

**Elsevier  
Performance  
Manager**

**Administrator – Periop 101: Core  
Curriculum for the OB RN Circulator**

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## Administrator Course Overview

- Periop 101: Core Curriculum for the OB RN Circulator course supports the Perioperative OB Nursing role.
- The Periop 101 OB Course is a packaged product. Assign it as a package. You cannot create new modules to assign individually or include in modules other than the pre-built Periop module.
- The three courses included in the module are the Administrator Course, the Student (Learner) Course, and the Preceptor Course. Administrators can access all three, as well as the final exam.
- The course is divided into four roles: Administrator, Student (Learner), Preceptor, and Proctor.
- The Administrator assigns Proctors to “unlock” each student’s exam.
- Administrators must take the Administrator Course before a student can take the Student Course. The course provides guidance to those who administer the Student Course.
- At least one Administrator from each facility offering the Student Course must complete the Administrator Course.
- Manual assignments are made of the Administrator, Preceptor, Proctor, and Student Courses using the existing LMS processes.
- Users enrolled as students (learners) cannot also be an Administrator.
- You can view assignment and completion activity at any time.
- You receive 3.0 contact hours for completing the Administrator Course. You cannot receive contact hours for completion of the Student Course.
- You must complete the lesson and the associated test with an 80% or higher score.
- You have two years to complete the Administrator Course. Once completed, you have unlimited access to the course for the life of the Facility Agreement.
- Upon successful completion of the course, you can access your Certificate of Completion. In order to do so, you must add/update your CE Profile and complete a course evaluation.

## Administrator Count

- Each organization can assign two Administrators at no cost.
- Each organization can assign additional Administrators for a fee.
- There can be no transfer of Administrator permissions across users. Each Administrator assignment consumes an Administrator course seat. If an Administrator leaves, the organization can purchase an additional Administrator seat in order to give someone else Administrator permissions for the Student and Preceptor courses.
- Your organization is entitled to two new Administrator seats upon renewal. For example, upon first renewal, the organization is entitled to have four Administrators – the original two plus two new ones. The same applies for subsequent renewals.

## Preceptor Count

- The Periop 101 standard license includes four (4) Preceptor seats. The organization can purchase additional seats. Use the standard LMS seat licensing process to manage access. See the Help document from the Administrator Help menu named “Seat Counting Report” for information about the LMS seat licensing process.

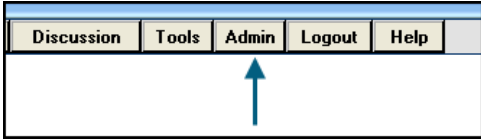
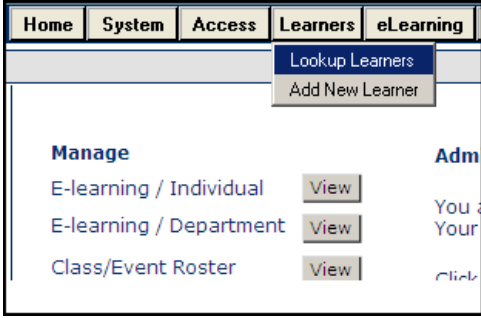
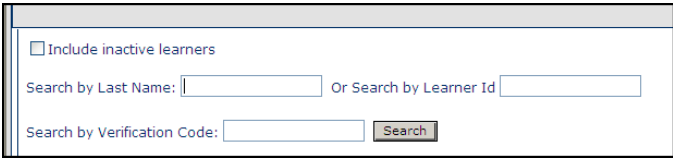
- If an Administrator takes the Preceptor Course, that activity counts as use of a preceptor seat.

## Module Assignment for the Periop OB 101 Course

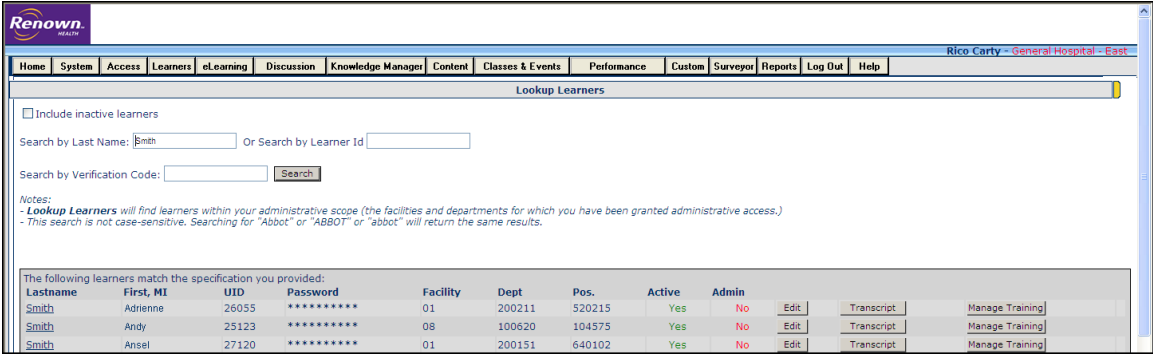
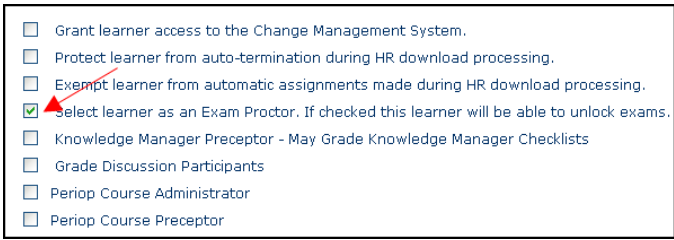
- A user must be both an LMS Administrator with module assignment rights, and a Periop 101 Administrator to be able to assign the Periop 101 OB course.
- Only designated Periop Administrators have access to assign the Student or Preceptor courses, based on the number of seats purchased.
- System Administrators only have access to assign the Administrator Course. System Administrators can designate Administrators with the option to assign the Preceptor and Student courses in both the “Local” and “Global” module lists.
- The custom assignment that permits modification of the due date displays upon course selection. You can set the due date for the Student Course no later than six (6) months from the Date of Assignment. You can set the due date for the Preceptor Course no later than 90 days from the Date of Assignment.

## Exam Proctors


### Assign a Proctor to a Learner

Steps	Display
1. From your <b>PERSONAL PAGE</b> , click the <b>Admin</b> tab.	 <p>A screenshot of a navigation menu with tabs: Discussion, Tools, Admin, Logout, and Help. A blue arrow points upwards to the Admin tab.</p>
2. Click the <b>Learners</b> tab, and select <b>LOOKUP LEARNERS</b> .	 <p>A screenshot of the 'Learners' tab in the navigation menu. The 'Lookup Learners' option is highlighted, and a dropdown menu shows 'Add New Learner'. Below the menu, there is a 'Manage' section with options: 'E-learning / Individual', 'E-learning / Department', and 'Class/Event Roster', each with a 'View' button. On the right side, there is an 'Adm' section with 'You' and 'Your' visible.</p>
The <b>LOOKUP LEARNER</b> screen displays.	
3. Search for the learner to whom you want to assign the Proctor.	 <p>A screenshot of the 'Lookup Learner' search form. It includes a checkbox for 'Include inactive learners'. Below it are search fields: 'Search by Last Name: [text box] Or Search by Learner Id [text box]' and 'Search by Verification Code: [text box] [Search button]'. There is also a 'Click' button on the right side.</p>


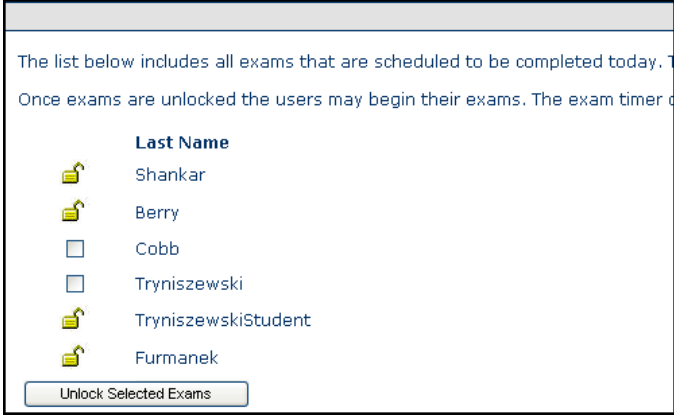




## Assign a Proctor to a Learner

Steps	Display
	
<p>4. Click the <b>[Edit]</b> button to the right of Learner.</p>	<p>The <b>EDIT LEARNER</b> screen displays.</p>
<p>5. Click the <b>Select learner as Exam Proctor. If checked this learner will be able to unlock exams</b> checkbox in the bottom portion of the screen.</p> <p>6. Click <b>[Save Changes]</b>.</p>	

## Unlock an Exam

Steps	Display
<p>1. From your <b>PERSONAL PAGE</b>, click the <b>[View]</b> button next to <b>Exam Proctor Utilities</b>.</p>	
<p>The <b>PROCTORED EXAM MANAGEMENT</b> screen displays. Only students scheduled to complete exams that day display.</p>	

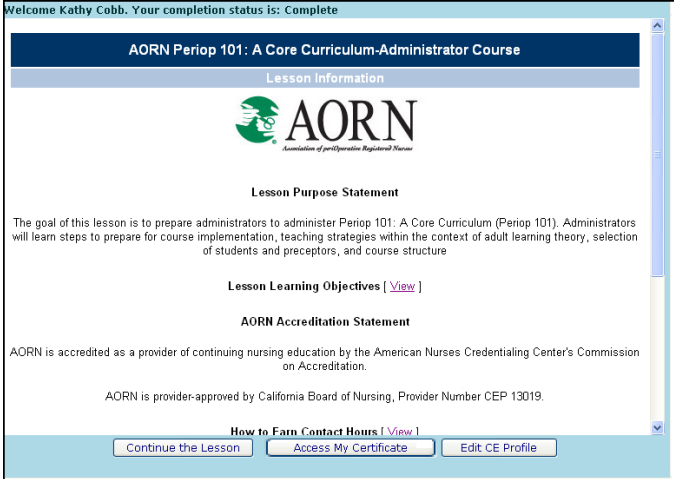
## Unlock an Exam

Steps	Display
<p> <b>Note:</b> An “open lock” displays next to those students whose exam has already been unlocked.</p> <ol style="list-style-type: none"> <li>Select the checkbox next to the student(s) whose exam you want to unlock.</li> <li>Click [<b>Unlock Selected Exams</b>] when you have made all of the selections.</li> <li>Click [<b>OK</b>].</li> </ol>	 <p>The list below includes all exams that are scheduled to be completed today. Once exams are unlocked the users may begin their exams. The exam timer...</p> <p><b>Last Name</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/>  Shankar</li> <li><input checked="" type="checkbox"/>  Berry</li> <li><input type="checkbox"/> Cobb</li> <li><input type="checkbox"/> Trynieszewski</li> <li><input checked="" type="checkbox"/>  TrynieszewskiStudent</li> <li><input checked="" type="checkbox"/>  Furmanek</li> </ul> <p>Unlock Selected Exams</p>

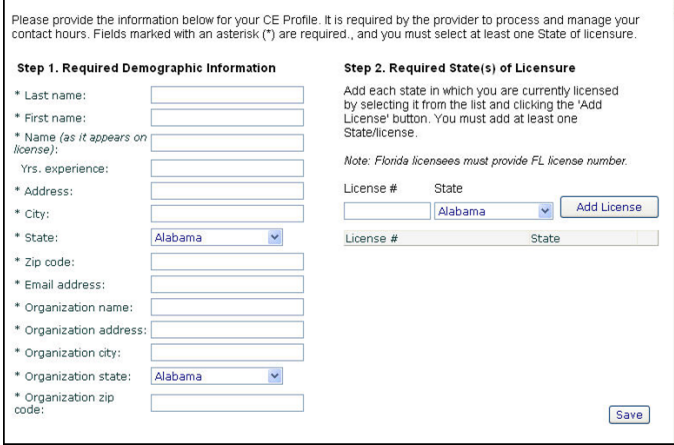
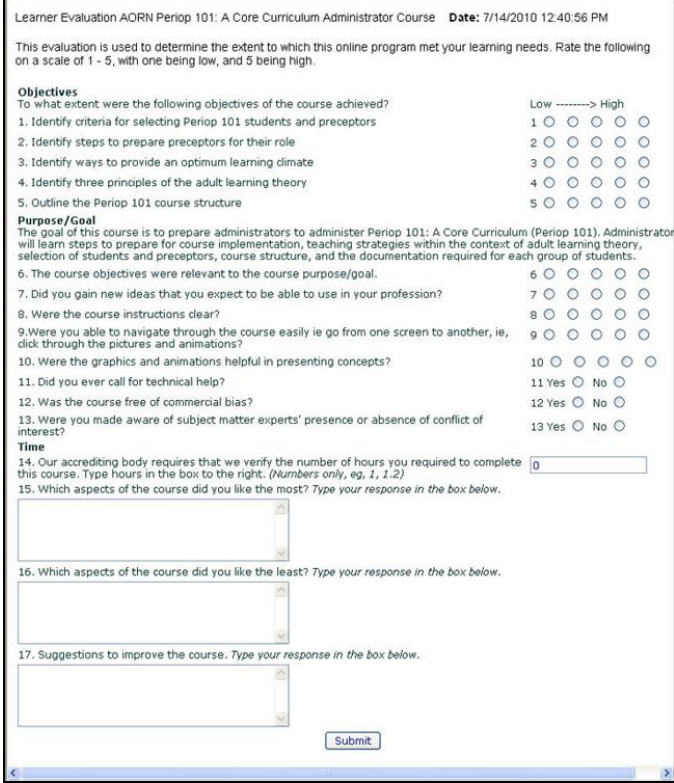
## Access/Print the Certificate of Completion

Access the certificate from the **LESSON INFORMATION** screen, or from the **Credits Earned Report** (from your **PERSONAL PAGE**).



### Access the Certificate from the Lesson Information Screen

Steps	Display
<ol style="list-style-type: none"> <li>Click the [<b>Access My Certificate</b>] button.</li> </ol>	<p>Upon completion of the course, the <b>LESSON INFORMATION</b> page displays the completion status at the top, and an [<b>Access My Certificate</b>] button displays at the bottom.</p>  <p>Welcome Kathy Cobb. Your completion status is: Complete</p> <p><b>AORN Periop 101: A Core Curriculum-Administrator Course</b></p> <p>Lesson Information</p> <p><b>AORN</b> Association of Perioperative Registered Nurses</p> <p><b>Lesson Purpose Statement</b></p> <p>The goal of this lesson is to prepare administrators to administer Periop 101: A Core Curriculum (Periop 101). Administrators will learn steps to prepare for course implementation, teaching strategies within the context of adult learning theory, selection of students and preceptors, and course structure</p> <p><b>Lesson Learning Objectives</b> [ <a href="#">View</a> ]</p> <p><b>AORN Accreditation Statement</b></p> <p>AORN is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.</p> <p>AORN is provider-approved by California Board of Nursing, Provider Number CEP 13019.</p> <p><b>How to Earn Contact Hours</b> [ <a href="#">View</a> ]</p> <p>Continue the Lesson    Access My Certificate    Edit CE Profile</p> <p>The <b>CE PROFILE INFORMATION</b> screen displays.</p>

Access the Certificate from the Lesson Information Screen

Steps	Display
<p>6. Answer each of the questions by selecting the appropriate radio button.</p> <p>7. Enter open-ended answers in the text boxes provided.</p> <p>8. Click <b>[Submit]</b>.</p>	
<p>The <b>Course Evaluation</b> displays.</p>	
<p>9. Answer each of the questions by selecting the appropriate radio button.</p> <p>10. Enter open-ended answers in the text boxes provided.</p> <p>11. Click <b>[Submit]</b>.</p>	
<p>The <b>Certificate of Completion</b> displays.</p>	

Access the Certificate from the Lesson Information Screen

Steps	Display
<div data-bbox="646 447 967 548"> <b>AORN</b> <small>Association of periOperative Registered Nurses</small></div> <div data-bbox="662 564 959 659"><p>Association of periOperative Registered Nurses 2170 S. Parker Rd., Ste. 300, Denver, CO 80231</p></div> <div data-bbox="464 665 1159 726"><h2>Certificate of Completion</h2></div> <div data-bbox="768 760 854 814"><h3>for</h3></div> <div data-bbox="402 848 1219 947"><h2>AORN Periop 101: A Core Curriculum Administrator Course</h2></div> <div data-bbox="682 978 938 1014"><p>Is Presented To</p></div> <div data-bbox="652 1043 971 1094"><h3>Kathy S. Cobb</h3></div> <div data-bbox="274 1123 1356 1234"><p>This certifies that the person named above has successfully completed the interactive online course through the AORN Learning Center on 07-12-2010</p></div> <div data-bbox="672 1262 950 1297"><p>Contact Hours: 3</p></div> <div data-bbox="256 1323 1370 1381"><p>AORN is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.</p></div> <div data-bbox="256 1404 1281 1461"><p>AORN is provider-approved by the California Board of Registered Nursing, Provider Number CEP 13019.</p></div> <div data-bbox="872 1505 1136 1577"></div> <div data-bbox="859 1593 1339 1650"><p>Linda Groah, RN, MSN, CNOR, CNAAC, FAAN Executive Director</p></div>	





Access the Certificate from the Credits Earned Report

Steps	Display
<p>1. From your personal page, click the <b>[View]</b> button next to <b>Credits Earned</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Quick Links</b></p> <p>Self-Enroll - Classes &amp; Events <a href="#">View</a></p> <p>Self-Enroll - eLearning <a href="#">View</a></p> <p>Change My Password <a href="#">View</a></p> <p>References <a href="#">View</a></p> <p><b>Reports</b></p> <p>My Transcript - All Training <a href="#">View</a></p> <p>Credits Earned <a href="#">View</a> ←</p> </div>

The CREDITS EARNED REPORT – SHOW ALL screen displays.

Credits Earned Report - Show all Kathy Cobb

The listing below contains all lesson items that you have completed that are approved for credits through one or more providers. Adjacent to the lesson are links to the printable certificates with the name of the provider and number of credits or contact hours. Each provider has their own procedures for acquiring credits. Check with your specific provider to ensure procedural compliance.

 Print  
 Export

**Show:** By Provider:  **By Credit Type:**  **Include Archived?**

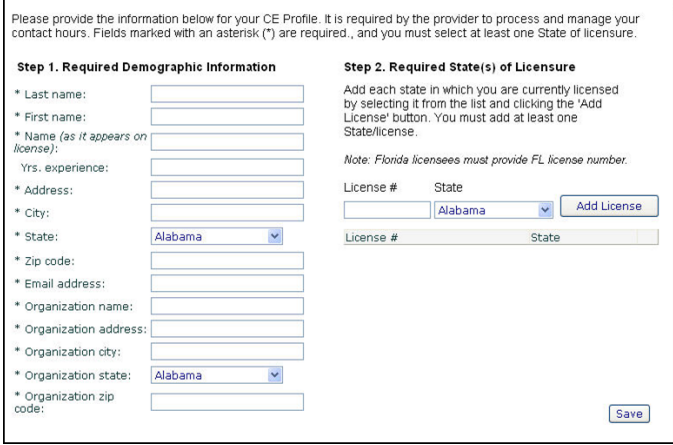
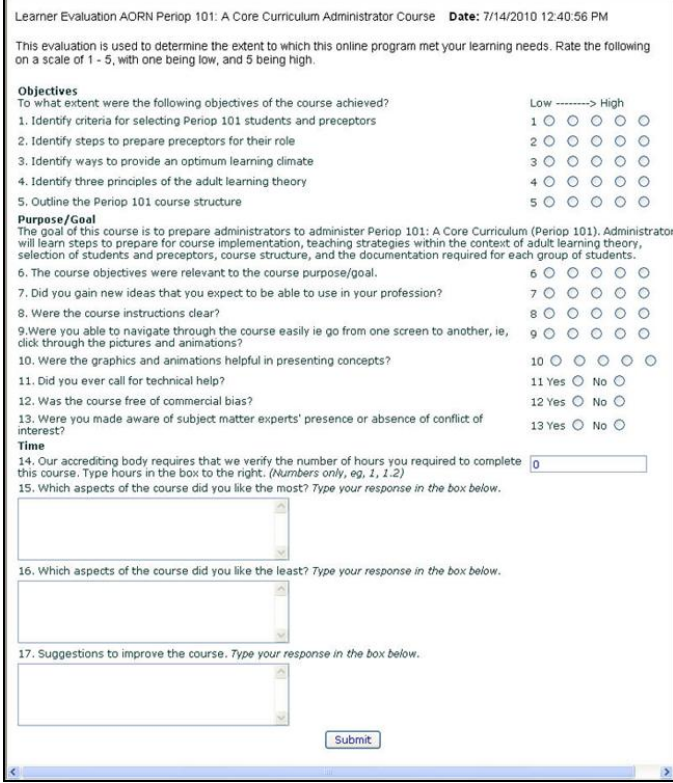
**Completed Date From:**  **To:**

Item Name	Item Type	Completed	# of Units	Type of Unit	Provider
AORN Periop 101: Preparing the Preceptor	Lesson	07-08-2010	2.7	Contact Hours	<a href="#">AORN</a>
AORN Periop 101: A Core Curriculum Administrator Course	Lesson	07-12-2010	3	Contact Hours	<a href="#">AORN</a> ←
AORN Periop 101: Final Exam	Lesson	07-12-2010	40	Contact Hours	<a href="#">AORN</a>


2. Click the **AORN** link in the **Provider** column for the Administrator Course.

The CE PROFILE INFORMATION screen displays.

Access the Certificate from the Credits Earned Report

Steps	Display
<p>3. Answer each of the questions by selecting the appropriate radio button.</p> <p>4. Enter open-ended answers in the text boxes provided.</p> <p>5. Click <b>[Submit]</b>.</p>	 <p>Please provide the information below for your CE Profile. It is required by the provider to process and manage your contact hours. Fields marked with an asterisk (*) are required, and you must select at least one State of licensure.</p> <p><b>Step 1. Required Demographic Information</b></p> <p>* Last name: <input type="text"/></p> <p>* First name: <input type="text"/></p> <p>* Name (as it appears on license): <input type="text"/></p> <p>Yrs. experience: <input type="text"/></p> <p>* Address: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: <input type="text" value="Alabama"/></p> <p>* Zip code: <input type="text"/></p> <p>* Email address: <input type="text"/></p> <p>* Organization name: <input type="text"/></p> <p>* Organization address: <input type="text"/></p> <p>* Organization city: <input type="text"/></p> <p>* Organization state: <input type="text" value="Alabama"/></p> <p>* Organization zip code: <input type="text"/></p> <p><b>Step 2. Required State(s) of Licensure</b></p> <p>Add each state in which you are currently licensed by selecting it from the list and clicking the 'Add License' button. You must add at least one State/licensure.</p> <p>Note: Florida licensees must provide FL license number.</p> <p>License # <input type="text"/> State <input type="text" value="Alabama"/> <input type="button" value="Add License"/></p> <p>License # <input type="text"/> State <input type="text"/></p> <p><input type="button" value="Save"/></p>
<p>The <b>Course Evaluation</b> displays.</p>	
<p>6. Answer each of the questions by selecting the appropriate radio button.</p> <p>7. Enter open-ended answers in the text boxes provided.</p> <p>8. Click <b>[Submit]</b>.</p>	 <p>Learner Evaluation AORN Perio 101: A Core Curriculum Administrator Course Date: 7/14/2010 12:40:56 PM</p> <p>This evaluation is used to determine the extent to which this online program met your learning needs. Rate the following on a scale of 1 - 5, with one being low, and 5 being high.</p> <p><b>Objectives</b> To what extent were the following objectives of the course achieved? Low -----&gt; High</p> <p>1. Identify criteria for selecting Perio 101 students and preceptors 1 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>2. Identify steps to prepare preceptors for their role 2 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>3. Identify ways to provide an optimum learning climate 3 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>4. Identify three principles of the adult learning theory 4 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>5. Outline the Perio 101 course structure 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p><b>Purpose/Goal</b> The goal of this course is to prepare administrators to administer Perio 101: A Core Curriculum (Perio 101). Administrator will learn steps to prepare for course implementation, teaching strategies within the context of adult learning theory, selection of students and preceptors, course structure, and the documentation required for each group of students.</p> <p>6. The course objectives were relevant to the course purpose/goal. 6 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>7. Did you gain new ideas that you expect to be able to use in your profession? 7 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>8. Were the course instructions clear? 8 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>9. Were you able to navigate through the course easily ie go from one screen to another, ie, click through the pictures and animations? 9 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>10. Were the graphics and animations helpful in presenting concepts? 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>11. Did you ever call for technical help? 11 Yes <input type="radio"/> No <input type="radio"/></p> <p>12. Was the course free of commercial bias? 12 Yes <input type="radio"/> No <input type="radio"/></p> <p>13. Were you made aware of subject matter experts' presence or absence of conflict of interest? 13 Yes <input type="radio"/> No <input type="radio"/></p> <p><b>Time</b></p> <p>14. Our accrediting body requires that we verify the number of hours you required to complete this course. Type hours in the box to the right. (Numbers only, eg, 1, 1.2) <input type="text" value="0"/></p> <p>15. Which aspects of the course did you like the most? Type your response in the box below.</p> <p><input type="text"/></p> <p>16. Which aspects of the course did you like the least? Type your response in the box below.</p> <p><input type="text"/></p> <p>17. Suggestions to improve the course. Type your response in the box below.</p> <p><input type="text"/></p> <p><input type="button" value="Submit"/></p>
<p>The <b>Certificate of Completion</b> displays.</p>	

Access the Certificate from the Credits Earned Report

Steps	Display
<div data-bbox="646 445 971 550"> <b>AORN</b> <small>Association of periOperative Registered Nurses</small></div> <div data-bbox="669 562 961 655"><p>Association of periOperative Registered Nurses 2170 S. Parker Rd., Ste. 300, Denver, CO 80231</p></div> <div data-bbox="409 667 1221 949"><h2>Certificate of Completion</h2><p>for</p><h3>AORN Periop 101: A Core Curriculum Administrator Course</h3></div> <div data-bbox="685 982 945 1012"><p>Is Presented To</p></div> <div data-bbox="662 1045 971 1096"><h3>Kathy S. Cobb</h3></div> <div data-bbox="279 1129 1351 1234"><p>This certifies that the person named above has successfully completed the interactive online course through the AORN Learning Center on 07-12-2010</p></div> <div data-bbox="678 1264 945 1297"><p>Contact Hours: 3</p></div> <div data-bbox="263 1327 1367 1381"><p>AORN is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.</p></div> <div data-bbox="263 1411 1279 1465"><p>AORN is provider-approved by the California Board of Registered Nursing, Provider Number CEP 13019.</p></div> <div data-bbox="880 1507 1140 1579"></div> <div data-bbox="863 1600 1334 1654"><p>Linda Groah, RN, MSN, CNOR, CNAAC, FAAN Executive Director</p></div>	