



American Pediatric  
Surgical Nurses Association, Inc  
*Safety and Excellence in the Surgical Care of Children*

# *Welcome...* Getting to Know Your APSNA Website

[www.apsna.org](http://www.apsna.org)

# Welcome

Welcome to the APSNA web site. APSNA is truly a web-based 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.



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# Benefits of Being an APSNA MEMBER . . .

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

- Customize and manage your profile information
- Subscribe to a variety of listserve discussions – Special Interest Groups (SIG)
- Access your colleagues via the Member Directory
- View the current and previous editions of ***Journal of Pediatric Surgical Nursing***
- View and contribute to APSNA listserve – APSNA Connect
- Receive organizational information



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# The APSNA listserve – ***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 Listserve when you join APSNA.*

If you choose to participate in the Listserve, 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.



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# Members Listserve – *APSNA Connect*

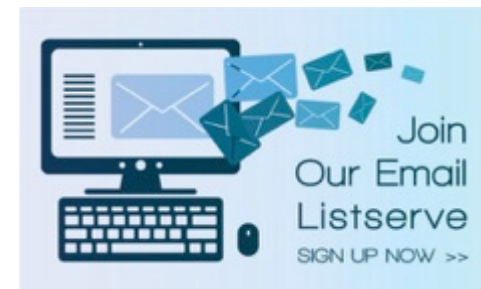
## HOW TO JOIN

Go to *Members* – by hovering over the “*Members*” section on the top horizontal navigation. Select **APSNA Connect**:



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

The web page for the group you selected will invite you to “*Join Our Email Listserve*”.



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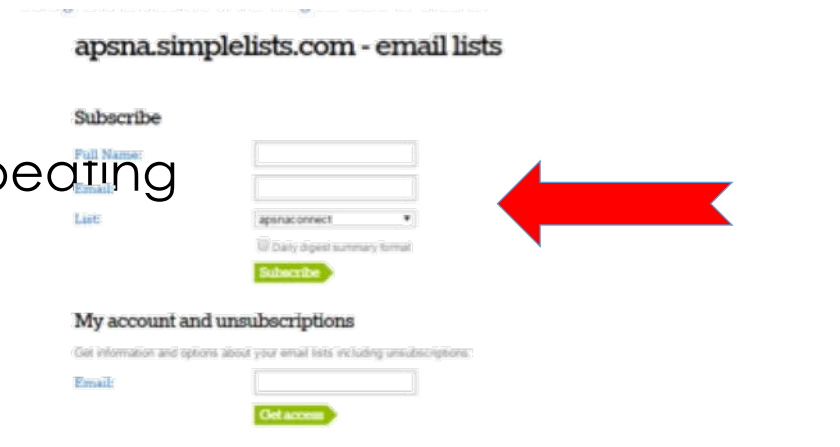


# Members Listserve – *APSNA Connect*

## HOW TO JOIN

- Click on the “Join our Email Listserve” icon that will lead you to the [apsna.simplelists.com](http://apsna.simplelists.com) registration page.  
Fill the information with your preferred e-mail address.  
Using your name is optional.

- You will need to do the same for each SIG you want to join by repeating this step and choose from the list from the drop-down selections (red arrow).



apsna.simplelists.com - email lists

Subscribe

Full Name:

Email:

List:

☒ Daily digest summary format

My account and unsubscriptions

Get information and options about your email lists including unsubscriptions:

Email:

- Hit “Subscribe”



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# Members Listserve – ***APSNA Connect***

You will receive an email inviting you to join Member Listserve at [apsna.simplelists.com](http://apsna.simplelists.com)

Invitation to join mailing list [apsna.simplelists.com](http://apsna.simplelists.com)



Inbox x



**apsna.simplelists.com listserve** <[list-manager@apsna.simplelists.com](mailto:list-manager@apsna.simplelists.com)>

to me ▾

This is a request to join a mailing list at [apsna.simplelists.com](http://apsna.simplelists.com). This email-only service will replace the online forums at [apsna.org](http://apsna.org).

If you would like to subscribe, please follow the link below:

<http://www.simplelists.com/confirm.php?id=7tCjkCpuACgqqsKQx1zACQLrnX46hkWx>

or you can visit this webpage link to join via a web browser:

<http://apsna.simplelists.com/>



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# Members Listserve – ***APSNA Connect***

**\*\*THIS IS NOT THE SAME LISTSERVE AS THE INDIVIDUAL  
ONES FOR SIGs**

Once you have signed up to the  
[aspna.simplelists.com](http://aspna.simplelists.com) you will be able to  
communicate and share information with all the  
members on APSNA Connect.

# Special Interest Groups – *SIG* *Listserve*

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.



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# ***SIG Listserve***

- Bowel Management
- Chest Wall Deformity
- Global Health
- Pediatric Obesity
- Perioperative
- Surgical Verification
- Trauma
- WOCN



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# ***SIG Listserve:*** HOW TO JOIN

Go to *Members* – by hovering over the “*Members*” section on the top horizontal navigation. Select “*Special Interest Groups*”.

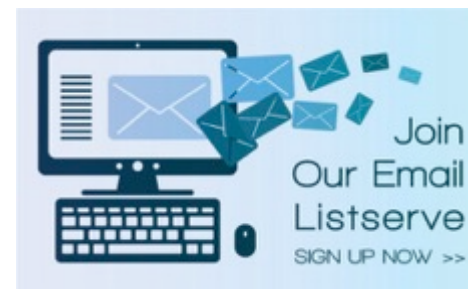
The screenshot displays the APSNA Connect website. At the top, the APSNA logo is on the left, and the text "American Pediatric Surgical Nurses Association, Inc. Safety and Excellence in the Surgical Care of Children" is on the right. Below this is a horizontal navigation bar with links: "About Us", "Conference", "News & Events", "Resources", "Journal", "Education Corner", and "Members". The "Members" link is highlighted, and a dropdown menu is visible on the right side of the page. The dropdown menu contains the following items: "2018 Nominations", "APSNA Connect", "Awards & Grants", "Business Meeting Minutes", "Member Directory", "Members FAQ's", "Renew", "Special Interest Groups", and "Board of Directors". The "Special Interest Groups" item is further expanded, showing a list of SIGs: "SIG - Bowel Management", "SIG - Chest Wall Anomaly", "SIG - Global Health", "SIG - Pediatric Obesity", "SIG - Perioperative", "SIG - Surgical Verification", "SIG - Trauma", and "SIG - WOCN". The main content area features a large banner for "APSNA Connect" with the tagline "The return to the APSNA Listserve" and a group photo of diverse healthcare professionals. Below the banner are four icons representing "Trial Membership", "Make A Donation", "Post A Career Opening", and "Online Education". At the bottom, there are three sections: "Tweets by @APSNAnurse", "Latest News" (with dates 5/23/2018, 2/6/2018, and 3/9/2018), and "Calendar" (with dates 8/1/2018, 8/6/2018, and 9/10/2018).



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# ***SIG Listserve:*** HOW TO JOIN

- Select the group you want
- The web page for the group you selected will invite you to “*Join Our Email Listserve*”.



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# ***SIG Listserve:*** HOW TO JOIN

- Click on the “Join our Email Listserve” icon that will lead you to the [apsna.simplelists.com](http://apsna.simplelists.com) registration page. Fill the information with your preferred e-mail address. Using your name is optional.
- Be sure to pick the SIG list from the drop-down selections (red arrow).
- You will need to repeat this step for EACH SIG you want to join.
- Hit “Subscribe”

apsna.simplelists.com - email lists

Subscribe

Full Name:

Email:

List:

☐ Daily digest summary format

My account and unsubscriptions

Get information and options about your email lists including unsubscriptions:

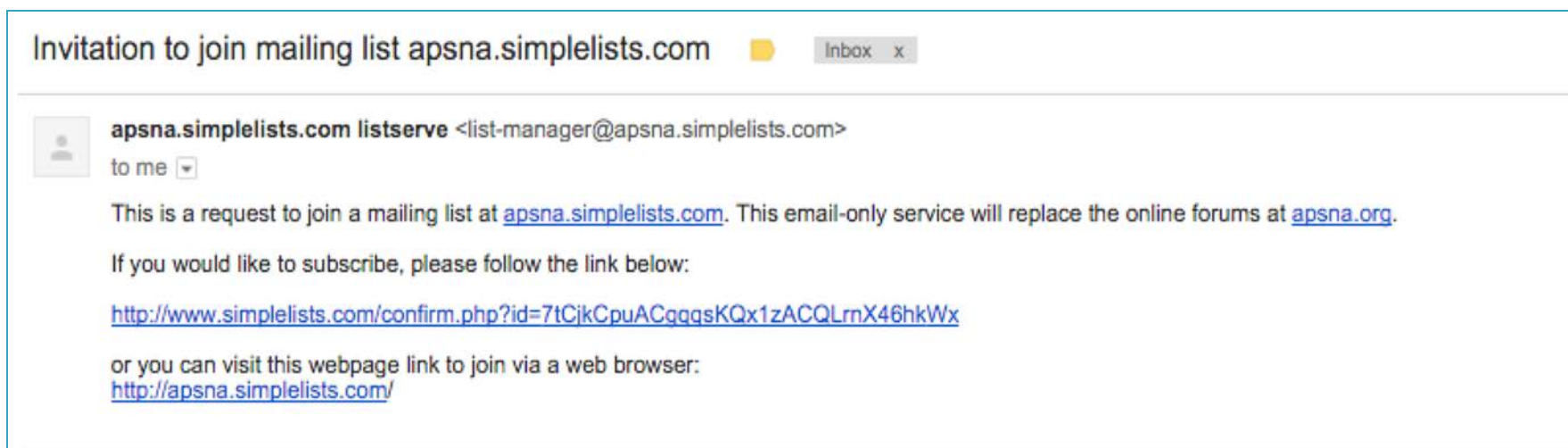
Email:





# ***SIG Listserve***

You will receive an email inviting you to join the special interest group at [apsna.simplelists.com](http://apsna.simplelists.com)



Once you have signed up to the [apsna.simplelists.com](http://apsna.simplelists.com) assigned to your SIG you will be able to communicate and share information with all the members of that particular SIG.



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# ***SIG Listserve*** – HOW TO Unsubscribe

To leave a SIG group visit: <http://apsna.simplelists.com/>

Enter your email in the unsubscription box and click get access.



## **apsna.simplelists.com - email lists**

You have been sent an email with an access code. Please click on the link contained in the email in order to get access to further options

### **Subscribe**

Full Name:

Email:

List:

☐ Daily digest summary format

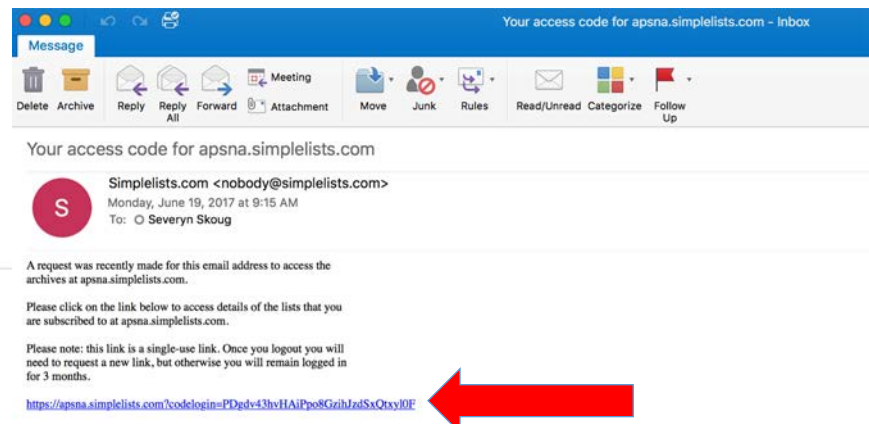
**Subscribe**

### **My account and unsubscriptions**

Get information and options about your email lists including unsubscriptions:

Email:

**Get access**



# ***SIG Listserve*** – HOW TO Unsubscribe

Follow the link from your email and click “Unsubscribe”

Click “Confirm Request”

Click “Yes, please unsubscribe me”



**Subscriber area - severyn@mpma.com**

**Lists that you are a member of:**

**apsna.simplelists.com**

Delivery status: Delivery is active ([Pause delivery](#))    Daily summary status: Daily summary is disabled ([Enable daily summary](#))  
apsnaconnect@apsna.simplelists.com    [Unsubscribe](#)    [View list members](#)    [Contact list manager](#)

[Terms and Conditions](#) | [Privacy & Cookies](#)



**apsna.simplelists.com - email lists**

**Please activate your access request**

Please note that this is only valid for a single use. If you logout you will need to request a new access code.

[Confirm request](#)

[Terms and Conditions](#) | [Privacy & Cookies](#)



**Subscriber area - severyn@mpma.com**

Are you sure you want to unsubscribe from apsnaconnect@apsna.simplelists.com?

[Yes, please unsubscribe me](#)    [No, please cancel](#)

**Lists that you are a member of:**

**apsna.simplelists.com**

Delivery status: Delivery is active ([Pause delivery](#))    Daily summary status: Daily summary is disabled ([Enable daily summary](#))

apsnaconnect@apsna.simplelists.com    [Archives](#)    [Override account daily summary](#)    [Unsubscribe](#)    [View list members](#)    [Contact list manager](#)

[Terms and Conditions](#) | [Privacy & Cookies](#)

# *Journal of Pediatric Surgical Nursing (JPSN)*

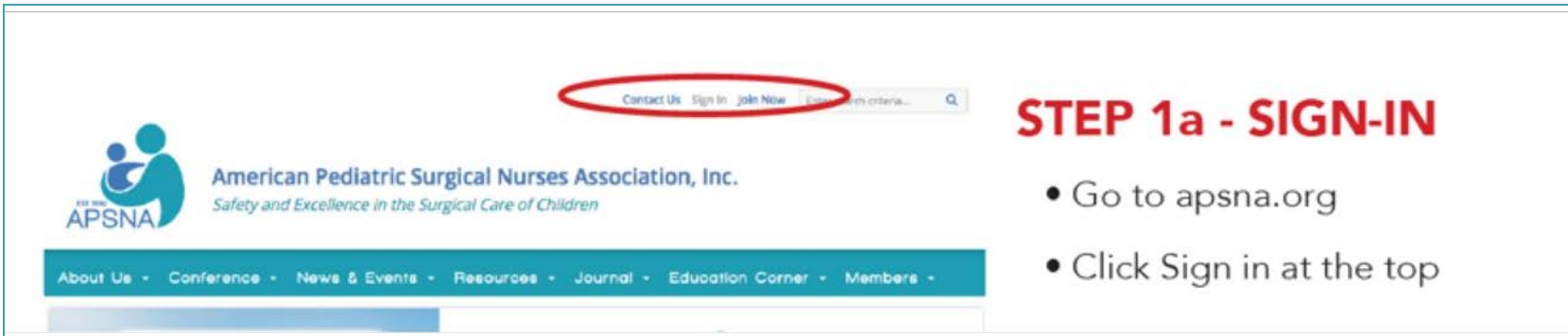


- The American Pediatric Surgical Nurses Association, Inc. (APSNA) in partnership with LWW has activated an online access to *Journal of Pediatric Surgical Nursing (JPSN)*.
- To access *JPSN* you must be logged in to the APSNA Website. Please do not attempt to log in through the *JPSN* directly using 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.



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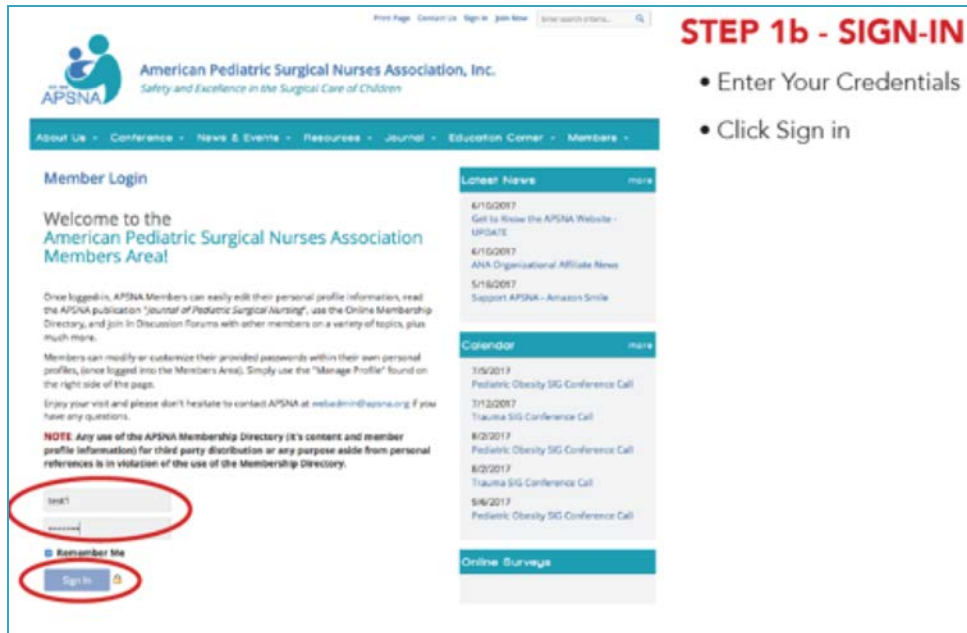
# Journal of Pediatric Surgical Nursing (JPSN)



The screenshot shows the APSNA homepage. At the top, there is a navigation bar with links: Contact Us, Sign In, Join Now, and a search bar. The 'Sign In' link is circled in red. Below the navigation bar is the APSNA logo and the text 'American Pediatric Surgical Nurses Association, Inc. Safety and Excellence in the Surgical Care of Children'. A teal navigation bar contains links: About Us, Conference, News & Events, Resources, Journal, Education Corner, and Members. Below this is a light blue banner.

**STEP 1a - SIGN-IN**

- Go to [apsna.org](http://apsna.org)
- Click Sign in at the top




The screenshot shows the APSNA Member Login page. At the top, there is a navigation bar with links: Home Page, Contact Us, Sign In, Join Now, and a search bar. Below the navigation bar is the APSNA logo and the text 'American Pediatric Surgical Nurses Association, Inc. Safety and Excellence in the Surgical Care of Children'. A teal navigation bar contains links: About Us, Conference, News & Events, Resources, Journal, Education Corner, and Members. Below this is the 'Member Login' section. It includes a welcome message, a brief description of the members area, and a 'NOTE' about the use of the APSNA Membership Directory. The login form has two fields: 'Username' and 'Password', both of which are circled in red. Below the password field is a 'Remember Me' checkbox and a 'Sign In' button, which is also circled in red. To the right of the login form are sections for 'Latest News' and 'Calendar'.

**STEP 1b - SIGN-IN**

- Enter Your Credentials
- Click Sign in







**American Pediatric Surgical Nurses Association, Inc.**  
Safety and Excellence in the Surgical Care of Children

Print Page | Contact Us | My Profile | Sign Out

Enter search criteria...

[About Us](#) • 
 [Conference](#) • 
 [News & Events](#) • 
 [Resources](#) • 
 [Journal](#) • 
 [Education Corner](#) • 
 [Members](#)

Test Testing

Profile Pages | More


Feeds | **Wall** | **Bio**

**Journal of Pediatric Surgical Nursing**

Journal of Pediatric Surgical Nursing Archives

## STEP 2a - GO TO JOURNAL

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



**American Pediatric Surgical Nurses Association, Inc.**  
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Print Page | Contact Us | My Profile | Sign Out

Enter search criteria...

[About Us](#) • 
 [Conference](#) • 
 [News & Events](#) • 
 [Resources](#) • 
 [Journal](#) • 
 [Education Corner](#) • 
 [Members](#)

Journal of Pediatric Surgical Nursing

Share | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)

*Journal of Pediatric Surgical Nursing*

The American Pediatric Surgical Nurses Association, Inc. (APSNA) in partnership with LWW has activated an online access to *Journal of Pediatric Surgical Nursing*.

**Click to View Online Journal**

**My Profile**

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

**Latest News** [more](#)

6/10/2017  
Get to Know the APSNA Website - UPDATE

6/10/2017  
ANA Organizational Affiliate News

**Journal of Pediatric Surgical Nursing**

Account | [Log In](#) | [Help](#)

Articles & Issues | [For Authors](#) | [Journal Info](#)

Enter keywords

Advanced Search

**Current Issue**

January/March 2017 - Volume 6 - Issue 1

Editor-in-Chief: Kimberly Wolford, PhD, CNRN, CROCN  
Editor: APRN, PhD, CROCN  
Managing Editor: Kimberly

[Subscribe to eJOS](#)

**Journal of Pediatric Surgical Nursing**  
**Call for Authors**

Attention New & Experienced Authors  
JPSN is currently seeking manuscripts

Topics to consider:

- Research
- Case Studies
- Quality Improvement
- International
- Translational
- Non-Operative
- Minimally Invasive
- Obesity

For more information or to send a query about a potential topic, email Kimberly Wolford, Editor-in-Chief, at [kwolford@jpsn.com](mailto:kwolford@jpsn.com).

[Home](#) | [About Us](#) | [For Authors](#) | [For Readers](#) | [Contact Us](#) | [Privacy Policy](#) | [Terms of Use](#)

**Official Journal of The American Pediatric Surgical Nurses Association, Inc.**  
Learn more about APSNA

**Nursing Care of the Pediatric Surgical Patient, Third Edition**

This is the first book to address all aspects of pediatric general surgery from a nursing perspective. Adapted for nurses in pediatric surgery departments, student nurses interested in pediatric surgery, and nurse managers, this book packages all aspects of the pediatric surgical nurse's job into one comprehensive reference. It was also awarded second place in the 2012 JPSN Book of the Year Awards.

**Nursing Care of the Pediatric Surgical Patient, Third Edition**

## STEP 2b - GO TO JOURNAL

- Click on button: Click to View Online Journal



# Renewal Reminders:

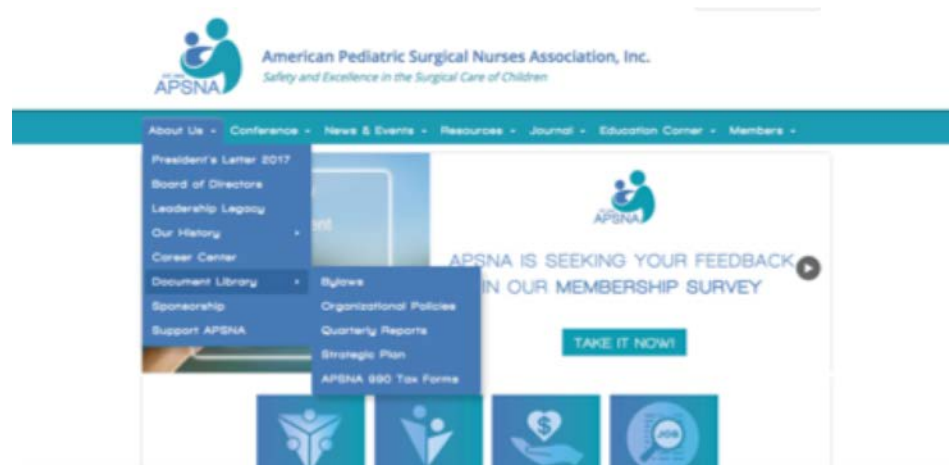
As a member, you will receive automatic e-mail reminders when it's time to renew your membership. These come with a direct link to your profile for secure, online renewal.



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# 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 organizational privacy 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 [WEBADMIN@APSNA.org](mailto:WEBADMIN@APSNA.org).





# 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 Listserve
- Please make sure that you complete this information on your profile:

(Not visible in profile)

Would you be interested in being a Reviewer for the Journal of Pediatric Surgical Nursing? \*  
(Not visible in profile)

Yes ▾

Communication Preferences \*  
(Not visible in profile)

(Select All/None)

- ☒ General Correspondence
- ☒ News You Can Use - Newsletter
- ☒ Vendor Correspondence

Please select the communications you wish to receive from APSNA.

**Terms of Use**

APSNA.ORG Online Privacy Policy

The American Pediatric Surgical Nurses Association, Inc. ("APSNA"), operator of APSNA.org ("Website"), respects your privacy. This Privacy Policy sets forth how we handle information we obtain from you and learn about you when you visit our Website. This Privacy Policy addresses

☐ I Accept the Terms of Use

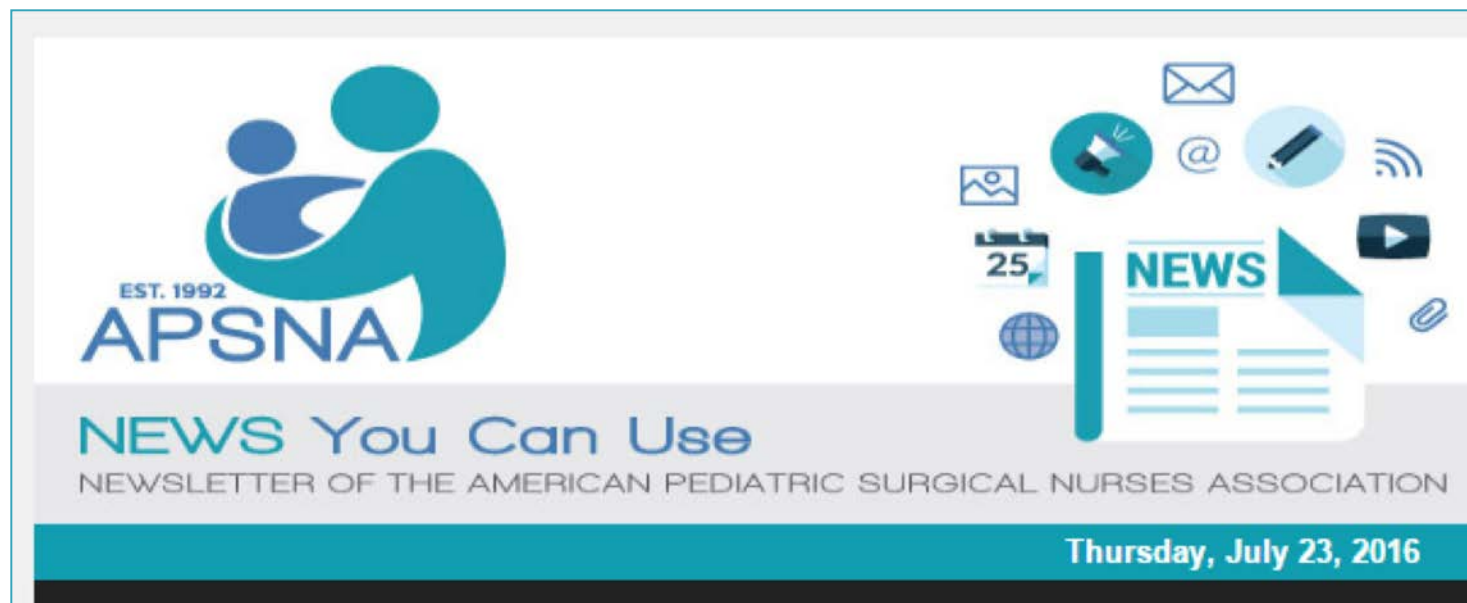
Save Changes Cancel

<b>Contact Us</b> One Parkview Plaza Suite 800 Oakbrook Terrace, IL 60181 USA Toll Free: 1-855-984-1609	<b>Quicklinks</b> Home About Us Resource Career	Grants and Awards Advertise Legal Notice Contact Us
---------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------	--------------------------------------------------------------



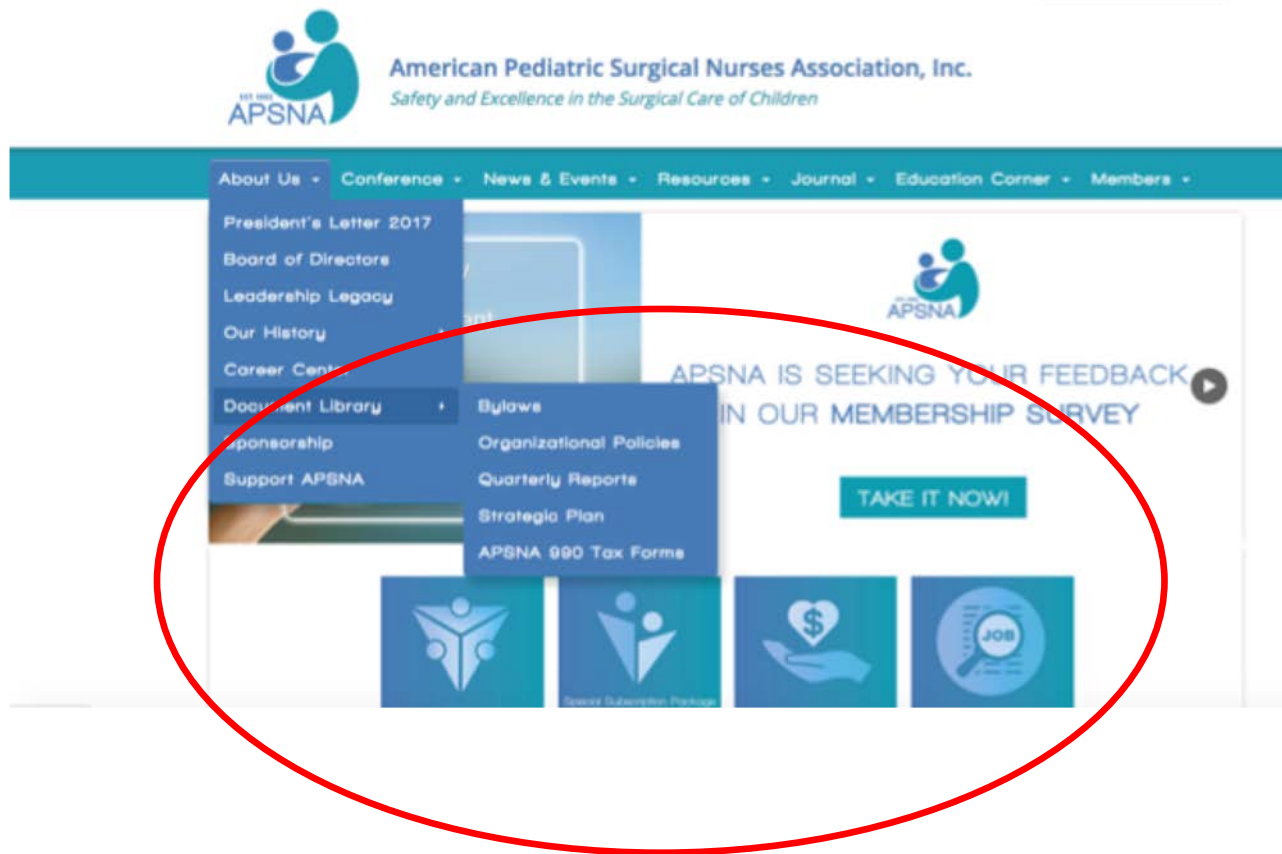
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# ***News You Can Use:*** APSNA's eNewsletter



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

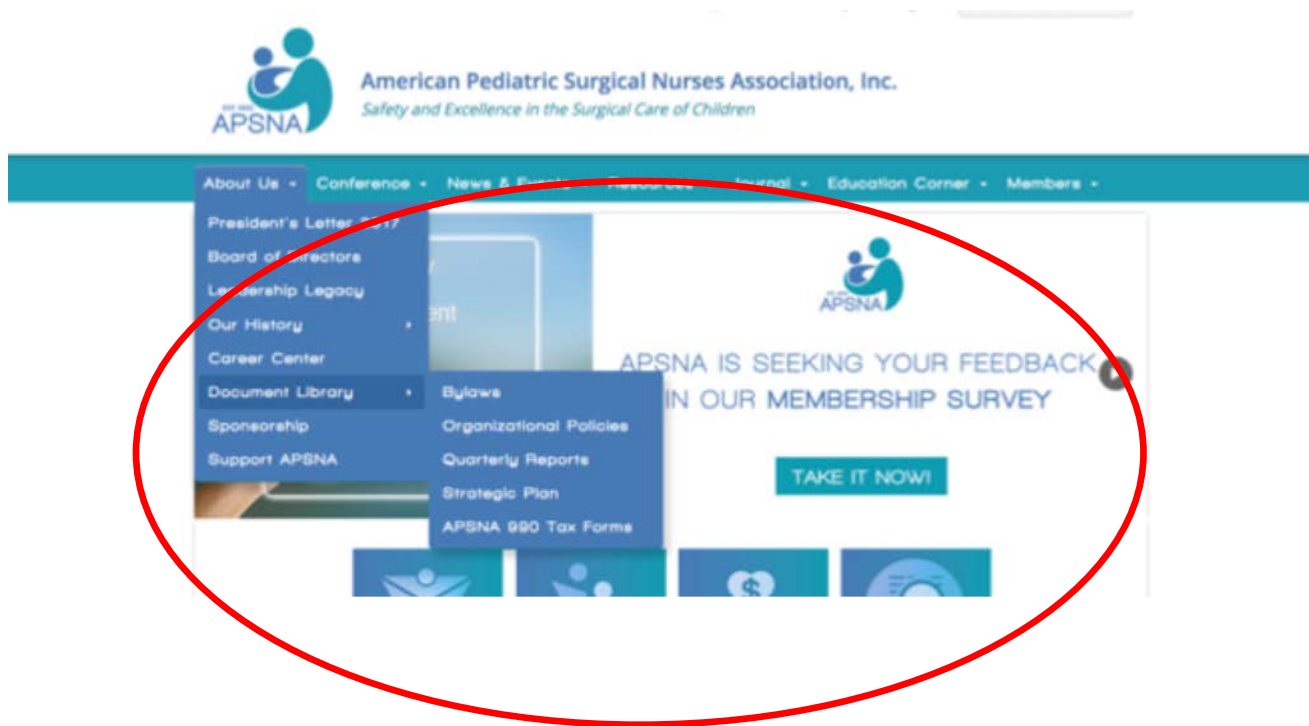
# Organization Documents



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# Want to know what your Board of Directors are up to?

Click on About Us > Board of Directors > Quarterly Reports



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# APSNA's News and Events



# APSNA's Resources –



# Education Corner – Patient and Family Information



The screenshot displays the APSNA website interface. At the top, there is a navigation bar with links for "Contact Us", "My Profile", "Sign Out", and a search bar. Below this is the APSNA logo, which includes the text "EST. 1992" and "APSNA®", followed by the organization's name "American Pediatric Surgical Nurses Association, Inc." and its tagline "Safety and Excellence in the Surgical Care of Children".

The main navigation menu is located below the header, featuring links for "About Us", "Conference", "News & Events", "Resources", "Journal", "Education Corner", and "Members". The "Education Corner" menu is expanded, showing sub-links for "Patient and Family Information", "Educational Web-Series", and "Common Pediatric Surgical Conditions".

The central banner area features the text "APSNA Connect" and "The return to the APSNA Listserve". Below this text is a group photo of several healthcare professionals. To the left of the photo is a vertical blue bar with the word "ANNOUNCING" and a play button icon. To the right is a large blue speech bubble graphic with a play button icon.

Below the banner, there are four square icons representing different services: a stylized person icon, a heart with a dollar sign, a magnifying glass over a "JOB" button, and a computer monitor with a play button.

At the bottom of the page, the APSNA logo and tagline are repeated.



## Patient and Family Information

[+ Share](#) | 
 [Twitter](#)
[Facebook](#)
[Pinterest](#)
[Email](#)



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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



American Pediatric Surgical Nurses Association, Inc.  
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About Us ▾ Conference ▾ News & Events ▾ Resources ▾ Journal ▾ Education Corner ▾ Members ▾

## Online Store: Webinar

Main Storefront Cart (0)

Find

### Online CE - Common Pediatric Surgical Conditions: Diagnosis and Management



Webinar

**Item Options**

You save \$5.00!

**Your Price: \$15.00**

Quantity:  \*

Add Item

#### My Profile

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

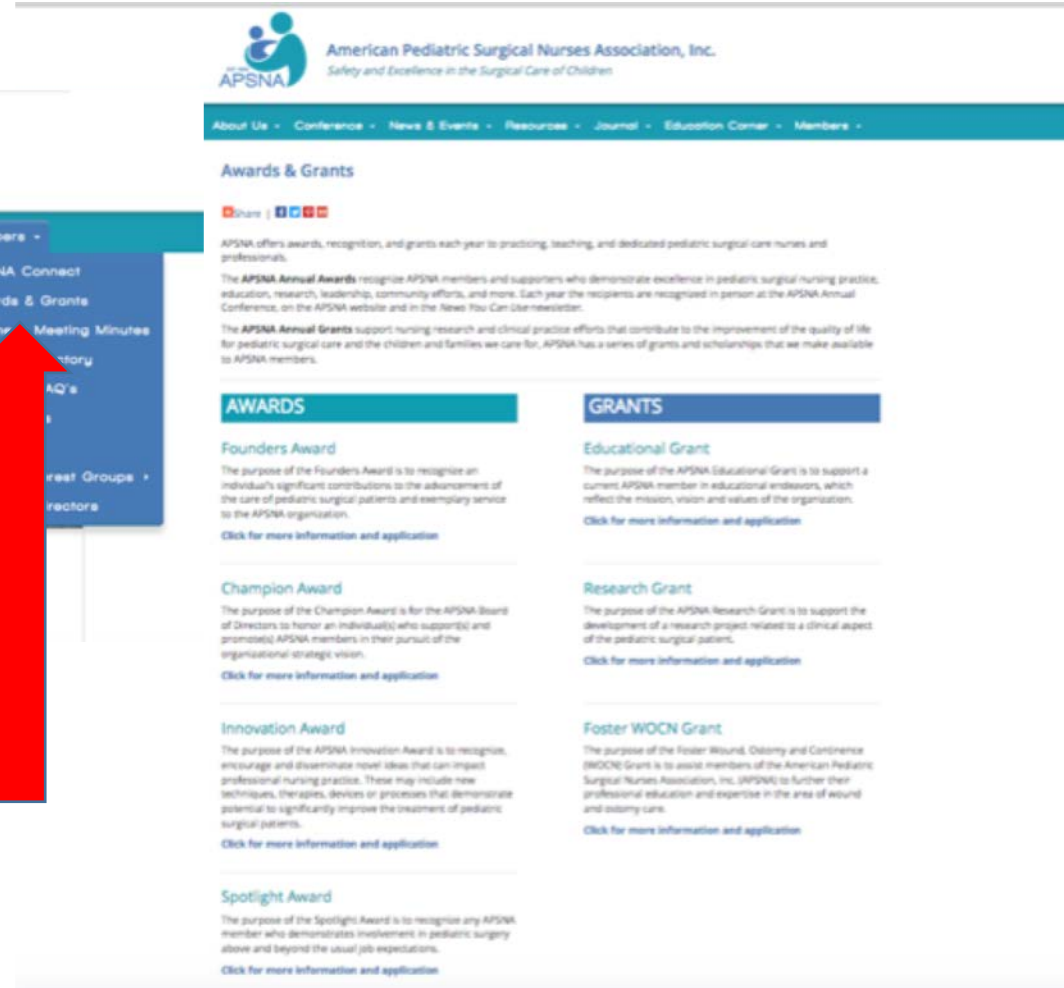
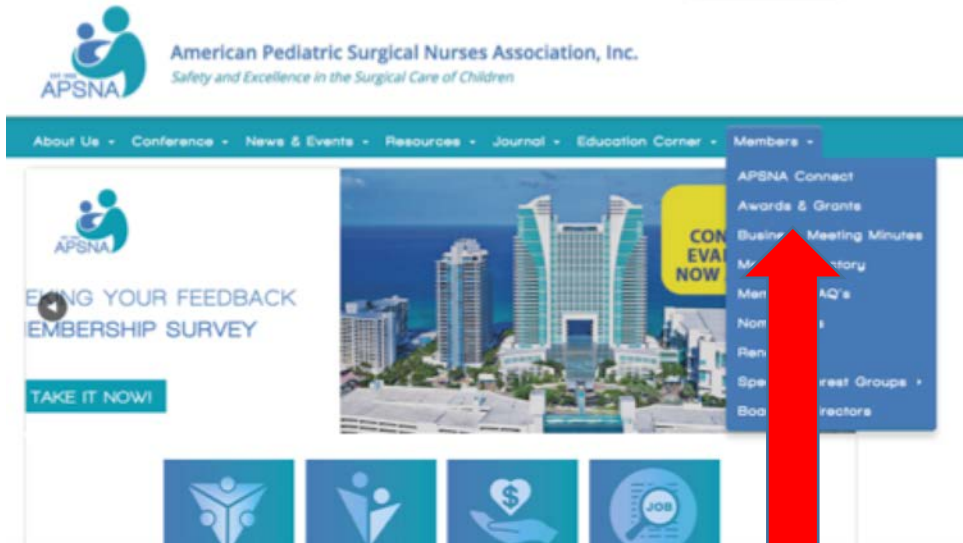
#### Latest News more

- 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

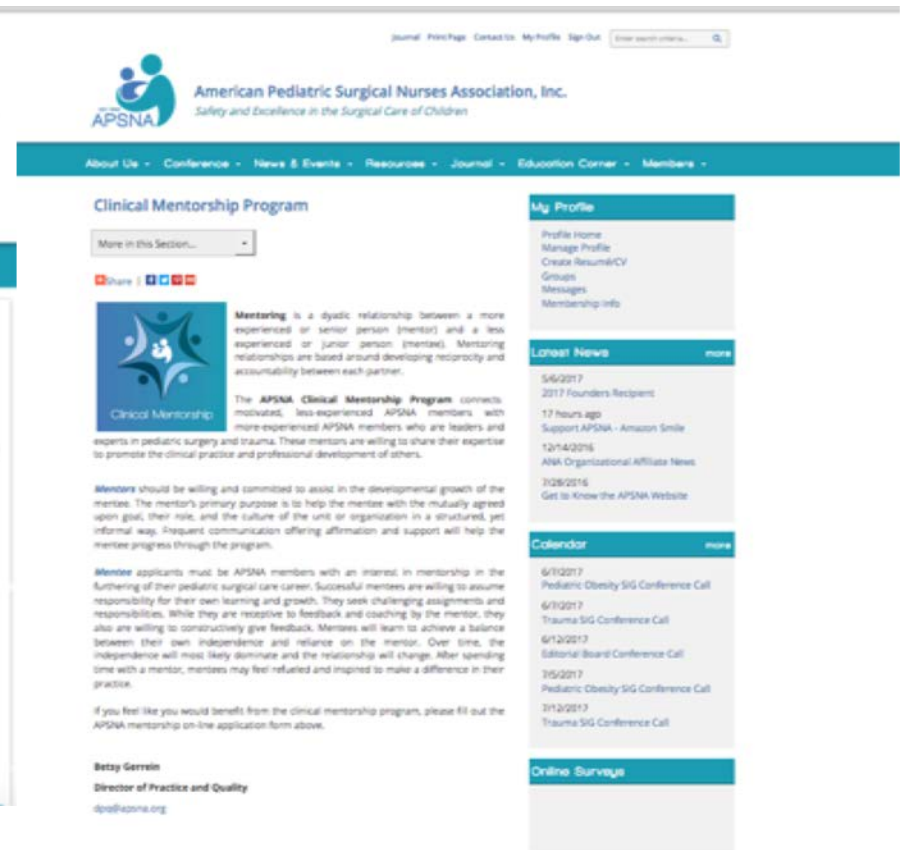
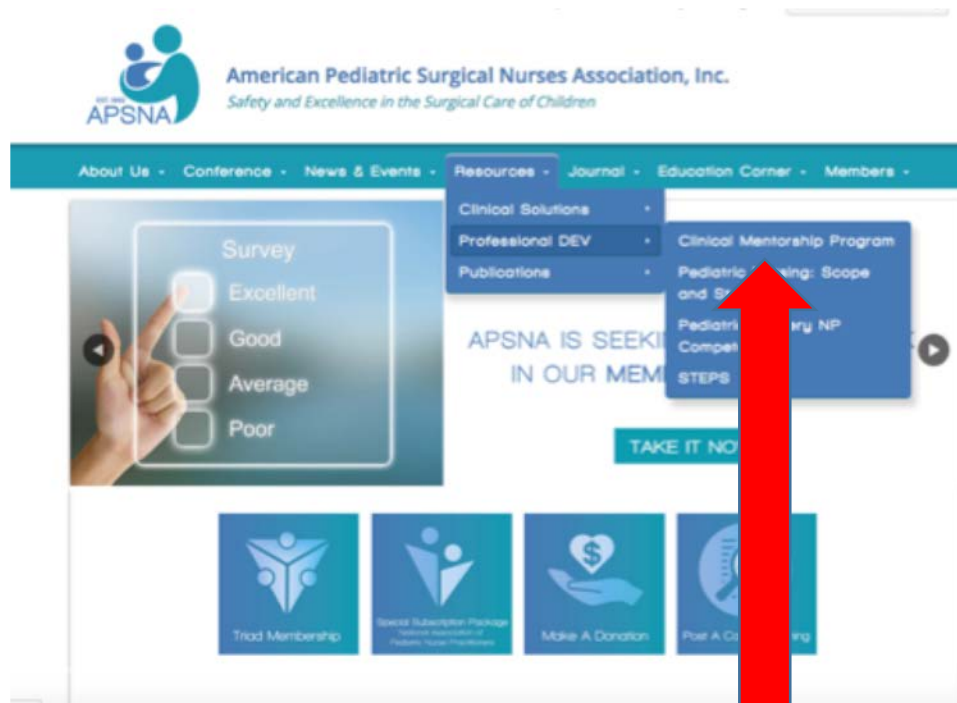


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# Grants and Awards



# Clinical Mentorship Program



# FAQ's – Listserve messages

## Why am I not getting Listserve messages?

- Some ISP's or e-mail service providers will block incoming emails from website names that are not familiar to them. This is a valuable service – and effectively filters unwanted spam from making its way to your email service. On occasion, the APSNA organization communications (as well as our messages) are captured by this same filter system. To alleviate the filtering of key organization messages & communications from colleagues, it is best to enter the *apsna.simplerlists.com* domain into any spam filters associated with your network or email client to permit email delivery from APSNA.
- If you are not receiving e-mail messages, be certain to check the trash, junk or bulk mail folders to be certain that mail is not inadvertently delivering to these destinations. This can occur if you do not have *yourmembership.com* and any associated organization domain in your "trusted senders" listing. This will ensure that APSNA communications are delivered direct to your email accounts.
- Often times, your e-mail provider or internal enterprise IT Department can provide assistance on this topic. APSNA does not distribute or sell your e-mail account to any third party vendor or organization.

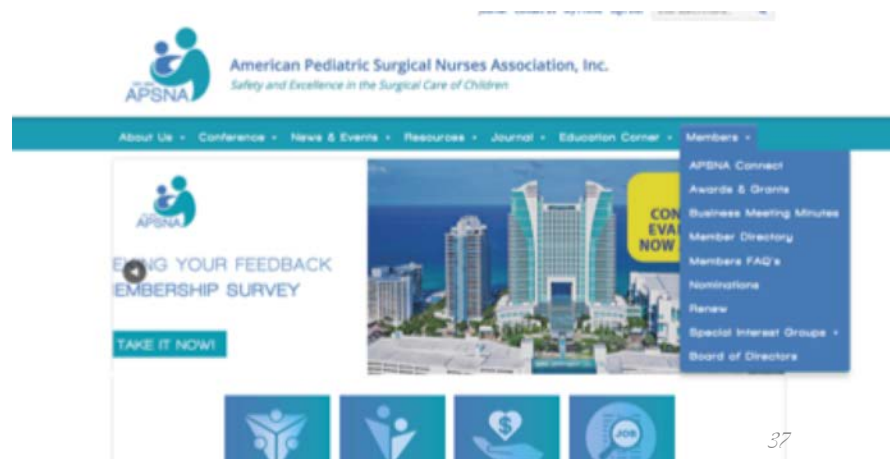


# FAQ's

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

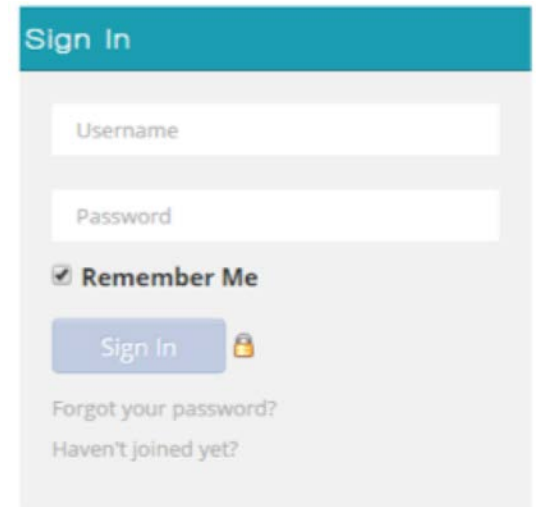
- Make sure your membership is active. Access and entry to the web site can confirm this.
- Make sure the e-mail address in your profile is correct, and that it is the account you expect to be receiving notices at. (Remember, for the emails and notifications – e-mails can only be sent / received from **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 [webadmin@apsna.org](mailto:webadmin@apsna.org) or [secretary@apsna.org](mailto:secretary@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.

A screenshot of the APSNA website's sign-in interface. It features a teal header with the text "Sign In". Below the header are two white input fields labeled "Username" and "Password". Under the password field is a checkbox labeled "Remember Me" which is checked. Below the checkbox is a blue "Sign In" button with a small lock icon to its right. At the bottom of the form are two links: "Forgot your password?" and "Haven't joined yet?".

Sign In

Username

Password

☒ Remember Me

Sign In

[Forgot your password?](#)

[Haven't joined yet?](#)



# Let's Get Social!



Like us on  
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[facebook.com/APSNAurse](https://facebook.com/APSNAurse)



Follow us on  
Twitter  
[@APSNAurse](https://twitter.com/APSNAurse)



Follow us on  
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American Pediatric  
Surgical Nurses Association, Inc  
*Safety and Excellence in the Surgical Care of Children*



# 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 [apsna.org](http://apsna.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 me at [secretary@apsna.org](mailto:secretary@apsna.org).*

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

*Respectfully,*

*Jessica Draper, MSN, APNP, CPNP  
Secretary, APSNA  
[secretary.draperj@apsna.org](mailto:secretary.draperj@apsna.org)*



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Surgical Nurses Association, Inc  
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