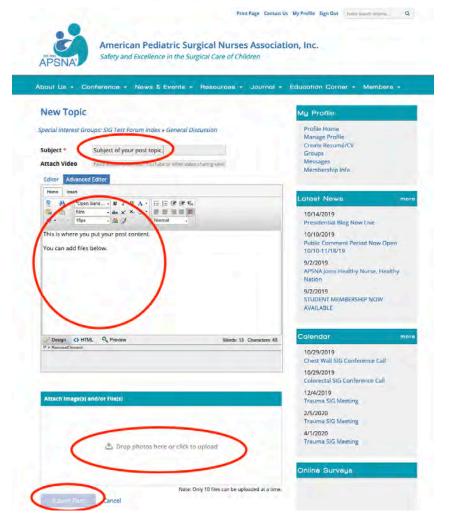


#### STEP 9

Click on New Topic.



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#### **STEP 10**

Enter a Subject.

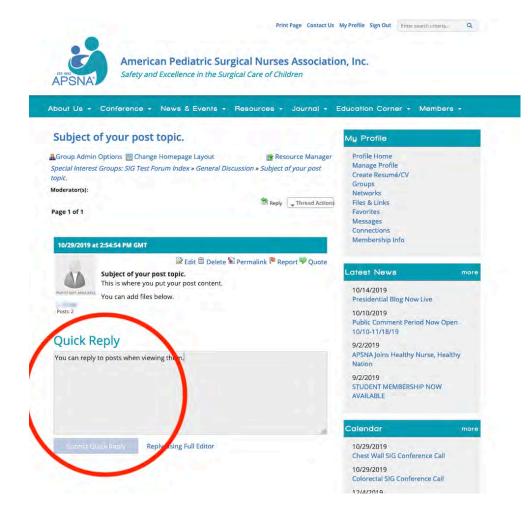
Enter post content.

Add attachments, if applicable.

Click Submit Post.



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#### Step 11

#### **REPLYING TO A POST**

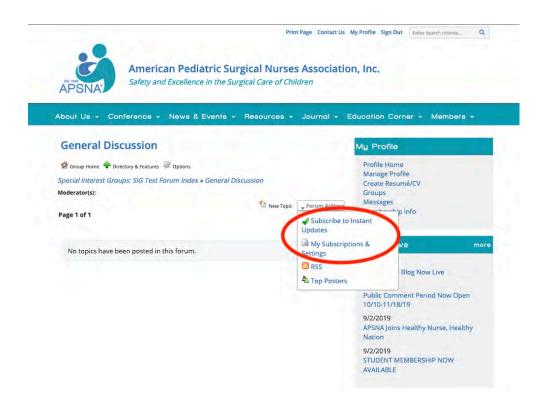
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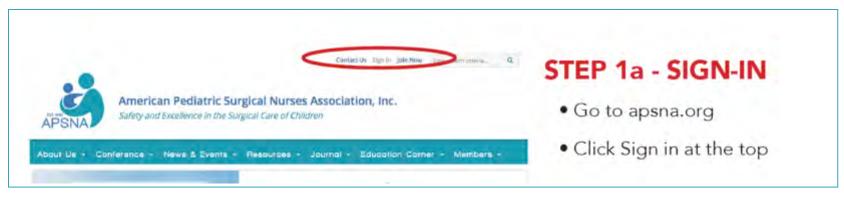
## Journal of Pediatric Surgical Nursing (JPSN)

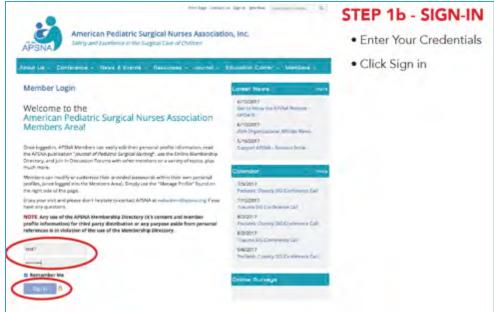


- The American Pediatric Surgical Nurses Association, Inc. (APSNA) in partnership with LWW has activated an online access to Journal of Pediatric Surgical Nursing (JPSN).
- To access JPSN you must be logged in to the APSNA Website.
   Please do not attempt to log in through the JPSN directly using your APSNA Username and Password.
- Please remember you must be an APSNA member to access the online journal for free.
- The following slides will show you step by step instructions.



# Journal of Pediatric Surgical Nursing (JPSN)













#### STEP 2a - GO TO JOURNAL

 Once logged in, Click on Journal or Journal of Pediatric Surgical Nursing navigation option.





#### STEP 2b - GO TO JOURNAL

 Click on button: Click to View Online Journal

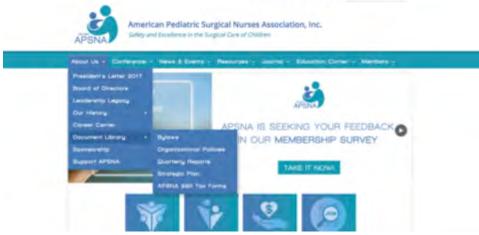
## Renewal Reminders:

As a member, you will receive automatic e-mail reminders when it's time to renew your membership. These come with a direct link to your profile for secure, online renewal.



# Security and Privacy Policy

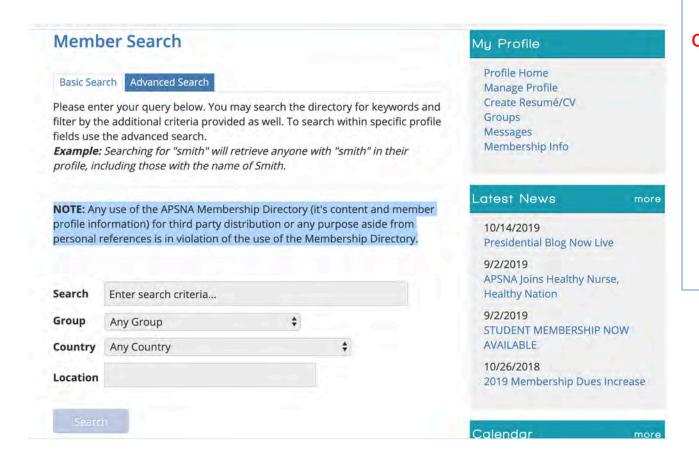
- The American Pediatric Surgical Nurses Association, Inc. ("APSNA"), operator of APSNA.org ("Website"), respects our members' privacy.
- Please make sure that you review our <u>organizational privacy</u> and mailing list policy.



 We take every precaution to protect member information from inadvertent disclosure and intrusion by third parties. If a member has questions about the security at our Website, they can e-mail Info@APSNA.org.



## Member Directory

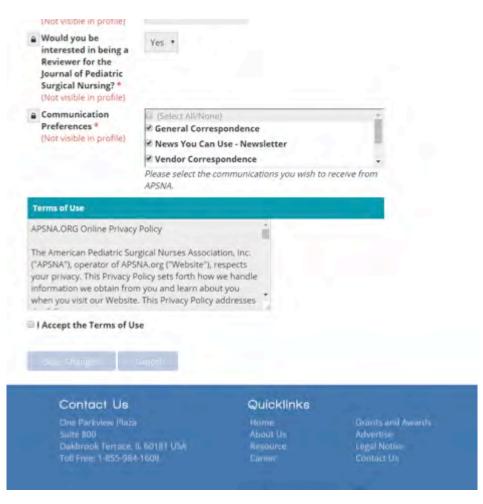


Our membership directory is now available. You may request a list of APSNA members and their mailing addresses by going to the order page.



# How APSNA Communicates with Members

- APSNA has different ways of communicating with Members:
  - General Correspondence
  - News You Can Use
  - Vendor Correspondence
  - Annual Conference Registrant List
  - APSNA Connect Forum
- Please make sure that you complete this information on your profile:





American Pediatric
Surgical Nurses Association, Inc.

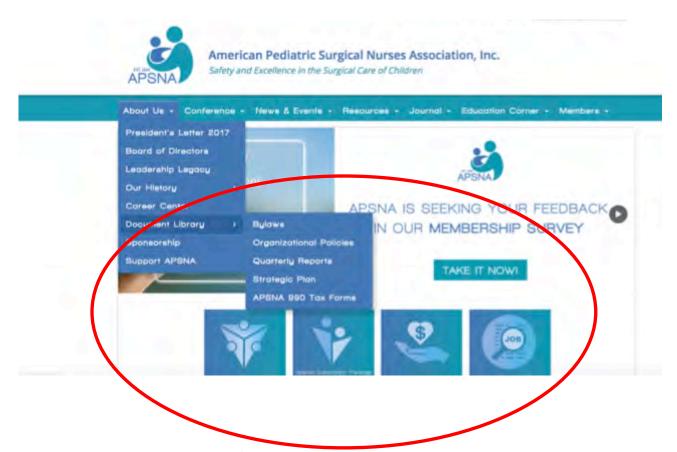
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# News You Can Use: APSNA's eNewsletter



If you want to unsubscribe to any general electronic correspondence, please click @@unsubcribe\_url@@ if you no longer wish to receive these communications on the bottom of the communique.

# Organizational Documents





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Surgical Nurses Association, Inc.
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# Want to know what your Board of Directors are up to?

Click on About Us > Board of Directors > Quarterly Reports



## APSNA's News and Events



## APSNA's Resources –



# Education Corner – Patient and Family Information





#### **Patient and Family Information**





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#### PATIENT AND FAMILY INFORMATION SHEET

The APSNA patient and family information sheets are written in language that is easy to understand. These educational teaching sheets provide information on surgical conditions and their interventions, as well as devices and/or care directly or indirectly related to pediatric surgical care. Those related to surgical conditions offer a description of the condition, the symptoms, why surgery is needed, information about the surgery itself, a description of the probable length of hospital stay, the care needed at home after discharge and activity limitations. There is also a section about long-term consequences and when to call the doctor or nurse.

APSNA recognizes that practice differs in these areas. The teaching sheets are a description of frequent practice for these surgical conditions and/or interventions described, they are not meant to be definitive. We encourage modifying them to reflect your particular pediatric surgical practice.

Below each information sheet you will find a link titled "References and Resources". In this section are references which will provide additional evidence-based materials related to the topic discussed on the information sheet. When available, there are also links to

#### My Profile

Profile Home Manage Profile Create Resumé/CV Groups Messages Membership Info

#### Latest News

more

2/6/2018

ANA Organizational Affiliate News

2/1/2018

Looking for Conference Moderators

6/10/2017

Get to Know the APSNA Website -UPDATE

5/18/2017

Support APSNA - Amazon Smile

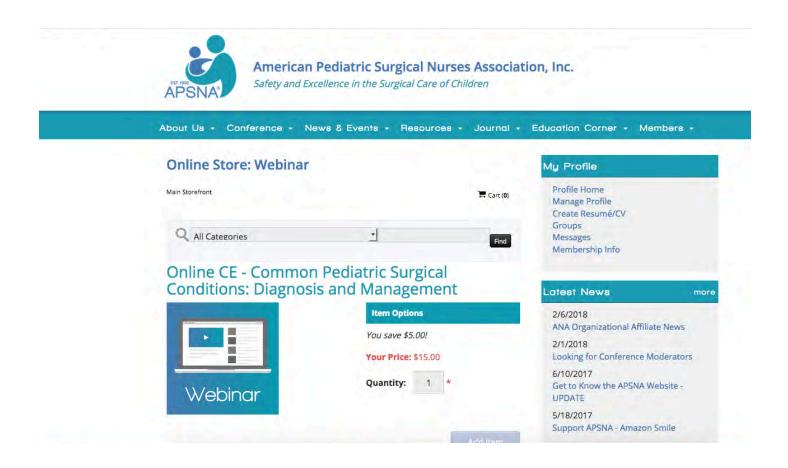
#### Calendar

more

4/4/2018

Trauma SIG Conference Call

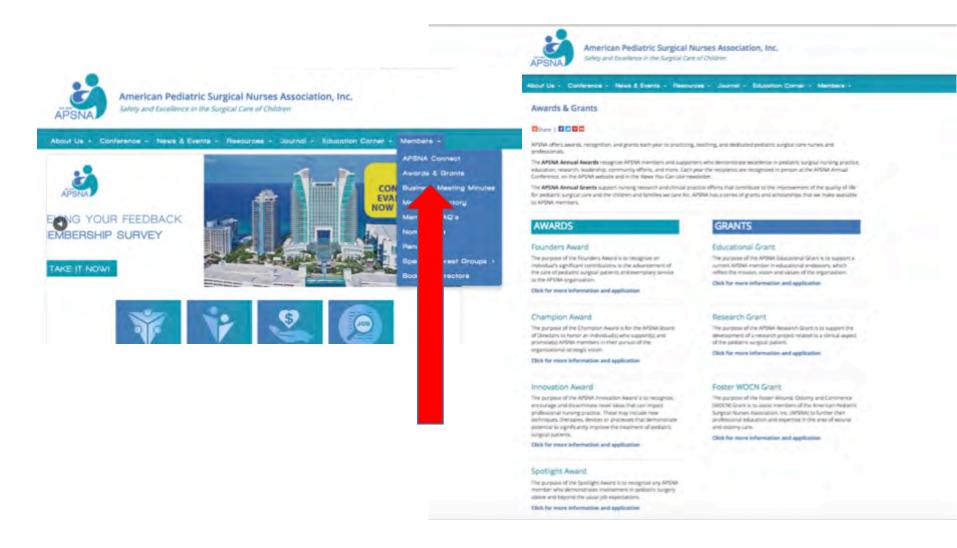
### Web-Based Education



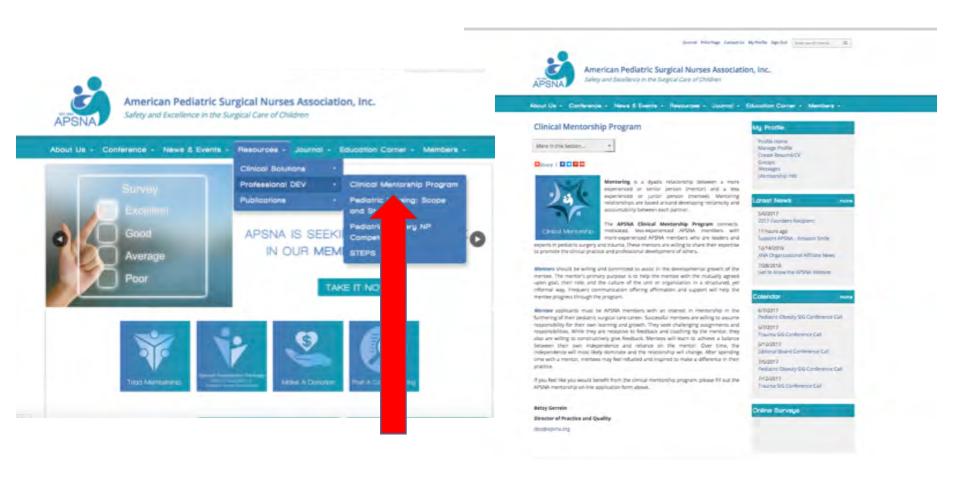


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## Grants and Awards



# Clinical Mentorship Program



## FAQ's

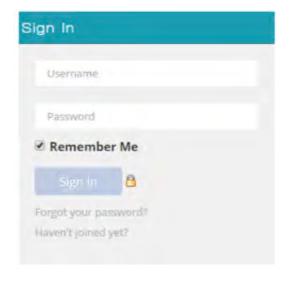
#### Why am I not receiving e-mails or notifications from APSNA?

- Make sure your membership is active. Access and entry to the web site can confirm this.
- Make sure the e-mail address in your profile is correct, and that it is the account you expect to be receiving notices at. (Remember, for the emails and notifications – e-mails can only be sent / received from the one e-mail account you have indicated in your profile.)
- Make sure you have added our incoming email addresses to your "safe" lists.
   Oftentimes sites sending out large numbers of e-mails are viewed as spam and
   are "junked". Check your settings & filters. If your e-mail address is through your
   healthcare institution, contact your IS department and ask them to allow
   YourMembership (www.yourmembership.com) through.
- ✓ For more information please visit our FAQs page
- ✓ If that doesn't work, e-mail us at info@apsna.org



## FAQ's - Password

- Click on the "Forgot your password?"
   below the sign in area. If you still have
   trouble contact our web administrator.
   The contact e-mail for the administrator
   is available on every page of the
   APSNA site.
- Don't forget you can change your username and password easily. Use one that's easy for YOU to remember.
- Log into website, click on My Profile, then "Manage Profile" – and "Edit Bio." Simply add new password in pop-up window and submit.





## Let's Get Social!



Like us on Facebook: facebook.com/APS NAnurse



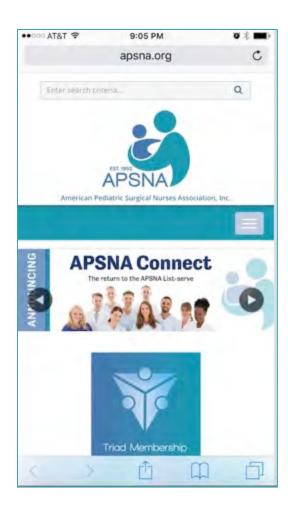
Follow us on Twitter @APSNAnurse



Follow us on Instagram @ APSNAnurse



# Mobile Friendly Website



# APSNA's Website is for you...

This website has been designed exclusively to meet the needs of all APSNA members. I hope that as you become more familiar with aspna.org the site will become more and more useful to you. As the Information Systems specialist, I welcome any questions or feedback you may have. Please feel free to contact us at info@apsna.org.

It is my sincere pleasure to help you navigate this website to best suite your needs.

Respectfully,

The APSNA Board of Directors 2019-2020

