

AORN Perioperative Education Modules/Courses ORDER FORM

Please deliver to the email address noted below as indicated. I have reviewed the attached Licensing Terms and Notices and agree to them. I understand that access to the product(s) is via the AORN Learning Center (ALC). *Computers used to access these courses must meet computer specifications listed on page five.* I understand that within three business days of receipt of my completed order form and payment, AORN will send me at the email address I give below a URL link that will allow me to download the product(s) ordered.

How did you learn about this product?

Friend/Colleague AORN Web Site AORN Journal Periop Insider Annual Conference/Expo Tradeshows Other _____

Note: Prices are quoted, and must be paid in, US dollars and are subject to change without notice. Your order will be delivered once payment is processed. All sales are final.

Facility Administrator	Additional Facility Administrator
Name: _____	Name: _____
Credentials (e.g., RN, BSN, CNOR): _____	Credentials (e.g., RN, BSN, CNOR): _____
Title: _____	Title: _____
Email: _____	Email: _____
Facility Name: _____	(If same as Facility, leave blank) _____
Facility Address: _____	Facility Name: _____
City/State/Zip: _____	Facility Address: _____
Telephone: _____	City/State/Zip: _____
Fax: _____	Telephone: _____
<p>Check one:</p> <input type="checkbox"/> Academic institution <input type="checkbox"/> Ambulatory – freestanding surgery center <input type="checkbox"/> Ambulatory – hospital-based <input type="checkbox"/> Hospital	Fax: _____

Discount Pricing Chart (See page 3 for 1-4 seat pricing)

# of Seats (Term)	Discount
11-29 Students	5% off per seat
30+ Students	10% off per seat



Please indicate which module/course you wish to order:

QTY.	MODULE	PRICE 1-4 SEATS	CONTACT HOURS
Aseptic Practice			
<input type="checkbox"/>	Sterile Technique	\$75.00	1.5
<input type="checkbox"/>	Scrubbing, Gowning and Gloving	\$75.00	1.6
<input type="checkbox"/>	The Perioperative Environment	\$75.00	1.8
Equipment and Product Safety			
<input type="checkbox"/>	Safe Use of Surgical Energy	\$75.00	1.5
<input type="checkbox"/>	Endoscopic and MIS	\$75.00	1.3
<input type="checkbox"/>	Perioperative Safety: Introduction	\$75.00	1.3
<input type="checkbox"/>	Perioperative Safety: Equipment Focus	\$75.00	2.1
<input type="checkbox"/>	Perioperative Safety: Patient Focus	\$75.00	1.6
<input type="checkbox"/>	Surgical Draping	\$75.00	1.1
<input type="checkbox"/>	Wound Closure	\$75.00	1.6
<input type="checkbox"/>	Wound Healing	\$75.00	1.3
Patient and Worker Safety			
<input type="checkbox"/>	Environmental Sanitation and Terminal Cleaning	\$75.00	1.3
<input type="checkbox"/>	Hemostasis, Sponges and Drains	\$75.00	1.6
<input type="checkbox"/>	Latex Allergy	\$75.00	1
<input type="checkbox"/>	Patient and Family Education	\$75.00	1.4
<input type="checkbox"/>	Specimens	\$75.00	1.8
Patient Care			
<input type="checkbox"/>	Anesthesia	\$75.00	1.4
<input type="checkbox"/>	Perioperative Health Care Information Management	\$75.00	1.8
<input type="checkbox"/>	Medications and Solutions	\$75.00	1.9
<input type="checkbox"/>	Perianesthesia Nursing	\$75.00	1
<input type="checkbox"/>	Perioperative Assessment	\$75.00	1.3
<input type="checkbox"/>	Positioning the Patient	\$75.00	1.6
<input type="checkbox"/>	Perioperative Skin Antisepsis	\$75.00	1.4
<input type="checkbox"/>	Transmissible Infection Prevention	\$75.00	1.2
Sterilization and Disinfection			
<input type="checkbox"/>	Sterilization and Disinfection	\$75.00	2
<input type="checkbox"/>	Surgical Instruments	\$75.00	1.8

CONTINUED

Please indicate which module/course you wish to order:

QTY.	MODULE	PRICE 1-4 SEATS	CONTACT HOURS
Nonclinical Modules			
<input type="checkbox"/>	Introduction to Perioperative Nursing	\$75.00	1
<input type="checkbox"/>	Clinical Reasoning	\$75.00	2
<input type="checkbox"/>	Professionalism	\$75.00	1.5

	SPECIALTY MODULES	MEMBER PRICING	NON-MEMBER PRICING	CONTACT HOURS
<input type="checkbox"/>	Care of the Pediatric Patient	\$100.00	\$100.00	1.7
<input type="checkbox"/>	Medication Safety Assessment for Adults	\$45.00	\$60.00	2
<input type="checkbox"/>	Guidelines Assessment	\$45.00	\$60.00	2
<input type="checkbox"/>	Minimally Invasive Surgery	\$135.00	\$250.00	8
<input type="checkbox"/>	Prep for CNOR	\$295.00	\$400.00	40
<input type="checkbox"/>	Laser Safety	\$100.00	\$100.00	2.5
<input type="checkbox"/>	Infection Prevention for ASCs	\$125.00	\$275.00	6.8
<input type="checkbox"/>	Caring for the Older Adult	\$100.00	\$100.00	1.8
<input type="checkbox"/>	Role of Periop Nurse in Product Selection & Evaluation	\$25.00	\$25.00	1

Fees

Seats _____ x \$ _____	Seat Subtotal \$ _____
Seats _____ x \$ _____	Seat Subtotal \$ _____
Seats _____ x \$ _____	Seat Subtotal \$ _____
PEP Facility Discount (5% discount) \$ _____	PEP Discount - \$ _____
	Seat Total \$ _____
	TOTAL PAYMENT: \$ _____

To Place Your Order

To place an order, please complete and sign the Order Form. Mail it with your check or fax your credit card order to:

AORN Customer Service, 2170 S. Parker Road, Ste. 400, Denver, CO 80231; fax (800) 847-0045

NOTE: Upon receipt of both the signed Order Form and payment, AORN will e-mail the information needed to the Facility 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 the course is activated.

This order form serves as your invoice.

Signature _____

Questions?

Email AORN at custsvc@aorn.org or call AORN Customer Service at 1-800-755-2676 (1-303-755-6304 from outside the US and Canada)

AORN Perioperative Education Courses

TERMS AND CONDITIONS

Definitions

- **Facility Administrator**

The individual listed on the order form who assigns students to the course(s).

- **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.

- **Invoice/Order Form**

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

- **Facility Administrator Dashboard**

This tool allows administrators to assign students to courses that your facility has purchased.

Administrators

A minimum of one Administrator is required per facility.

Students

Students will have 4 months to complete specialty modules and 3 months for all other modules assigned from the time they complete online registration.

Expiration Term for Facility Administrators

- Facility Administrators have the ability to assign the Courses purchased for 24-months, starting on the date AORN sends the Administrator the online course purchase acknowledgment (by email) for each order.
- All unused Student seats for a course will expire 24 months following the date AORN sends the Administrator the course start email for that course purchase.

Fees and Payment

All Fees are nonrefundable.

Restrictions

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

No course extensions will be granted until the required payment is received.

Under no circumstances shall Facility Administrators or Students use or permit the use of any downloaded or printed materials to develop other training materials or competing products or services. The ALC content must not be reverse engineered, disassembled, or removed, and all copyrights and privacy notices contained in courses shall remain intact.

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

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

Intellectual Property

AORN owns all rights, title and interests of the offered courses including all patent rights, copyrights, trademark rights, and all other intellectual property rights. By accessing AORN courses, you agree that you will access the contents solely for your own or your organization's use of the course 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 submitting this order form.

AORN Perioperative Education Courses

TERMS AND CONDITIONS (Cont'd)

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 Administrators, and Students with respect to AORN courses. AORN may review and consider the use of external customer documents relating to the purchasing process of AORN courses.

Access Controls

Administrators and Students 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.

Contact Hours

Students who are registered nurses are eligible for nursing contact hours upon successful completion of the assigned course(s) .

AORN Online Education

COMPUTER SPECIFICATIONS & IT BEST PRACTICES FOR PCs

System Requirements

IMPORTANT NOTE: Because of reoccurring changes to the Internet, computer specifications change often. For the latest update to these computer specifications, please go to aorn.org/computerspecs.

Operating System

Windows (95, 98, ME, 2000, NT, XP)

Hardware

- RAM: 64MB (128MB recommended)
- Free Disk Space: 5MB (10MB recommended)
- CPU Speed: 266Mhz (500Mhz recommended)
- Internet Access: 56k modem (DSL or Cable modem recommended)

Software

- Internet Browser
 - Internet Explorer (IE) version 7.0 or higher
 - We have found that some networks encounter instability with Internet Explorer. For these facilities, you might try the browser called FireFox by Mozilla. You can get a free download of this browser at <http://www.mozilla.com>. Firefox seems to be more stable for some of our users, and they encounter less time out and dropping issues.
 - You may also try Google Chrome for Internet instability. <https://www.google.com/intl/en/chrome/browser/>
- Cookies enabled
- Latest version of Flash
- Windows Media Player
- IMPORTANT! Adobe Acrobat Reader
 - To download the latest version, go to <http://www.adobe.com/products/acrobat/readstep2.html> and click *Download Now*
- 1024 x 768 resolution at 32-bit color depth
- *Sun Microsystems or Oracle Java and JavaScript* should be enabled because some courses and tests use JavaScript for communication and passing data. (You must have Sun Microsystems or Oracle Java – other types of Java, including Microsoft VM, do not always work correctly with our application.)

Settings:

- To check what version of Java you are running on your computer go to <http://www.javatester.org>
- What works: 1.6.0_25 or above.

AORN Online Education

COMPUTER SPECIFICATIONS & IT BEST PRACTICES FOR PCs (Cont'd)

Troubleshooting tips:

If you have any issues with downloading any of these programs to your computer, you can ask your hospital facility IT department, or you can call the AORN SumTotal Help Desk at 1-866-692-8626. SumTotal Systems is the vendor for our learning management system, and we have a specific group of customer service representatives who know our system and our online courses, so they can certainly help you if your own IT department is busy.

Network Setup:

If you are accessing AORN online education from a hospital facility, please share these IT Best Practices with our IT department.

Proxy Server/Firewall

- Ensure that all traffic To/From the following sites is unrestricted:
<http://www.aornonlineeducation.org/MaestroA>
<http://component.geolearning.com/CourseMenu/CourseMenu.aspx>
http://component.geolearning.com/Scorm/Scorm_Launcher.aspx
- If possible, do not use cached data from this URL.

Network

- This URL has a 20 minute time-out on our network side, except for the My Courses page. The My Courses page does not time-out in order to allow students as much time as they need to complete courses/tests. Your network should not enforce any time-out for this URL.
- Add the following sites as trusted sites on the server level:
[aornonlineeducation.org/MaestroA](http://www.aornonlineeducation.org/MaestroA)

Local Machines

- Our LMS uses cookies/sessions to track course/test progress. Do not enforce higher than standard or medium IE security settings on local machines. The standard settings allow proper communication. Lowering them is not necessary.
- Turn off your pop-up blockers for your browser.