

AORN Fundamentals of Perioperative Practice

Invoice/Order Form

How did you learn about this product? ☐ Friend/Colleague ☐ AORN web site ☐ AORN Journal ☐ Periop In	sider Surgical Conference & Expo Tradeshows Other			
Section I. Master Facility Information and Facility Representative/Designated Contact (Check here if this person is also a Course Administrator.)	Course Administrator Information			
Name:	Name:			
Section II. Pricing				
\$150 per student Learn more about <u>Periop 101 Implementation Assistance Program.</u> One free administrator seat and one free preceptor seat included.				
Fees				
# of Student Seats x \$ x \$100 # Additional Administrator Seats x \$100 # Additional Preceptor Seats x \$89 [Please see page 2 for books and recommended videos].	Seat Subtotal \$			
Section III. Signature of Facility Representative/Designature	rnated Cantact			
Signing this verifies that I have read and understand the Terms and				
Signature:	Printed Name:			

Section IV.	Payment					
Check #:						
Credit Card Type:		☐ MasterCard	American Ex	xpress	Discover	
Credit Card #:					Exp. Date:	
Name on Card:						
Authorized Signatu	re:				Date:	
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Section V. Additional Resources						
TEXTBOOKS FOR REQUIRED READING ASSIGNMENTS (called the Perioperative Textbook Package):						
• AORN's Periopera	ative Standards and Recor	nmended Practices, latest edit	ion			
 Alexander's Care 	of the Patient in Surgery,	latest edition				
NOTE: Fundamentals of Perioperative Practice customers get the member rate for these textbooks for the duration of their Fundamentals of Perioperative Practice 1-year term.						
To purchase the required Fundamentals of Perioperative Practice textbooks, you may order online by visiting <u>aornbookstore.org</u> —use the search function by title.						
In the "Enter Keyw	ord" box, type in Perioper	rative Textbook Package <u>OR</u>	complete this forn	n and add your to	ital to page 1:	
AORN / Mosby: I Mosby, PACKAGE		Package, 2013, 2013 / e201	3 AORN /			
AORN	Member Price: \$228.00	0 x (number of s	ets)	Subtotal \$		
and Recommended	-	Package & Perioperative Sta 13 edition, 2013/e2013 AORI				
AORN	Member Price: \$296.00	x (number of	sets)	Subtotal \$		
		\$.95 for each additional set.				
Call for information	on and pricing on interna	tional shipping.		Subtotal \$		
Ship To Address:						
				Book Total \$		

RECOMMENDED VIDEO RESOURCES

• AORN's Perioperative Nursing Video Library (available in CD-ROM, DVD, or annual online subscription format)

To order the recommended video titles for Fundamentals of Perioperative Practice, visit <u>aorn.org/EducationVideos</u> or call Cine-Med directly at 1-800-633-0004.

Before you order the videos in CD-ROM or DVD format, you will want to wait to receive your Fundamentals of Perioperative Practice discount code. The code is given to you near the end of your Administrator Start email after you have placed your order. To get the discount you must have the discount code when you place your order for the CD-ROMs or DVDs.

To complete your order, please read the following Terms and Conditions on pages 4 and 5. Directions for submitting your order are on page 6.

ADDITIONAL PERIOP 101 COURSE ADMINISTRATOR INFORMATION

Provide the following information about each Course Administrator(s). Attach as many sheets as necessary. Academic Facility Name (if any): Section VI. Additional Facility Information Name of Facility -Business Address: — City/State/Zip: —— Section VII. Course Administrator Information **Course Administrator Information** Name: _____ Credentials (e.g., RN, BSN, CNOR): Credentials (e.g., RN, BSN, CNOR): Email: ____ Facility Address: Facility Address: City/State/Zip: ____ City/State/Zip: Telephone: Telephone: Fax: _____ Fax: _____ Section VI. Secondary Facility Information Name of Facility_ Business Address: ___ City/State/Zip: Section VII. Course Administrator Information **Course Administrator Information** Credentials (e.g., RN, BSN, CNOR): Credentials (e.g., RN, BSN, CNOR): Title: ___ Title: _____ Facility Address: Facility Address: City/State/Zip: _____ City/State/Zip: Telephone: Telephone: Fax: _____ Fax: _____

TERMS AND CONDITIONS

Definitions

Administrator

The individual listed on the order form who manages and facilitates students through the Fundamentals of Perioperative Practice course (may also be the Facility Representative/ Designated Contact).

• AORN Learning Center (ALC)

AORN's proprietary Web-enabled learning management system and service updates. The ALC is comprised of the Web sites and all related hardware, software, code, databases, data, and connectivity provided or used by AORN.

• Facility Representative/Designated Contact

Primary contact in the event AORN needs to contact the listed facility and the Administrator is not available.

• Invoice/Order Form

The order form that includes the Terms and Conditions and is signed by the authorized facility representative.

• Master Facility

The facility signing the Fundamentals of Perioperative Practice agreement—the only site for a single-site agreement, or the lead facility for a multi-site agreement.

• Fundamentals of Perioperative Practice

The course learning modules, tests, and all other materials made available to Students and Administrator(s) through AORN's learning management system.

• Preceptor

Individual designated by the Administrator to take the Preceptor Module – this person has access only to the Preparing the Preceptor module.

• Student

Individual designated on the roster to use a purchased Fundamentals of Perioperative Practice student seat for the licensed facility.

Administrators

AORN will provide complimentary course Administrator registrations according to the Price List. A minimum of one Administrator is required per facility or subfacility. The Administrator must provide a roster of the students they intend to enroll in the course. See attached document.

Each Administrator, Student, and Preceptor will have a username and password as part of the registration process.

One Administrator for each facility/site must complete the Administrator course before Students are granted access to the course.

Students

Students **cannot** participate in Fundamentals of Perioperative Practice without a Course Administrator. Students will have 6 months to complete the course from the time they complete online registration.

Clinical Preceptorships

AORN does not provide a clinical preceptorship or practicum in connection with Fundamentals of Perioperative Practice. It is the responsibility of the Administrator to provide a clinical preceptorship and practicum and to establish the competency of Students.

Contact Hours

Administrators and Preceptors who are registered nurses are eligible for nursing contact hours upon successful completion their respective courses and Post Tests.

Access Controls

Administrators, Students, and Preceptors are solely responsible for ensuring that their user names, passwords, and access numbers are not shared with other individuals and that appropriate measures are implemented to keep those secret and confidential.

Expiration Term for Administrators, Students, and Preceptors

- Administrators will have access to the Administrator Course and all student modules for the **12-month** (one-year) term of the agreement, starting on the date AORN sends the Administrator the course start instructions by email.
- Administrators who are added during the term will have access for the remainder of that term.
- All unused Administrator, Student, and Preceptor seats will expire 12 months following the date AORN sends the Administrator the
 course start email.
- Students will have 6 months to successfully complete the Fundamentals of Perioperative Practice course from the date they register online.
- Preceptors will have **3 months** to successfully complete the Preceptor Module from the date AORN registers them online and sends them the registration confirmation by e-mail.
- Upon expiration of the agreement, the facility must purchase another agreement to continue access to the Fundamentals of Perioperative Practice. Access to the course will be denied if a facility chooses not to purchase another agreement.

Fees and Payment

All fees are nonrefundable.

Restrictions

Under no circumstances shall Course Administrators, Students, or Preceptors use or permit the use of any downloaded or printed Fundamentals of Perioperative Practice materials to develop other training materials or competing products or services. The ALC and Fundamentals of Perioperative Practice content must <u>not</u> be reverse engineered, disassembled, or removed, and all copyrights and privacy notices contained in Fundamentals of Perioperative Practice shall remain intact.

Course Administrator, Student, or Preceptor information may not be shared or transferred from one person to another.

Course Administrators, Students, and Preceptors will comply with all Terms and Conditions of this agreement.

Student, Preceptor and Administrator registrations/seats are not transferable once the person has registered online for the course.

Intellectual Property

AORN owns all rights, title and interests of Fundamentals of Perioperative Practice including all patent rights, copyrights, trademark rights, and all other intellectual property rights. By accessing the course, you agree that you will access the contents solely for your own or your organization's use of the Fundamentals of Perioperative Practice offering. The content may not be printed, saved, or modified for use outside of this sole purpose. Authorized individuals from your organization will be asked to acknowledge AORN's intellectual property rights upon purchasing a Fundamentals of Perioperative Practice agreement.

General

Amendment(s) to these terms will be accepted only in writing and must be agreed upon by AORN before implementation.

The *Invoice/Order Form and Terms and Conditions* listed in this document represent the entire understanding between AORN and the Fundamentals of Perioperative Practice Administrators, Students, Preceptors, and Designated Contact with respect to Fundamentals of Perioperative Practice. AORN may review and consider the use of external customer documents relating to the purchasing process of Fundamentals of Perioperative Practice.

Section VIII. To Place Your Order

To place an order, please complete and sign the online Fundamentals of Perioperative Practice Invoice/Order Form. Print it out and mail it with your check or fax your credit card order to:

AORN Customer Service/Fundamentals of Perioperative Practice, 2170 S. Parker Road, #400, Denver, CO 80231; fax (800) 847-0045

NOTE: Upon receipt of both the signed Fundamentals of Perioperative Practice Invoice/Order Form and payment, AORN will e-mail the information needed to start the Fundamentals of Perioperative Practice Administrator Course to the contact person or Administrator at the email address provided on page 1. *Purchase orders are not considered payment; AORN must receive a check or credit card payment before Fundamentals of Perioperative Practice is activated.*

This order form serves as your invoice.